

MINUTES OF THE MANCHESTER BOARD OF EDUCATION  
RESCHEDULED REGULAR BOARD MEETING  
ADMINISTRATIVE BUILDING  
SEPTEMBER 24, 2018 – 5:00 p.m.

The Manchester Board of Education met in Rescheduled Regular Session, September 24, 2018 at the Administrative Building.

Board Members Present:	Mr. Travis Hillis Ms. Lisa Gregory	Ms. Susan Parsley Mr. Mike Lewis	
Board Member Absent:	Dr. Prater Powell		
Board Staff:	Mr. Lee Wilkerson	Mr. Mark Howell	Ms. Carolyn Davidson
Leadership Team:	Dana Morris Chad Fletcher Melissa Glenn	Mick Shuran Donnie Turner Julie Green	Cari Pugh Tom Jacobs
Press:	John Coffelt, MT		
MCS Employees:	Charlie Westmoreland Beverly Myers	Rebecca Welch Valarie Lemmons	Amy Whitsett
Visitors:	Noah Fletcher	Tiffany Hoyne and son	

**MEETING CALLED TO ORDER**

Mr. Travis Hillis, Chairman called the meeting to order at 5:10 p.m., and visitors were welcomed. The Pledge of Allegiance and Invocation were conducted.

Election of Reorganization of School Board

The floor was open for reorganization of the School Board. Ms. Lisa Gregory made a motion that Mr. Travis Hillis remain Chairman, seconded by Ms. Susan Parsley. Ms. Lisa Gregory will remain the Vice-Chairman. The vote was unanimously (4-0).

## **APPROVAL OF CONSENT AGENDA ITEMS**

Mr. Travis recommended that the Board approve the Consent Agenda with 3.7 added (Supplement for Webmasters/PR). Mr. Mike Lewis made a motion, seconded by Ms. Lisa Gregory. Motion carried.

- Approval of August 13, 2018 Minutes
- Discovery Science Adoption
- Compensation Adjustment for Administrators
- Certification of Textbook Compliance with Tennessee Code Annotated Section 49-3-310(1)(A)
- 2018 LEA Compliance Report
- Centerstone MOU

## **COMMUNICATION TO THE BOARD**

### MEA

Ms. Amy Whitsett thanked the Board for the classroom money for teachers.

### Finance

Ms. Beverly Myers reported the following:

- Budget is looking good
- The budget was approved the end of August
- Auditors will be here end of week

### Maintenance/Facilities

Mr. Donnie Turner reported the following:

- We will need more money for the HVAC Units
- Energy saving grants that are available - Mr. Turner will give more information at the Board Retreat and have a representative(s) with him.

### Technology/Safety

Mr. Mark Howell reported the following:

- Access Control up and going
- Safe School Grant (\$15,000 awarded) will be used for:
  - ✓ Emergency Kits
  - ✓ Supplies for Badges
  - ✓ Two-way Radios
  - ✓ Repair Fencing
  - ✓ Signage
- Wireless classroom locks
- School Safety Week will be October 21-22 (communication to parents will go out October 8)
- Access Points at both elementary schools
- Chromebooks (150) to both elementary schools

### Instruction/Curriculum

Dr. Mick Shuran reported on the following:

- Increase technology in the classroom development program kicking off this Wednesday (teachers can participate at their own pace) can become Google Certified.

### Special Education

Ms. Cari Pugh reported that this year is a needy year for students and staff.

### Federal and Extended Learning Programs

Mr. Chad Fletcher reported on doing a summer reading program for grades K-3.

### College Street Elementary

Mr. Tom Jacobs reported on the following:

- Parent/Teacher Conference great turn out
- Catwalk this Friday
- Serve Coffee County – being doing last 2 weekends with First Baptist Church

### Westwood Elementary

- Great Parent/Teacher Conference
- RUSH – everyone goes to Intervention 30 mins. per morning

### Westwood Middle School

- Great Parent/Teacher Conference
- Homecoming last week
- Ordered curriculum to start RTI

## **BOARD/DIRECTOR DISCUSSION**

### Approval of Policy Revision on First Reading – Descriptor Code: 1.400 School Board Meetings

Mr. Travis Hillis recommended that the Board approve the Policy Revision on First Reading for Descriptor Code: 1.400 School Board Meetings. Mr. Mike Lewis made a motion, seconded by Ms. Lisa Gregory. Motion carried. The revisions are:

- Changing the time from 4:00 p.m. to 5:00 p.m.
- Deletion of meetings will be at Manchester City Schools (there may be times the meeting will be held at the schools).

