

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

December 10, 2013

CALENDAR

Dec	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Dec	10	immediately following	Executive Session, J.C. Rice Educational Services Center
Dec	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Dec	17	7:00 a.m.	Business Meeting/Public Work Session, J.C. Rice Educational Services Center
Jan	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	21	7:00 a.m.	Public Work Session, West Side Middle School

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- D. GIFT ACCEPTANCE - The administration recommends the Board accept with appreciation recent donations made to the Elkhart Community Schools.
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- D. STUDENT RECOGNITION
All Region Honor Band and Orchestra
Pierre Moran Middle School
- E. MINUTES - November 12, 2013 – Regular Board Meeting
November 26, 2013 – Public Work Session
November 26, 2013 – Regular Board Meeting

F. TREASURER'S REPORT

Consideration of Claims

Fund Loan

Extra Curricular Purchase

Public Hearing – A public hearing will be held on proposed Additional Appropriations.

Resolution for Additional Appropriations – The Business Office recommends Board adoption of a resolution for proposed additional appropriations.

G. UNFINISHED BUSINESS

Board Policy IGBD – The administration seeks approval of new Board Policy IGBD, Employee Use of Social Media and Guidelines for School-Related Social Media Sites, as presented at the November 26th Board meeting.

2014-2015 School Calendar – The administration seeks approval of the proposed 2014-2015 school year calendar, as presented at the November 26th Board meeting.

H. NEW BUSINESS

Resolution – The administration recommends Board adoption of a resolution amending Board Policy GCBC, Professional Staff Fringe Benefits (Administrators).

I. PERSONNEL

Conference Leaves - It is recommended the Board grant conference leave requests in accordance with Board Policy to staff members as recommended by the administration.

Certified and Classified Staff - See the report and recommendations of the administration.

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT



inspiring. excellence.

BEARDSLEY ELEMENTARY SCHOOL
Elkhart Community Schools
1027 McPherson Street, Elkhart, IN 46514-3571
(574) 262-5575 / 5576 fax
www.elkhart.k12.in.us

DATE: November 20, 2013
TO: Dr. Rob Haworth
Board of School Trustees

FROM: Valerie Priller

RE: Donation Approval

First Presbyterian Church presented a gift of \$120.00 to be used for a Kindergarten fieldtrip to Shpshewana . We appreciate their generosity and kindness. The children are looking forward to a great time!

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Respectfully Submitted,

Valerie Priller
Principal

First Presbyterian Church
200 East Beardsley Avenue
Elkhart, In 46514



Elkhart Area Career Center
a Division of Elkhart Community Schools

Memorandum

TO: Dr. Robert Haworth
Board of School Trustees

FROM: Bill Kovach *W. Kovach*

DATE: November 21, 2013

RE: Donation Approval - EACC

Mr. Richard LaFree has donated various personal tools (end mills, v-blocks, calipers, punches, drills, and c-clamps) with an approximate value of \$900.00 to be used in our machine trades program at the EACC.

Mike Youngs, machine trades instructor, reports that these tools will be useful for training purposes in his program.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Mr. Richard LaFree
804 Lincolnway East
Mishawaka IN 46544

ls



Elkhart Area Career Center
a Division of Elkhart Community Schools

Memorandum

TO: Dr. Robert Haworth
Board of School Trustees

FROM: Bill Kovach *W Kovach*

DATE: November 21, 2013

RE: Donation Approval - EACC

Zeno Ladas has donated a 2000 Ford Explorer (VIN#1FMZU73E0YZB41522) with an approximate value of \$2,580, to be used in our automotive refinishing/collision repair program at the EACC.

Mike Maloney, collision repair instructor, reports that this auto will be useful for training purposes in his program.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Mr. Zeno Ladas
11475 Idlewood Dr
Osceola IN 46561-9384

ls



Elkhart Area Career Center
a Division of Elkhart Community Schools

Memorandum

TO: Dr. Robert Haworth
Board of School Trustees

FROM: Bill Kovach *W. Kovach*

DATE: November 21, 2013

RE: Donation Approval - EACC

MOR/ryde International has donated 8,859.5 pounds of steel with an approximate value of \$1,506.12 (.17 per), to be used in our welding program at the EACC.

