

**School City of Mishawaka
Mishawaka, Indiana
October 13, 2015**

*Together, we will equip our students with the knowledge, skills, and
character necessary to excel in a dynamic and evolving world.*

Regular Meeting of the Board of School Trustees -- 7:00 p.m.

Administrative Center
1402 South Main Street
Mishawaka, IN 46544

Meeting called to order by Board President
at _____ p.m.

CALL TO ORDER

| | |
|--|-------|
| Jeffery E. Emmons, President | _____ |
| Dennis R. Wood, Vice President | _____ |
| Holly Parks, Secretary | _____ |
| William D. Pemberton, Member | _____ |
| Larry E. Stillson, Member | _____ |
| Dr. A. Dean Speicher, Interim Superintendent of Schools | _____ |
| Michael Pettibone, Interim Executive Director for Curriculum and Instruction | _____ |

OFFICIAL GUESTS:

| | |
|---|-------|
| Dr. Theodore Stevens, Assistant Director for Curriculum and Instruction | _____ |
| Barbara Michalos, Director of Special Education Services | _____ |
| Eilleen Kalman, Assistant Director of Special Education Services | _____ |
| Brad Addison, Principal, Emmons School | _____ |
| James Aldrich, Director of Athletics | _____ |
| Michael Babcock, Assistant Principal, John J. Young Middle School | _____ |
| Rob Bach, Principal, LaSalle School | _____ |
| Rochelle Brandenburg, Principal, Twin Branch School | _____ |
| Jerome Calderone, Principal, Mishawaka High School | _____ |
| Barton Curtis, Assistant Principal, Mishawaka High School | _____ |
| Michael Faulkner, Assistant Director of Athletics | _____ |
| C. Mike Fisher, Principal, John J. Young Middle School | _____ |
| Jenifer Fisher, Attendance Coordinator, Mishawaka High School | _____ |
| Ashley Litwin, Assistant Principal, John J. Young Middle School | _____ |
| Janine Mabry, Principal, Liberty School | _____ |
| Patricia Morris, Program Supervisor, Joint Service Campus Program | _____ |
| John Ross, Assistant Principal, Mishawaka High School | _____ |
| Daniel Towner, Principal, Beiger School | _____ |
| David Troyer, Assistant Principal, Mishawaka High School | _____ |
| Matthew Wood, Principal, Battell School | _____ |
| Jeffrey Yohe, Principal, Hums School | _____ |
| Trudy Lietzan, PTA Council President | _____ |
| Patricia Bellovich, Secretary to the Superintendent | _____ |
| Sherry Keyser, President, MEA | _____ |

Media Representatives: The School City of Mishawaka appreciates the presence of representatives from the media. Please identify yourselves to Pat Bellovich to have your attendance noted in the Board minutes.

Persons who are hearing impaired or deaf and who require an interpreter for this meeting should notify the Administration Center in writing to School City of Mishawaka, 1402 South Main Street, Mishawaka, IN 46544, or by telephone at (574) 254-4500. Notification must occur by noon on the Friday prior to a Board Meeting.

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*This meeting is a meeting of the School Board in public
for the purpose of conducting the School Corporation business
and is not to be considered a public community meeting.
There will be time for public comment as indicated on the agenda.*

VISITORS REQUESTING PERMISSION TO ADDRESS THE BOARD ON A SPECIFIC AGENDA ITEM

Visitors requesting permission to address the Board on a specific agenda item are requested to sign in on the registration form upon arrival at the meeting. Each statement made by a participant on any specific agenda item may be limited at the discretion of the presiding officer. Visitors will be restricted to one appearance per item.

PLEDGE OF ALLEGIANCE

2015 – 161. **ADOPTION OF THE AGENDA – President Emmons**

It is recommended that the agenda for the October 13, 2015 Regular Meeting of the Board be adopted as presented.

Motion by _____ second by _____ vote _____

2015 – 162. **RECOGNITION**

162.1 **DISTINGUISHED SERVICE AWARD – Mr. Stillson**

Larry Hanks will be recognized for his dedicated service to School City of Mishawaka.

162.2 **MISHAWAKA HIGH SCHOOL MARCHING BAND AWARD – Dr. Speicher**

The Mishawaka High School Band will be recognized for receiving a Gold Rating in Indiana State School Music Association Festival Class. They placed in the top three in each category: marching, execution, and music.

