

# Board of School Trustees Meeting

## Mt. Vernon Board of School Trustees

Mt. Vernon Administrative Service Center

Monday, January 27, 2020

7:00pm - 8:00pm

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**Present:** Mr. Greg Rollo, Director of Technology; Mrs. Gwen Scrogam, Board Secretary; Mrs. Maria Bond, Communications Director; Mrs. Kellie Freeman, Board President; Mr. Tony May, Board Member; Dr. Jack Parker, Superintendent; Mr. Derek Shelton, Director of Operations; Mr. Chris Smedley, Assistant Superintendent; Mr. Scott Shipley, Director of Curriculum; Mrs. Beth Smith, Board Member; Mrs. Shannon Walls, Board Member; Mr. Greg Elkins, Chief Financial Officer

**Absent:** Mrs. Laura Durig, SpEd Director; Mr. Mike McCarty, Board Member; Lisa Heitman, Finance Dept

### 1 Board Work Session (6:00 P.M.)

Dr. Jack Parker, Superintendent

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**Minutes:**

The Board of School Trustees of the Mt. Vernon Community School Corporation held a Work Session at 6:00 p.m.

### 2 Pledge of Allegiance (6:55 P.M.)

Mrs. Kellie Freeman, Board President

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The School Board, before each meeting, offers the opportunity to participate in an invocation/moment of silence and the Pledge of Allegiance. People attending the meeting are welcome to take part in this procedure. Those desiring not to take part may either remain in the hallway before the meeting or sit quietly in the meeting room.

**Minutes:**

A moment of silence was held.

### 3 Call to Order

Mrs. Kellie Freeman, Board President

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**Minutes:**

The Board of School Trustees of the Mt. Vernon Community School Corporation held a regular meeting on January 27, 2020 at 6:59 p.m. in the Board Room at the Administrative Service Center.

### 4 Adoption of the Agenda

Mrs. Kellie Freeman, Board President

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**Minutes:**

Dr. Parker announced there were additions to the Personnel Report.

Mrs. Walls made a motion to accept the agenda as amended. Mr. May seconded, and the motion carried 4-0.

## 5 Reports

Dr. Jack Parker, Superintendent

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### Minutes:

Dr. Parker stated there were many great reports tonight.

### 5.1 Good News

Mrs. Maria Bond, Communications Director

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Please help me welcome the Community Relations Intern, MVHS senior Miss Madison King as she shares January's Good News Report.

#### Minutes:

Mrs. Bond began by acknowledging Mt. Vernon Middle School Counselors Carey Cole, Chelsea Pacheco and Michelle Shepherd. MVMS has been named as a Recognized ASCA Model Program (RAMP) by the American School Counselor Association. They will keep this designation for five years. Last year only 140 schools across the nation received this recognition. Dr. Parker added he was very proud of their work and admired them for what they do for students, their school and the entire district.

Mrs. Bond's intern, Madison King, shared more Good News:

1. Superintendent Parker testified at the HB 1204 Hearing at the Statehouse. This bill supports schools not being penalized for early graduates with ADM funds.
2. FES and MES Robotics Teams competed in a regional robotics competition.
3. Three MVHS students competed in the FFA national competition for Meets Evaluation and placed 4th in the Beef Grading Category and 11th overall.
4. MVMS hosted another Unified Champions basketball event, creating climates of inclusion, respect, dignity and acceptance for all students.
5. MVCSC hosted a Legislative Breakfast focusing on education issues with Rep. Brian Bosma, Rep. Bob Cherry and Sen. Mike Crider. All Hancock County school districts attended, along with administration from South Madison, Shelby Eastern and Warren Township.