John Kraus, welding instructor, reports that this steel will be useful for training purposes in his program.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Mr. Dustin Kosar
MOR/ryde International
PO Box 579
Elkhart IN 46515-0579

ls



inspiring. excellence.

CURRICULUM AND INSTRUCTION
J. C. Rice Educational Services Center
Elkhart Community Schools
2720 California Road, Elkhart, IN 46514-1220
(574) 262-5559 / 5556 fax
www.elkhart.k12.in.us

Memorandum

TO: Dr. Rob Haworth

FROM: Dr. John Hill 

DATE: November 27, 2013

RE: Gift Approval – Music Department

David Benak has offered to donate one (1) Bundy Trombone (serial number 24171) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instrument and finds it to be in good condition. The fair market value of the instrument is \$150.00.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation be sent to:

David Benak
9769 Old Port Cove
Bristol IN 46507



DATE: December 4, 2013

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$5,000.00 was made by Barracuda, LLC to the Elkhart Central Athletic Department. This donation was made in recognition of the positive attitude and sportsmanship displayed by the Elkhart Central girl's basketball coaching staff and players during a game played earlier this season.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Michael H. Schoeffler
Barracuda, LLC
PO Box 12
Middlebury, IN 46540

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
November 12, 2013

J. C. Rice Educational Services Center, Elkhart - 7:00 p.m.

Place/Time

Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Karen S. Carter Susan C. Daiber Glenn L. Duncan Douglas K. Weaver
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Roll Call

President Jeri Stahr called the regular meeting of the Board of School Trustees to order.

Call to Order

Ms. Stahr discussed the invitation to speak protocol.

Protocol

The pledge of allegiance was recited by Boy Scout Troop #747

Pledge

By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): from Ruth Ann Owen to ECS elementary children in need, forty two individual hand knitted scarves and 42 sets of hat/scarves; \$265 from First Presbyterian Church to Beardsley for first graders to go to Kercher's Apple Orchard; from the Pinewood PTO, Technology Programs valued at \$5,540.65, and Gym Graphics valued at \$996.00; from The Coach Foundation to Riverview Elementary, a donation worth \$500.00 through Adopt A Classroom; from Target of Goshen, to Daly Elementary, a donation of an entire skid of notebook paper (unspecified value); from the Walmart Foundation to Riverview Elementary, a donation of \$1,100.00 to purchase iPads for use in group instruction in sixth grade classrooms; from the Elkhart County Community Foundation, to ECS third grade students, \$990 to support the transportation costs to go to the Lerner Theater for the presentation of "The Christmas Carol", and for ECS sixth grade students, \$1,700.00 to visit colleges/universities and technical schools in our area.

Gift Acceptance

Two representatives from the Superintendent's Student Advisory Council, Olivia Haworth, of Central High School, and Austin King of Memorial High School, gave a report about each of their schools. Olivia shared the clubs and sports she is involved in, including Move2Stand and Powder Puff Football. Olivia reported Central is involved in a fundraiser called "Drops from the Sky" for a Central student who recently died of brain cancer. The girl's volleyball team

SSAC
Representatives

advanced to the final round of semi-state finishing in the final four. Wrestling, basketball and swimming season has begun. Austin shared the clubs and sports he is involved in. He reported Memorial held an assembly on Veteran's Day. The musical, "Once On This Island" is November 16 and 17, 2013. Basketball and swimming seasons have begun.

The Board recognized Central's Volleyball Team and their coaches for their season and advancing to the final round of semi-state, finishing in the final four. Also recognized Brooke Moore, MHS track and cross country NLC and Sectional Individual Champion.

By unanimous action, the Board approved the following minutes:
October 22, 2013 – Public Work Session
October 22, 2013 – Regular Board Meeting

By unanimous action, the Board approved payment of claims totaling \$7,725,361.42 as shown on the November 12, 2013, claims listing. (Codified File 1314-40)

Doug Hasler, executive director of support services, reported the following fund loans were made on October 31, 2013: \$300,000.00 from Capital Projects Fund to Trans Operating Fund.