COMMENTS AND QUESTIONS FROM THE FLOOR

2015 – 163. **QUESTIONS FROM THE FLOOR – President Emmons**

163.1 **COMMUNICATION WITH PTA**

163.2 **REPRESENTATIVES OF SCHOOL EMPLOYEES**

163.3 **REPRESENTATIVES MISHAWAKA EDUCATION FOUNDATION**

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163.4 REPRESENTATIVES OF COLLABORATING COMMITTEE – Richard Currey and Marcia Wells, Co-Chairs

163.5 GENERAL PUBLIC

Anyone wishing to address the Board on general topics is invited to do so under this item. These individuals must register their intention to participate in the public portion of the meeting upon their arrival at the meeting. Each statement made by a participant may be limited at the discretion of the presiding officer. It is requested that names and addresses be stated at the beginning of such comments. Individuals may speak only once during this section of the agenda. As per Board Policy, personnel issues will not be addressed during open sessions of the Board. Concerns about individual employees of the district should be brought to the superintendent or designee.

2015 – 164. CONSENT AGENDA – President Emmons

164.1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 22, 2015 REGULAR AND SEPTEMBER 30, 2015 SPECIAL MEETINGS OF THE BOARD

It is recommended that the minutes of the September 22, 2015 Regular and September 30, 2015 Special Meetings of the Board be approved as presented.

164.2 BILL WARRANTS AND PAYROLL

It is recommended that the bill warrants and payroll in the amount of \$2,336,571.29 be approved for payment from the appropriate fund.

164.3 FINANCIAL REPORT

It is recommended that the financial report, dated July 2015, be approved as presented.

164.4 FUNDRAISER REQUESTS

It is recommended that the Board of School Trustees grant approval for the fundraiser requests as listed and documented.

164.5 FIELD TRIP REQUESTS

It is recommended that the Board of School Trustees grant approval for the Field Trip requests as listed and documented.

164.6 PERSONNEL REPORT

It is recommended that the Personnel Report, dated October 13, 2015, be approved.

Motion by _____ second by _____ vote _____

2015 – 165. COMMUNICATION TO SECRETARY OF THE BOARD – Secretary Parks

2015 – 166. INSTRUCTION

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166.1 Action

166.1a APPROVAL OF THE 2015 – 2016 GRANT APPLICATION FOR HIGH ABILITY EDUCATION SERVICES – Dr. Stevens

Background: This grant is submitted annually to the Indiana Department of Education. The grant amount for this year is \$49,516.00. It will be used to provide professional development, substitutes for teachers participating in professional development, program/curriculum improvement and development, supplies for High Ability classrooms and partial salary and benefits for the Director.

Recommendation to Board: It is recommended that the Board of School Trustees approve the 2015 – 2016 grant application for High Ability Education Services. It is further recommended that the Superintendent be authorized to sign the grant application.

Motion by _____ second by _____ vote _____

166.1b APPROVAL OF THE CREATION OF A NEW POSITION: PROJECT MANAGER FOR VISION INITIATIVES AND CORPORATE ANALYTICS – Dr. Speicher

Background: Under the terms of School City of Mishawaka Policy 3111 (*Creating a Position*), the Board of School Trustees must approve the creation of new positions. This position comes as a result of numerous recommendations from the Collaborating Committee. Responsibilities for this position include facilitating the planning, implementation, and tracking of the school corporation's multiple Vision Initiatives. This person will work closely with the Senior Leadership Team to make sure that designated school corporation projects and initiatives progress in an appropriate fashion, in terms of scope, time, and direction. This position will also be responsible for developing an analytic plan.

Recommendation to Board: It is recommended that the Board of School Trustees approve the creation of the following new position: Project Manager for Vision Initiatives and Corporate Analytics, as presented.

Motion by _____ second by _____ vote _____

166.1c PROGRESS REPORT FROM SCM TECHNOLOGY TASK FORCE – Jennifer Smith and Dr. Theodore Stevens

Background: The Technology Task Force (TTF) was created from a Community Collaborating Committee recommendation. The mission of the TTF is to create a comprehensive, 5-year, learning-centered technology plan for SCM. This mission has the potential to change the complexion of SCM forever.

