

Minutes of the Manchester Board of Education
Regular Board Meeting
Administrative Building
February 13, 2017 – 4:00 p.m.

The Manchester Board of Education met in Regular Session, February 13, 2017 at the Administrative Office.

Board Members Present:	Ms. Lisa Gregory	Ms. Susan Parsley	
	Ms. Susan Wood	Mr. Mike Lewis	
Board Member Absent:	Mr. Travis Hillis		
Visitors:	Students and Family Members		
	Mark Lewis	Todd Watkins, Horace Mann	
MCS Employees:	Sandra Morris	Melissa Glenn	Jenny Thomas
	Mark Howell	Donnie Turner	Tom Jacobs
	Chad Fletcher	Leslie Brasfield	Michelle Vandebossche
	Lisa Dunn	Rebecca Welch	Bridgette Lewis
	Donnie Elliott	Renee Parnham	Dana Morris
	Colette Arnold	Beverly Myers	Amy Whitsett

MEETING CALLED TO ORDER

Ms. Lisa Gregory, Vice Chairman called the meeting to order at 4:00 p.m., and visitors were welcomed. The Invocation and Pledge of Allegiance were conducted after the welcomed.

CONSENT ITEMS

Ms. Lisa Gregory recommended that the Board approve the Consent Items. Ms. Susan Wood made a motion, seconded by Mr. Mike Lewis. Motion carried.

- Approval of Minutes of December 13, 2016
- Additions/Deletions and Acceptance of Agenda

AWARDS AND HONORS

Discretionary Grant from the Community Foundation Grant

Manchester City Schools System has been awarded a Discretionary Grant from the Community Foundation of Middle Tennessee, Inc. in the amount of \$5,000.00. The purpose of the grant is to provide Manchester City classroom teachers with resources to comply with the new Public

Chapter 6690 physical activity law. This grant is for the period beginning December 1, 2016 and ending November 30, 2017. Ms. Leslie Brasfield, CSH Coordinator submitted the proposal.

The Board and the Director of Schools recognized the following winners, sponsors, and coaches for their accomplishments. They received a gift bag from the Board.

Recognition of Spelling Bee Winners

College Street Elementary	-	Madison Pruitt
Westwood Elementary	-	Nico Sanfillippo

Recognition of Geography Bee Winners

College Street Elementary	-	Dakota Call
Westwood Elementary	-	Dimitri Sherrill

Recognition of Elementary Basketball Champs

College Street Boys	-	Record: 10-0
Westwood Girls	-	Record: 9-0

Mr. Kent Barnard Received a Community Foundation Grant

Mr. Barnard received a Community Foundation Grant worth \$5,184.00 to fund a Makers Lab (a STEM Based Learning Lab) and also the Archery program at College Street Elementary.

Ms. Deidra Goins Named One of Tennessee's Outstanding Social Studies Teachers of the Year for 2017 - Elementary Level K-6

The annual TCSS Social Studies Teacher of the Year Awards recognize exceptional TN classroom Social Studies in the areas of Elementary Level (grades K-6), Middle Level (grades 5-8), and Secondary (grades 7-12). Award winners will receive free registration for the TCSS State Conference and a complimentary one year membership in TCSS. At the conference, each award winner will be honored at a luncheon where he or she will receive a plaque and a check for \$500.00. The presentation will be March 9-10 at the Park Vista Double Tree in Gatlinburg, TN.

COMMUNICATION TO THE BOARD

MEA

Ms. Amy Whitsett, President expressed that the majority of the teachers who responded to her e-mail regarding shifting the day on April 13, 2018 was for January 3, 2018 for extended time after the New Year. She also informed the Board of the following:

- Requested updates for TAP next school year (2017-2018)
- Requested consideration of a pay raise for next school year (2017-2018)
- Expressed the concern for Substitute Teachers

Finance

The Board received the Balance Sheet for the of January

Leadership Team

Mr. Tom Jacobs: Winterfest at CSE on Friday, March 17 (5-8) pm

TAP

Mr. Wilkerson stated that TAP is putting together a proposal for one (1) more year. Hopefully, we will know in March. The money will be used for salaries only (not bonuses). The total number of observations for teachers will be reduced with or without the TAP rollover.

Mr. Lewis stated to clearly and concisely communicate what's going to happen with TAP with the teachers and Board Members.

BOARD/DIRECTOR DISCUSSION

Budget Development Calendar

January

Snapshot where we are and projections

February

Projections on what the budget may look like (at the end of the 2016-2017 SY)

March

Funding streams that may be changing (personnel, programs, insurances, retirement, etc.)

April

Budget Draft for 2017-2018 FY

May

Approval of the 2017-2018 FY Budget

Development of a Calendar for Work Projects (January thru August)

WMS

WES

CSE

Approval of Memorandum of Agreement between WCI Management Services and Manchester Board of Education

Mr. Wilkerson recommended that the Board approve the Memorandum of Agreement between WCI Management Services and Manchester Board of Education. Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried.

Approval to Grant Tenure

Effective July 1, 2011, teachers shall meet the following requirements prior to becoming eligible for tenure status:

- (1) Served five (5) school years or not less than forty-five (45) months within a seven-year period as a probationary teacher; and
- (2) Received evaluations demonstrating an overall performance effectiveness level of "above expectations" or "significantly above expectations" provided by the evaluation guidelines adopted by the state board of education pursuant to 49-1-302, during the last two (2) years of the teacher's probationary period.