Mr. Hasler reported to the Board as the end of the budget year is approaching, he is evaluating fund appropriations and anticipated revenue to cover such appropriations. He is anticipating it will be necessary for ECS to request an additional appropriation in the Rainy Day Fund to support one or more funds which appear to be in danger of lacking funds to support necessary appropriations. Mr. Hasler plans to come to the Board at the November 26th Board meeting to request authorization to publish legal notice of a public hearing to consider one or more of the proposed additional appropriations.

By unanimous action, the Board approved an extracurricular purchase by West Side Middle School to obtain the 5 STAR program for \$2,500.00, to use on Friday afternoons'; and for Memorial to purchase a pretzel warmer for \$1,047.00 for use in concessions.

By unanimous action, the Board approved overnight trip requests for Central's Volleyball team to travel to Semi State in Huntington, IN, from November 1-2, 2013; and Elkhart Area Career Center's Hot Rodders of Tomorrow Engine Challenge (HROTEC) competition for the national finals, in Indianapolis, IN, from December 10-14, 2013.

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the November 12, 2013 listing, and November 12, 2013, addendum. (Codified File 1314-41)

Student Recognition

Approval of Minutes

Payment of Claims

Fund Loans

Additional Appropriation

Extracurricular Purchase

Overnight Trip Request

Conference Leave Report

By unanimous action, the Board approved the following personnel recommendations of the administration:

Employment of the following two (2) certified staff for the 2013-2014 school year, effective on dates indicated:

Carissa Glasgow-intervention at Hawthorne; 10/28/13
Alexis Valdez - ENL at Beck; 11/4/13

A change of maternity leave for Angela Raval, ENL at Central, to end 11/8/13.

Maternity leave of absence for Brandy Hill, intervention at Roosevelt, beginning on 11/8/13 and ending 1/10/14.

Resignation of Rocky Sites, social studies at Central, effective on 11/15/13.

Regular employment of the following twenty-four (24) classified employees who have successfully completed their probationary periods, on dates indicated:

Shannon Baker – Paraprofessional at Pinewood, 11/1/13
Barry Beyer - paraprofessional at Cleveland, 10/30/13
Sherry Burton - paraprofessional at Riverview, 10/29/13
Edry Danner - bus driver at Transportation, 10/29/13
Margaux Dever - paraprofessional at Riverview, 10/28/13
Kathleen Enfield - paraprofessional at Pinewood, 10/21/13
Mary Jayne Hammontree - Secretary at Pierre Moran, 10/21/13
Jennifer Hayes - paraprofessional at Pinewood, 10/21/13
Michelle Hines – food services at West Side/Roosevelt, 11/4/13
Abigail Howell - paraprofessional at Bristol, 10/23/13
Charlotte Hunnings - paraprofessional at Roosevelt, 10/29/13
Kivvon Jackson - supply sub driver at Memorial/Rec., 10/21/13
Kyseidra Jackson - paraprofessional at Osolo, 10/21/13
Heather Kidder - paraprofessional at West Side, 10/30/13
Pushpa King - paraprofessional at Monger, 11/1/13
Jasmina Klapuh - paraprofessional at Hawthorne, 11/1/13
Jose Lopez - support tech I for ESC, 10/21/13
Rebecca Mathes - food services at North Side/Osolo, 10/21/13
Terri Morris - paraprofessional at PACE, 10/29/13
Patricia Peete - paraprofessional at Pierre Moran, 11/4/13
Jamie Schultz - paraprofessional at Beck, 11/4/13
Margaret Scott - paraprofessional at Monger, 10/28/13
Emily Toledo - paraprofessional at Riverview, 11/4/13
Kimberly Williams - paraprofessional at Beardsley, 10/23/13

Resignation of the following three (3) classified employees effective on dates indicated:

Jeremy Barron – ECS/service tech I, 11/8/13
Jocelyn Gordon – food services at Central, 10/22/13
Mary Werley – food services at Memorial, 11/22/13

Personnel
Report

**Certified
Employment**

Change of
Maternity Leave
of Absence

Maternity Leave
of Absence

Certified
Resignation

Classified
Employment

Classified
Resignation

A separation agreement and general release regarding a classified employee. (Codified file: 1314-42)

Separation Agreement

Retirement of Lester Jackson, custodian at Pierre Moran effective 1/3/14 with 26 years of service.