#### Attachments:

[1-2020 Board Report.pdf](#)

### 5.2 Spotlight on Schools

Dr. Jack Parker, Superintendent

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Mr. Ben Williams, Principal, Mt. Vernon Middle School

#### Minutes:

Mr. Ben Williams, Principal at Mt. Vernon Middle School, gave a presentation spotlighting his school. He began by stating MVMS is a Gold Star and STEM Certified School rated by the IDOE and Unified Champions School in conjunction with the IHSA and Special Olympics. MVMS provides a wide and diverse array of opportunities before, during and after school in order to reach all students so that all students can be well-rounded and successful. Students at MVMS have several opportunities available to them including thirty-two sports teams, seven academic teams and competitions, sixteen clubs, many community service projects, and electives that include Robotics, PLTW, FACS, Computer Science 1 & 2, STEM, Business & Technology, Visual Arts, PCC, Band and Choir. 8th Graders also are able to

earn high school credits in Algebra 1 and PCC. Mr. Williams presented spring iLearn scores noting the overall grade is at 69.5%. Action is being taken to improve that grade in the areas of Math and English/Language Arts. He also presented winter NWEA scores. Looking at all the data and figuring out how to grow on it and improve. Through the PLC Process, the goal is to establish a guaranteed and viable curriculum where all students are learning at high levels. The PLC Process asks what do we want students to learn, how do we know they have learned it and what do we do if they don't learn it.

Goals and progress include Curriculum Collaborators identify Essential Learnings per subject level; increased instructional time in 6th grade Math and English Language Arts from 50 to 85 minutes every day; instructional rounds for teachers; iLearn training for all teachers in the areas of math, reading and writing; and quarterly team talks with students. 5th graders are transitioned into the middle school to become successful 6th graders. Mr. Williams challenged board members to come to a Unified Champions Event, Veterans' Day Program or Black History Month activity.

#### **Attachments:**

[MVMS Spotlight on Schools.pdf](#)

### **5.3 Delayed Start Report**

Dr. Jack Parker, Superintendent

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#### **Minutes:**

Principals Casey Dodd (MVHS), Ben Williams (MVMS), Stephanie Miller (MES), Stacy Muffler (FES) and Alissa Lockwood (MCE) made a presentation on data they had collected regarding Delayed Start Wednesdays and thoughts they had regarding this data. They began by discussing what the delayed start time is used for. For the past four or five years it has been used for team time, planning time or an occasional guest speaker. It was determined it was not having that direct impact on student achievement that they intended it to. They began discussions during Principal PLC on how to use this time more effectively. Teachers were trained during the summer on what is a PLC, what does it look like and how do we collaborate with each other. They have begun dedicating delayed start time collaborating with teams. She showed a video highlighting teachers from each of the buildings discussing the PLC Process in their building and how beneficial it is.

Each principal told what Delayed Start Wednesdays looks like for their students. Mr. Williams stated 90% of middle school students arrival for Delayed Start Wednesdays at their normal time creating the need for student supervision. Mr. Dodd stated most high school students also arrive at their normal time, going to various locations also requiring appropriate supervision, but they have students that don't use that time to advance their academics therefore presenting challenges. Mrs. Miller stated elementary students who arrive normal time may be in the cafeteria watching a movie or on chromebooks in the hallway. No instruction is held during this time.

Mrs. Miller shared data collected showing an increase in student tardies on Wednesdays compared to the other days of the week. Mr. Williams shared student discipline referral data indicating a higher number of referrals on Wednesdays he feels is due to taking kids out their normal routine causing them to make errors in judgement. Administrators who should be involved in PLC activities are taken away from assisting teachers to deal with student issues. Mrs. Lockwood feels students are wound up by the time they get to class after being in the gym for over an hour resulting in discipline issues. Mr. Dodd shared staff perspectives and feedback. When asked if they felt there was negative difference in student behavior on Wednesdays, two-thirds of the staff agreed there was. More than half of the staff reported seeing a negative difference in student engagement on Wednesdays also. Mrs. Muffler added sometime conflict that happened during that delayed start period throws student focus off the entire school day.

The principals concluded that changes to students' routines leads to concerns such as school safety, student tardiness, disciplinary referrals and lack of all staff being able to participate in the PLC Process

due to being taken away to deal with student issues during that delayed start time period. They are requesting board members open discussions concerning future action that students not be present at school during this important PLC Planning Time and collaborate with parents and the community at-large concerning delayed start details. Not having students in the building would create a safer environment and more structured routine for students on Wednesdays; full and deeper staff involvement in the PLC Process; and increased student achievement as a result of a stronger PLC Process.

Mrs. Freeman asked what is the timeline to make these changes. Mr. Williams responded they would like to begin not housing students during PLC Planning beginning next school year. Mrs. Freeman asked if parents will be surveyed to get their input. Dr. Parker said he certainly wants to listen to parents' thoughts and concerns and one idea would be whether they preferred a delayed start or early release on Wednesdays. Mr. Smedley stated that in 2018 parents were surveyed and at that time preferred a delayed start over an early release.