The TTF was put together in April 2015 by Dan Towner and Larry Hanks. The current TTF is headed up by Dr. Theodore Stevens. The group members are the same from the original group with the expansion of a couple of teachers and valued partners. At least one person from each building is represented in the group along with representatives for Exceptional Learners and our valued partners.

The TTF is broken down into four sub-groups: Primary (K-2), Intermediate (3-6), Middle School (7-8), and High School (9-12). Sub-groups have specific goals and objectives to meet for each session. Each sub-group will present their proposals at the December 3 meeting. From these presentations, the entire TTF will be able to provide their input via

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Survey Monkey to prioritize their proposals, as well as discussing what infrastructure challenges exist within SCM in order to implement the TTF plan. The targeted date to deliver the Technology Task Force plan to Dr. Speicher is February 9, 2016.

Recommendation: It is recommended that the Board of School Trustees accept the project management report and timeline for completing the work of the SCM Technology Task Force.

Motion by _____ second by _____ vote _____

166.2 **Discussion Items**

166.3 **Reports – Mr. Pettibone**

- Teacher Evaluation – Working with Indiana Department of Education

2015 – 167. **BUSINESS AND OPERATIONS**

167.1 **Action**

167.1a **ACCEPTANCE OF DONATIONS – Dr. Speicher**

Recommendation to Board: It is recommended that the Board of School Trustees accept the following donations as listed and documented.

\$50.00 – Target “Thanks a Billion” to Emmons School for student purposes

\$27.71 – The Kula Foundation to Emmons School for student purposes

\$70.60 – Kroger to Emmons for Mrs. Patton’s 2nd grade class supplies

\$500.00 – Kohl’s to Twin Branch for technology

\$2,370.00 – Donors Choose (www.donorschoose.org) to Liberty for flexible seating for Liberty High Ability students

\$112.00 – Ned Schimizzi to Battell for student use

\$700.00 – Donors Choose (www.donorschoose.org) to Liberty for 2 iPad minis

\$36.84 – Reddit Gift Exchange to LaSalle 5th grade for scissors, glue and totes

Automatic Defibrillator Device (value \$1,000.00) – Deb Fox (PTA) for Ad Center
\$25,518.74 – Allianz (Rosemary Klaer Life Insurance) for MHS Athletic Department

3 pallets of Starburst Candy (value \$6,917.40) – Feed the Children to Battell and John Young for Behavior Incentives and PTA Trick or Trunk.

Motion by _____ second by _____ vote _____

167.1b **ADOPTION OF THE 2016 SCHOOL CITY OF MISHAWAKA BUDGET – President Emmons**

Background: Consistent with state statute, the 2016 School City of Mishawaka budget was posted on the Department of Local Government Finance website. The Public Hearing on the 2016 School City of Mishawaka budget was held on September 22, 2015 at Emmons Elementary School.

Recommendation to Board: It is recommended that the 2016 budget be adopted as advertised.

Motion by _____ second by _____ vote _____

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167.1c **ADOPTION OF THE 2016 – 2027 SCHOOL BUS REPLACEMENT PLAN – President Emmons**

Background: Consistent with state statute, the 2016 School City of Mishawaka School Bus Replacement Plan was advertised on September 8, 2015 in the South Bend Tribune and the Mishawaka Enterprise. The Public Hearing on the 2016 School City of Mishawaka budget was held on September 22, 2015 at Emmons Elementary School.

Recommendation to Board: It is recommended that the 2016 – 2027 School Bus Replacement Plan be adopted as advertised.

Motion by _____ second by _____ vote _____

167.1d **ADOPTION OF THE 2016 CAPITAL PROJECTS FUND PLAN – President Emmons**

Background: Consistent with state statute, the 2016 School City of Mishawaka Capital Projects Fund Plan was advertised on September 8, 2015 in the South Bend Tribune and the Mishawaka Enterprise. The Public Hearing on the 2016 School City of Mishawaka budget was held on September 22, 2015 at Emmons Elementary School.

Recommendation to Board: It is recommended that the 2016 Capital Projects Fund Plan be adopted as advertised.