Classified Retirement

The Board heard from a concerned citizen whose children are on the bus for over an hour each day. He would like their time on the bus to decrease either in the morning or the afternoon.

From the Audience

The Board heard a proposal from Superintendent Rob Haworth seeking professional learning community (PLC) time of 45 minutes for the entire school district, adjusting the student's day. He will be seeking approval at the next Board meeting.

From the Superintendent

The Board heard a proposal from Dr. Haworth seeking to alter Roosevelt Elementary's schedule to allow for collaboration time for their STEM and STEAM programs to be successful. He will be seeking approval at the next Board meeting.

The meeting adjourned at approximately 8:00 p.m.

Adjournment

APPROVED:

Signatures

Jeri E. Stahr - President

Dorisanne H. Nielsen - Vice President

Carolyn R. Morris - Secretary

Karen S. Carter - Member

Susan C. Daiber - Member

Glenn L. Duncan - Member

Douglas K. Weaver - Member

MINUTES OF THE
PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

November 26, 2013

Pinewood Elementary School, 3420 E Bristol Street, Elkhart – 5:30 p.m.

Board Members
Present:

Jeri E. Stahr
Dorisanne H. Nielsen
Carolyn R. Morris

Karen S. Carter
Susan C. Daiber
Glenn L. Duncan
Douglas K. Weaver

ECS Personnel Present:

Doug Hasler
Rob Haworth

John Hill
Bob Woods

The Board was presented with a follow up report from Kim Boynton, PACE Program director regarding early childhood education. The Board discussed Board Policy IGBD; early release proposal; change to Roosevelt Elementary Schedule; Central Time Zone coalition; and head lice.

The meeting adjourned at approximately 6:50 p.m.

APPROVED:

Jeri E. Stahr, President

Karen S. Carter, Member

Dorisanne H. Nielsen, Vice President

Susan C. Daiber Member

Carolyn R. Morris, Secretary

Glenn L. Duncan, Member

Douglas K. Weaver, Member

Time/Place

Roll Call

Topics
Discussed

Adjournment

Signatures

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
November 26, 2013

Pinewood Elementary School, 3420 E Bristol Street, Elkhart - 7:00 p.m.

Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Karen S. Carter Susan C. Daiber Glenn L. Duncan Douglas K. Weaver
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Place/Time

Roll Call

President Jeri Stahr called the regular meeting of the Board of School Trustees to order.

Call to Order

Presentation of the Colors by Cub Scout Troop #711. Pinewood students led the Board in the Pinewood Creed.

Presentation of the Colors

Ms. Stahr discussed the invitation to speak protocol.

Protocol

By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): \$6,000.00 Elkhart Municipal Band grant to the Elkhart Memorial Band program from the Elkhart County Community Foundation to cover contest entry fees and subsidize private lessons; science materials from I-STEM Resource Network valued at \$8,492.16 to the Elementary Science program; \$400.00 from JC Penny's adopt a classroom to a teacher at Monger Elementary to purchase reading and math materials; one Hardy Piccolo from an anonymous donor to the music department; a check for \$1,000.00 from the Noon Optimist Club to support the field trip learning program; and a check for \$3,000 from the Elkhart County Community Foundation to support the student costs of the Summer US History Field trip.

Gift Acceptance

Superintendent's Student Advisory Council Representatives were welcomed and introduced themselves. Maddy Keeslar of Memorial shared the Madrigal dinner is December 7th & 8th and reported on the sports schedule for December. Emily Hoepfner of Central reported on a new cheer club the "Blazer Crazy's" and reported on the sports schedule for December.