Dr. Parker asked the board if they wished them to continue studying this issue and get parent input. The principals wish to bring this back before the board prior to the end of this school year. Board members stated yes, they definitely were interested in parent input regarding any concerns they had. They asked Mr. Shelton if transportation would be an issue running the buses later on Wednesdays. He stated it should not be a problem.

## 5.4 MVHS Scheduling Update

Mr. Casey Dodd, Principal

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### Minutes:

Mr. Dodd along with teachers Amanda Ruble and Nick Ragan gave a update on MVHS Scheduling. A committee was formed with the mission to develop a daily schedule that best meets the needs of our students to be able to progress through the educational program provided at MVHS in the effective and efficient way. The work of the committee was broken down into five phases. Phase 1 began with taking a look at the current schedule. It involved a survey to determine strengths and weaknesses; the committee discussed do we have all we need in a schedule; and developed research questions, making sure they were asking the right kind of questions if they developed a different schedule. Phase 2 began by looking at other schedules and included visiting other schools to ask the research questions regarding their scheduling, reporting back to the committee with the answers. The visits enabled the committee to talk to administrators, students and counselors for good feedback. Each district is on a different schedule so the committee was able to gather information on several scheduling options. The committee identified the key elements they wanted in a schedule along with what they didn't want. A determination was made not to change the schedule format for the 2020-2021 school year. Any change would not go into effect until 2021-2022. Phase 3 begins in February and involves conducting focus groups of students, parents and staff members. Phase 4 will begin in March/April and the information provided by the focus groups will be used to building a daily schedule based on their findings, seek feedback on proposed daily schedule and make refinements. Phase 5 is the proposal to present to the school board at their May meeting. There is the possibility that at the end of this process, it will be decided that Block 4 is the schedule to keep, but the goal is to make that decision after going through all the phases and deciding this is what is best for students.

Mrs. Smith stated that no matter when you changed schedules there could be a student that misses a credit or two and asked Mr. Dodd if they had a contingency for that. He stated yes, notifying students that the schedule would be changed a year in advance would give students the opportunity to make adjustments and change their schedule if needed. Mr. May asked if facility usage had been looked at. Mr. Dodd said yes, along with class sizes. Mrs. Freeman stated she would be interested in sitting in on a focus group.

**Attachments:**

MVHS Daily Schedule Research Committee.pdf

## 6 Public Comments Regarding Agenda Items

Mrs. Kellie Freeman, Board President

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### B255 - Public Participation at Board Meetings

- Should only address items listed in the agenda, or upon approval of the presiding officer, may address other legitimate interest in the actions of the board.
- Must be recognized by presiding officer.
- Must provide name, address, and group affiliation, if and when appropriate
- Limited to 3 minutes duration
- All statements shall be directed to the presiding officer; no person may address or question Board members individually

**Minutes:**

There were none.

## 7 Consent Agenda

Mrs. Kellie Freeman, Board President

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The school board shall use a consent agenda (Policy #0166.1) to keep routine matters. By a single motion, the Board approves/adopts the following items or actions which reflect application of School Board Policy and/or Indiana Code. Any items marked "Consent" may be removed from the agenda by a Board Member or the Superintendent.

**Minutes:**

Mrs. Walls made a motion to accept the Consent Agenda as presented:

1. Minutes of the January 6, 2020 Board of Finance Meeting; January 6, 2020 Reorganization Meeting; and December 16, 2019 Regular Board Meeting;
2. Claims;
3. Request from MVHS Family, Career, Community Leaders of America to attend the 2020 Indiana State FCCLA Leadership Conference March 5-7, 2020 in Muncie, Indiana;
4. Request to accept the following donations: a) Donation from RPM Co., Inc. in the amount of \$1,000.00 to MVHS to be used for the football program; b) Donation from the Huth Family in the amount of \$800.00 to MVHS to be put in the student needs account in order to assist students during the holidays; c) Donation from the Fortville American Legion and the Sons of the American Legion in the amount of \$1,000.00 each (total of \$2,000.00) to be placed in the student needs account to be used for students to go shopping at Kohl's before the holiday season; and d) Donation from the Fortville Elementary PTO in the amount of \$1,210.00 to be used to support Student Council and Robotics funding for activities and support the library for lamination and laminator repair.
5. Request from Mr. Greg Elkins, CFO, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void. The amount of the checks will be receipted to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks. If the fund on which the checks were originally drawn is not in existence, or cannot be ascertained, the amount of such checks will be receipted into the Rainy Day Fund;