Mr. Wilkerson recommended that the Board grant tenure to the following teachers. Ms. Susan Wood made a motion, seconded by Mr. Mike Lewis. Motion carried.

Name:	Bldg:
Kent Barnard	CSE
Emery Shelton	CSE

Approval to Remove and Replace Doctor

Mr. Wilkerson recommended that the Board approve Dr. James Vanwinkle to replace Dr. David Sullivan. Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried.

Name:	Reason:	Replacement:
Dr. David Sullivan	Sick	Dr. James Vanwinkle (nurses recommended)

Approval of Policy Revisions on First Reading

Mr. Wilkerson recommended that the Board approve the following policies on First Reading. Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried.

Descriptor Code: 5.100	Personnel Goals
Descriptor Code: 5.101	Line and Staff Relations
Descriptor Code: 5.103	Job Descriptions
Descriptor Code: 5.104	Equal Opportunity Employment
Descriptor Code: 5.105	Recruitment of Employees
Descriptor Code: 5.106	Application and Employment
Descriptor Code: 5.107	Orientation and Probation
Descriptor Code: 5.108	Supervision
Descriptor Code: 5.110	Compensation Guides & Contracts
Descriptor Code: 5.112	Extended Contracts
Descriptor Code: 5.113	In-Service and Professional Learning Opportunities
Descriptor Code: 5.114	Personnel Records
Descriptor Code: 5.1141	Teacher Effect Data
Descriptor Code: 5.1151	Contracts for Administrative and Supervisory Personnel
Descriptor Code: 5.116	Staff Positions
Descriptor Code: 5.117	Procedure for Granting Tenure
Descriptor Code: 6.411	Student Wellness on First Reading
Descriptor Code: 3.600	Insurance Management on First Reading

Information Needed before Approval of Policy Revision on First Reading

Descriptor Code: 5.1021 Employment Levels of Classified Personnel

Lines 12-14 Effective July 1, 2011, all newly hired part-time classified employees WILL work up to a maximum of 25 hours per week and WILL NOT be eligible to participate in the State Health Insurance program and WILL NOT receive any other benefits to which full-time employees are entitled.

No approval on First Reading until the Board knows the budget impact. Also, provide the Board with information of who has been hired since 2011.

Approval of Policy Deletions – Descriptor Code: 5.202 Separation Practices for Non-Certified Employees

Mr. Wilkerson recommended that the Board approve deleting Descriptor Code: 5.202 Separation Practices for Non-Certified Employees. Policy 5.201 covers non-renewal of non-tenured teachers. Mr. Mike Lewis made a motion, seconded by Ms. Susan Wood. Motion carried.

Approval of C & H Commercial Contractors' Proposal

Mr. Wilkerson recommended that the Board approve C & H Commercial Contractors' Proposal to replace the 2" main water line underground at Westwood Middle School. The total cost will be \$8,817.00 (includes labor, equipment, material and excavator rental). Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried.

Approval to Shift a Day on the 2017-2018 School Year Calendar

Mr. Wilkerson recommended that the Board shift the day to be off on April 13 (was not Good Friday in 2018) to January 3, 2018. Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried.

PERSONNEL ANNOUNCEMENTS

Resignations

Name:	Position:	Effective:	Building:
Wanda Cox	P.T. Aide	January 13	CSE
Susan Sims	P.T. Aide	January 27	CSE

New Hires

Name:	Position:	Bldg:	Status:	Vacated By:
Felicia Rollins	Nutrition Workers	WES	P.T. (5hrs)	Alma Vasquez
Jessica Kittinger	Inclusion Aide	CSE	P.T.	
Catherine McCarver	RTI Aide	CSE	P.T.	
Zachary Arnold	Nutrition Specialist	DIST.	P.T. (3 days)	Jessica Tabor

Long-term Leave of Absences

Name:	Begin:	End:	Bldg:	Position:
Michelle Hill	Jan. 19	Feb. 7	CSE	Teacher
Veronica Jones	Jan. 26	Feb. 28	WES	Aide

Substitute Teacher

Jeff McGill

OLD BUSINESS

Update on Waterproofing at WMS

- Project completed.

Update on Paint at WMS

- Project completed.

Update on BETA Club Trip to Florida

Ms. Rebecca Welch reported the following:

- February 21 - Sausage Fundraiser
- 10 more families wanting to go
- Donation Drive with local businesses (requested a Board approve letter to take to businesses)
- \$1,000 raised as of today
- \$40,000 approximately 3 night hotel reservations
- \$7,500-8,400 approximately for transportation
- February 14-15 Registration is due

The Board recommended that we match up to \$3,000 toward money for travel that the Beta Club collects. Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried.

Pick a Date for Board Retreat

Mr. Wilkerson asked when the Board would be available for a retreat. The responses were:

- 1st March 18
- 2nd March 4
- 3rd April 22

The locations (Parish Patch, Evins Mill, DuBose Conference Center, Patch Manor, Manchester Coffee County Conference Center, UTSI) for the retreat will be contacted to see about the availability on the above dates.

FUTURE MEETINGS (S)

Regular Meeting - March 13, 2017

ADJOURNMENT

The meeting adjourned at 6:24 p.m.