Motion by _____ second by _____ vote _____

167.1e **AUTHORITY FOR SUPERINTENDENT TO HIRE INDEPENDENT CONTRACTORS BETWEEN REGULARLY SCHEDULED BOARD MEETINGS – Mr. Emmons**

Background: Due to Human Resource vacancies in several School City of Mishawaka departments as outlined in the Business, Human Resources, and Technology Transition Plans, it may be prudent to give the Superintendent authority to enter into Agreements with independent contractors prior to Board of School Trustees' approval. The Superintendent will communicate the need with the Board President prior to entering into any Agreements. All independent contractor contracts will be placed on the following School Board meeting agenda for action and appropriate signatures.

Recommendation to Board: It is recommended that the Board of School Trustees authorize the Superintendent to hire independent contractors between regularly scheduled Board meetings based on the procedures outlined in the background statement.

Motion by _____ second by _____ vote _____

167.1f **APPROVAL OF THE BIDS FOR SNOW PLOWING SCHOOL PARKING LOTS – Dr. Stahly**

Background: SCM received quotes from five vendors as per the attached spreadsheet. In two cases a vendor was not selected even though they submitted the lowest quote. In one case, the vendor was being awarded snow removal for three buildings and it was felt the vendor would not always be able to service five buildings in a timely manner. In the other case, the vendor is new to SCM and is being recommended to be awarded two buildings for snow removal but not all three buildings. If this vendor performs satisfactorily then they will be considered for additional work in the future if they have the low quote again. The quote is for two years.

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Recommendation to Board: It is recommended that the following vendors be approved for snow removal at these SCM school sites for this winter: Dream Lawns – Ad Center/Emmons and Battell; Jason’s Landscape – Liberty, John Young, and MHS; Property Maintenance – Beiger, Hums, and Twin Branch; and RH Services – LaSalle.

Motion by _____ second by _____ vote _____

167.1g **APPOINTMENT OF SCHOOL CITY OF MISHAWAKA REPRESENTATIVE TO HEAD START CONSORTIUM – Dr. Speicher**

Background: School City of Mishawaka has had a yearly agreement with Elkhart and St. Joseph Counties Head Start Consortium since 1993. As noted on the September 8, 2015 School Board agenda, there are morning and afternoon Head Start classes at Hums and Liberty Schools. The Superintendent of Schools has traditionally been the representative to the consortium.

Recommendation to Board: Upon review of the responsibilities of Central Office administrators, it is recommended that Interim Executive Director of Curriculum and Instruction Michael Pettibone be appointed as School City of Mishawaka representative to Elkhart and St. Joseph Counties Head Start Consortium.

Motion by _____ second by _____ vote _____

167.1h **COLLABORATING COMMITTEE RECOMMENDATION ON PROFESSIONAL DEVELOPMENT – Richard Currey and Marcia Wells**

Background: The Collaborating Committee based this recommendation on the Summer Study Group Report. They then reviewed and researched Professional Development practices at SCM and other corporations, as well as reaching out to valued partners to assess their interest in supporting the rewards portion of a professional development strategy.

Recommendation to Board: It is recommended that the Board of School Trustees accept the recommendation of the Collaborating Committee for Professional Development for all faculty and staff.

Motion by _____ second by _____ vote _____

167.1i **COLLABORATING COMMITTEE RECOMMENDATION TO ADDRESS HIGH PRIORITY FACILITY NEEDS – Richard Currey and Marcia Wells**

Background: The Collaboration Committee found, as did the Summer Study Group, that the highest priority facility needs are safety, air quality, classroom environment, and projects that which if not done would interfere with the educational process.

Recommendation to Board: It is recommended that the Board of School Trustees accept the recommendation of the Collaborating Committee to address high priority facility needs in the areas of: safety and security; air quality; and effective learning environments.