### Approval of Field Trip Request to Stewarts Creek H.S.

Mr. Travis Hillis recommended that the Board approve the weekend trip (Friday and Saturday) to Stewarts Creek High Schools for the Westwood Middle School students (six). Ms. Karen Lewis will be driving her personal vehicle instead of using the school bus. This middle school theatre conference teaches audition prep, character development, improve skills, and more. These students will be able to lead peers afterwards. Ms. Susan Parsley made a motion, seconded by Ms. Lisa Gregory. Motion carried. Mr. Mike Lewis abstain from voting due to his wife being the teacher.

Student Survey supported by the Coffee County Anti-Drug Coalition

Mr. Lee Wilkerson recommended that the Board approve the Student Survey supported by the Coffee County Anti-Drug Coalition. Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried. This survey is designed to determine the prevalence of substance use among youth as well as related attitudes and experiences. The results of the survey will be used for school and community planning and for prevention program development. The survey will be administered during the school day to students in grades 6 and 8. The survey is completely anonymous, meaning the students' names will not be associated with the survey data.

Creation of Two (2) New Positions – CDC Teacher and an Aide

Mr. Wilkerson recommended that the Board create a new CDC Teacher position for Westwood Elementary due to the needs and growth of students (depending on enrollment, if we keep this position next year). Also, an Aide position working seven (7-hours daily) for the district where needed. These positions will be funded out of General Purpose SPED.

Ms. Susan Parsley made a motion, seconded by Ms. Lisa Gregory. Motion carried.

Approval of Annual Compensation for Webmasters/PR

Mr. Travis Hillis recommended that the Board approve an annual compensation for Webmasters/PR in the amount of \$500.00 per site. This amount will be retroactive for the employees not paid in the 2017-2018 school year. Mr. Mike Lewis made a motion, seconded by Ms. Susan Parsley. Motion carried.

**PERSONNEL**

New Hire

Name:	Position:	Bldg:	Vacated By:	Effective:
Amy Callendar	P.T. Aide	WES		
Henrietta Northcutt	P. T. Aide	WMS		
Catherine VanScoten	P. T. Aide	WMS		
Jenny Thomas	LRE Facilitator 50-day contract	District-wide	Becky Thomas	Sept. 10, 2018
Myshelle McClain	P.T. Aide	CSE		

Long-term Leave

Name:	Position:	Bldg:	Beginning:	Ending:
Debbie Roney	Nutrition	WES	Aug. 27, 2018	Sept. 16, 2018
Veronica Jones	Aide	WES	Dec. 1, 2018	Feb. 3, 2019
Melissa Clark	Teacher	CSE	Nov. 26, 2018	Jan. 21,2019

Nutrition Substitutes

Joshua Mainville  
Misty Wieland

School Nurse Substitute

Kristen Melton  
Kristy NeeSmith

**OLD BUSINESS**

SRO MOU

Mr. Lee Wilkerson recommended that the Board approve the SRO MOU. Mr. Mike Lewis made a motion (then rescinded his motion), seconded by Mr. Travis Hillis. The MOU will be discussed at the Board Retreat next month.

Ms. Susan Parsley stated there should be a meeting with the Board, Major Sipe, and the SROs before approving the MOU.

ESP

Mr. Chad Fletcher is still working on a proposal to the Board.

**FUTURE MEETING(S)**

Rescheduled Regular School Board Meeting	October 15	5:00p.m.	Admin. Building
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Dates of Interest

School Board Retreat	October 27	8:00a.m.-12:00	TBA
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Topics of Discussion:

- SRO MOU
- Building Project
- Update on Honors Program
- 5-Year Plan
- Energy Savings
- Capital Outlay
- Coaches Supplement

TSBA Annual Leadership/Convention	November 2-5	Opryland Hotel
2019 NSBA Conference	March 30-April 1 Philadelphia, PA	Early Registration & Housing opens October
2020 NSBA Conference	April 4-6 Chicago, IL	Early Registration & Housing opens October
2021 NSBA Conference	April 10-12 New Orleans, LA	Early Registration & Housing opens October

**ADJOURNMENT**

The meeting adjourned at 6:25 p.m.