6. And the following personnel items:

**CERTIFIED RETIREMENT/RESIGNATIONS**

None

**CERTIFIED RECOMMENDATIONS**

None

**CLASSIFIED RETIREMENT/RESIGNATIONS**

Carla Dowdell, Bus Driver

Montana Hoseclaw, Mini-Marauder Preschool Instructional Assistant

Kelli Ellett, MVMS Instructional Assistant

Christine (Nina) Murzyn, Assistant Food Service Director

Kathryn Kretler, MES Long-Term Sub (employed through Kelly Services)

**CLASSIFIED RECOMMENDATIONS**

Sarah Clarkson, FES Media Assistant

Erika Fowler, MES Instructional Assistant

Heather Verhoeff, MCE Cafeteria

Kimberly Nix, Mini-Marauder Preschool Instructional Assistant

Leeanna Seppala, Mini-Marauder Preschool Instructor (Temporary)

Nancy Lincoln, MES Building Substitute

Terri Neal, MVMS Instructional Assistant

**TRANSFERS**

Tracey Hudson, Transfer from Sub Bus Driver to Full-Time Bus Driver

Rodney Fite, Transfer from Custodian at MVMS to Head Custodian at MCE

Nicole Shimkoski, Transfer from Sub to Part-Time Cafeteria at MVHS

**ECA RECOMMENDATIONS**

Lee Larkins, MVMS Boys' Head Track Coach

Amy Mozingo and Gwen Perkins, MVMS Girls' Track Coach

Jason Joy, MVMS Volunteer 7th Grade Baseball

Steven Thorla, MVMS Volunteer 7th Grade Baseball

Ryan Brammer, MVHS Head JV Golf Coach

Chris Sanford, MCE Math Bowl

Matt Hankley, MVHS Dual Credit Teacher

**ECA RESIGNATIONS**

Lauren Riefel, MVMS Swimming

## LEAVE REQUESTS

Julie Earl, MVMS Teacher (FMLA beginning 1/7/20)

Mrs. Smith seconded, and the motion carried 4-0.

### 7.1 Executive Session Minutes

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### 7.2 Regular Session Minutes

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December 16, 2019 Regular Board Meeting

January 6, 2020 Board of Finance Meeting

January 6, 2019 Reorganization Meeting

#### **Attachments:**

[Minutes of December 16 2020 Regular Meeting.pdf](#)

[Minutes of January 6 2020 Board of Finance Meeting.pdf](#)

[Minutes of January 6 2020 Reorganization Meeting.pdf](#)

### 7.3 Claims

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#### **Attachments:**

[Claims.pdf](#)

### 7.4 Personnel Report

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#### **Attachments:**

[Personnel Report 1.pdf](#)

[Personnel Report.pdf](#)

### 7.5 Overnight Field Trip Request

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#### **Attachments:**

[Overnight Field Trip Request.pdf](#)

### 7.6 Request to Accept Donation

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#### **Attachments:**

[Requests to Accept Donations.pdf](#)

### 7.7 Cancellation of Outstanding Warrants

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Mr. Greg Elkins, Chief Financial Officer

#### **Attachments:**



## 8 Action Items

Dr. Jack Parker, Superintendent

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### 8.1 Resolution 2020-03 Authorizing Year-End Transfer of Funds

Mr. Greg Elkins, Chief Financial Officer

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**Minutes:**

Mr. Elkins asked board members to approve Resolution 2020-03 Authorizing Year-End Transfer of Funds. These are intrafund dollars so that all our line items are \$0 or in the positive at the end of the budget year. These are not additional expenditures.

Mr. May made a motion to approve Resolution 2020-03 Authorizing Year-End Transfer of Funds. Mrs. Walls seconded, and the motion carried 4-0.