Motion by _____ second by _____ vote _____

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167.1j **APPROVAL TO ADVERTISE FOR BIDS FOR FIRE ALARM SYSTEMS AT LASALLE ELEMENTARY SCHOOL AND TWIN BRANCH ELEMENTARY SCHOOL – Dr. Stahly**

Background: The fire alarm systems at LaSalle and Twin Branch elementary schools have reached a stage of obsolescence. Parts are no longer available for the existing systems. The functions of the systems are very limited and the low voltage wiring is inadequate. MPA Architects has designed new digital fire alarm systems for both schools. Included in the MPA specifications to be bid are new low-voltage wiring for both schools and digital fire alarms systems for both schools. Bids will be advertised in the South Bend Tribune and the Mishawaka Enterprise on October 30 and November 6, 2015. Pre bid meetings will take place on November 10, 2015; 9:00 a.m. at LaSalle and 11:00 a.m. at Twin Branch. Bids will be opened on November 17, 2015 at 10:00 a.m. at the Administrative Center, 1402 South Main Street. The bid opening committee will be Chuck Trippel – Facilities Coordinator, Deena Dipert – Support Services Coordinator, and a School Board representative to be selected.

Recommendation to Board: It is recommended that Dr. Stahly be authorized to advertise for bids for new fire alarm systems at LaSalle and Twin Branch Elementary Schools as outlined above.

Motion by _____ second by _____ vote _____

167.1k **APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT WITH MARK T. MOW – Dr. Speicher**

Background: As outlined in the Business and HR Department transition plans, a third party is suggested to be contracted to assess the personnel roles and functions of each department. The service agreements with Mr. Mow are to be delivered in two phases. Phase I will include interviewing all employees of both departments for the purpose of reviewing the functions and organization of both departments. Phase II will consist of rewriting job descriptions and to provide training as needed. These services will be provided at the rate of \$100.00 per hour plus reimbursement for mileage and the acquisition of required supplies or materials.

Recommendation to Board: It is recommended that the Board of School Trustees approve the independent contractor agreement with Mark T. Mow and Phase II services as outlined above.

Motion by _____ second by _____ vote _____

167.1l **APPROVAL OF AGREEMENT BETWEEN SCHOOL CITY OF MISHAWAKA AND ASSETWORKS LLC – Dr. Stahly**

Background: This agreement is for AssetWorks LLC to provide a secure data base for SCM inventory. The production data base will provide daily, real time transaction data to the application users. SCM will have two authorized users: Ashley Simpson for Technology and Deena Dipert for all other departments. The agreement is for one year and the cost is \$2,500.00.

Recommendation to Board: It is recommended that the Board of School Trustees approve the agreement between AssetWorks LLC and School City of Mishawaka as presented. It is further recommended that Bruce Stahly be authorized to sign the agreement on behalf of the corporation.

Motion by _____ second by _____ vote _____

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167.2 Presentation and Discussion

Casting a Vision for School City of Mishawaka in Collaboration with its Valued Partners
– Building an Organizational Culture of Excellence that Provides 5-Star Customer Service to all Clients – **Dr. Speicher and Board of School Trustees**

167.3 Discussion Items

167.4 Reports

- Mortgage Refunding Bonds Series 2015 Report – Curt Umbaugh
- Transition Plan for Technology Department from October 5, 2015 through May, 2016 – Dr. Speicher
- Transition Plan for Human Resource Department from October 5, 2015 through January 1, 2016 – Dr. Speicher
- September 2015 Monthly Financial Summary of Taxpayer Supported Funds – Dr. Stahly

2015 – 168. INFORMATION TO THE BOARD

- Legislative Update – Mr. Stillson

SUPERINTENDENT’S COMMENTS – Dr. Speicher

- A presentation by *Forecast5 Analytics* for School Board members, the Community Collaborating Committee and Senior Management personnel is scheduled Monday, October 26, 2015 at 5:00 p.m. at the Administration Center.
- The next Regular Meeting of the Board of School Trustees will be held on Tuesday, October 27, 2015, at 7:00 p.m. at Hums Elementary School, 3208 Harrison Road, Mishawaka, Indiana.

2015 – 169. ADJOURNMENT

Adjournment Time: _____ p.m.

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MEDIA REPRESENTATIVES

| | |
|----------------------|-------|
| South Bend Tribune | _____ |
| Mishawaka Enterprise | _____ |
| WHME Newsroom | _____ |
| WNDU TV | _____ |
| WSBT TV | _____ |
| WSJV TV | _____ |
| ABC 57 | _____ |
| U 93 | _____ |
| WGTC | _____ |
| WSBT | _____ |
| WRBR | _____ |
| FOX 28 | _____ |
| WFRN | _____ |