**Attachments:**

[Resolution 2020-03 Year-End Transfer of Funds.pdf](#)

### 8.2 Resolution 2020-04 Encumbrance of 2019 Funds

Mr. Greg Elkins, Chief Financial Officer

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**Minutes:**

Mr. Elkins asked board members to approve Resolution 2020-04 Authorizing Encumbrance of 2019 Funds. These are purchase orders that were issued in 2019 to be paid in 2020. We are required to approve year-end encumbrances. These are grants and do not involve any of our major funds.

Mrs. Smith made a motion to approve Resolution 2020-04 Authorizing Encumbrance of 2019 Funds. Mr. May seconded, and the motion carried 4-0.

**Attachments:**

[Resolution 2020-04 Encumbrance of 2019 Funds.pdf](#)  
[Outstanding Purchase Orders to be Encumbered.pdf](#)

### 8.3 MVHS Course Description Guide

Mr. Chris Smedley, Assistant Superintendent

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**Minutes:**

Mr. Smedley presented the 2020-2021 MVHS Course Scheduling Handbook which is updated each year and will be used to begin scheduling classes.

Mrs. Smith made a motion to approve the 2020-2021 Mt. Vernon High School Course Scheduling Handbook as presented. Mrs. Walls seconded.

Mrs. Walls stated she hoped counselors were meeting individually with each student to help them plan their schedules. Nicole Johnson, MVHS Counselor, said they currently have meetings set up with the 8th graders one on one. High school requests are due Friday so they will begin to meet with them one-on-one once they are done with the 8th grade. The high school counseling team had previously gone



to the middle school and passed out information to them on scheduling and held a parent night that evening, which was well attended. Mr. Smedley informed board members that he will bring an updated handbook to them every December for them to approve to get the scheduling process started.

The motion carried 4-0.

**Attachments:**

[MVHS Course Scheduling Handbook.pdf](#)

## 8.4 Consideration of Non-Renewal of Certain Administrative Contract

Dr. Jack Parker, Superintendent

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**Minutes:**

Dr. Parker announced due to costs savings potential to the school corporation, he was asking the board to consider the non-renewal of Cary Hargis', Facilities Coordinator, administrative contract. This position will be reclassified as a classified position and posted. Mr. Hargis has received appropriate notification of this request and will be offered a teaching position. This request is only due to cost savings measures as Mr. Hargis has done a good job for the corporation.

Mr. May made a motion to non-renew Cary Hargis' contract as Corporation Facilities Coordinator for MVCSC, effective at the end of the contract period. I further move that the Superintendent or his designee issue written notice of the board's decision to non-renew this contract. Mrs. Smith seconded, and the motion carried 4-0.

**Attachments:**

[Hargis Board Action 2020-1-27 - Google Docs.pdf](#)

## 9 Board Member Reports

Mrs. Kellie Freeman, Board President

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Fortville RDC - Mr. Tony May

Cumberland RDC - Mrs. Kellie Freeman

Hancock Co. RDC - Mr. Mike McCarty

McCordsville RDC - Mrs. Shannon Walls

MVEF - Mrs. Beth Smith

**Minutes:**

1. Mr. May reported the Fortville RDC has four new members and the meeting was mainly for their training.

2. Mrs. Freeman reported no meeting was held of the Cumberland RDC.

3. Mr. McCarty was not present for a report on the Hancock Co. RDC.

4. Mrs. Walls was unable to attend the McCordsville RDC meeting.

5. Mrs. Smith reported that plans are being held for this year's MVEF Gala. They are looking for sponsors so if anyone knows of anyone that would be interested, please let her know. Tickets for the Gala went on sale. This year's Gala will be held April 4, 2020.

## 10 Announcements

Dr. Jack Parker, Superintendent

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**Minutes:**

Dr. Parker announced he has begun his Town Hall Meetings with the first one meeting with the staff at Mt. Comfort Elementary. He had a great discussion with them about collective efforts. The next one is scheduled for February 4, 2020 at the high school.

Dr. Parker has begun looking at input received at last week's Mt. Vernon Champions Meeting

## 11 Adjournment

Mrs. Kellie Freeman, Board President

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**Minutes:**

Mrs. Walls made a motion to adjourn at 8:17 p.m. Mrs. Smith seconded, and the motion carried 4-0.