SSAC Representatives

Principal Mindy Shaw gave a report on Pinewood Elementary School. Ms. Shaw welcomed the School Board to Pinewood and had staff stand to be recognized. Every day all 740 students complete the Minds in Motion maze, visitors from across the county and state have come to see the program. In the Spring of 2012, Pinewood saw a need after ISTEP+ results were in and Math scores were not keeping up with Language Arts scores and implemented the 8-step program for students. In the Spring of 2013, Pinewood had double digit growth in fourth-sixth graders math scores. Ms. Shaw reported the High Ability program (PEP) has been housed at Pinewood since 2006; students at Pinewood participate in Spell Bowl, Math Bowl, Robotics and the Scripts Spelling Bee. The Pinewood

Pinewood Building Report

Science Fair is one of the largest in the district with almost 200 projects entered. Student community service projects at Pinewood include a recent food drive, 6th grade students packing boxes at Feed the Children, hat and mitten drives, Riley Penny Pitch day in the spring, and a recent Red Cross fundraiser started by 4th grade students, who have relatives in the Philippines, which raised over \$325.00 to assist after the recent hurricane. Ms. Shaw thanked the PTO for their support of many projects including the new Panther graphics in the gym they paid for. She had PTO parents present stand to be recognized. Every day at Pinewood Elementary community is celebrated with community circles and monthly awards assembly tied directly to the Pinewood Student Creed: "Treat People Right" and "Do the Right Thing". Ms. Shaw introduced the Pinewood Spell Bowl Championship team.

Ted Foland, energy education specialist, reported the last full building audit was conducted at Pinewood on Monday, November 25, 2013 at 6:00 p.m. Very good building shut down over all. 66% of all work stations received a "Thank You for Saving Energy" sticker for a complete work station shut down. Pinewood Administration and staff efforts have resulted in a cost avoidance of 32.9% from January thru October 2013, ranked 7th over all buildings and valued at \$33,191.26. Cost avoidance for the entire corporation currently is 28.6%, valued at \$947,000.00. This is a .7% improvement over the same period last year. Total savings from September 2009 thru today is valued at 3.8 million dollars.

By unanimous action, the Board approved the following minutes:
November 12, 2013 – Public Work Session
November 12, 2013 – Regular Board Meeting
November 19, 2013 – Public Work Session

By unanimous action, the Board approved payment of claims totaling \$6,678,838.08 as shown on the November 26, 2013, claims listing. (Codified File 1314-43)

The Board received a financial report for the period January 1 – October 31, 2013 and found it to be in order.

By unanimous action, the Board adopted a resolution authorizing the transfer and reduction of appropriations in certain 2013 tax supported funds in order to balance Elkhart Community Schools' 2013 budget. (Codified File 1314-44)

By unanimous action, the Board authorized the administration to advertise for a public hearing for additional appropriations in the Rainy Day Fund. Doug Hasler, executive director of support services, reported the circuit breaker has had a significant negative impact on our funding, and will be able to report at the December 10th Board meeting which funds may be short.

By unanimous action, the Board authorized a change order to the Commissary Bid at Memorial for \$21,105.00 allowing temperature, lighting, and exhaust fans to be controlled by the district wide software which allows scheduling based upon hours of use, set points and setbacks,

Energy Ed
Report

Approval of
Minutes

Payment of
Claims

Financial Report

Resolution to
Transfer
Appropriations

Permission to
Advertise

Change Order

and energy conservation, thus providing the same control as our other buildings, either on-site or remotely via the web based software.

The Board was presented with new Board Policy IGBD, Employee use of Social Media and Guidelines for School-Related Social Media Sites, for initial consideration. In response to Board inquiry, Superintendent Haworth indicated suggested changes will be reviewed and the policy will be brought back for approval at the next Board meeting.

Board Policy
IGBD

By unanimous action, the Board approved continued alternative residential services agreement for an ECS special education student. (Codified File 1314-45)

Residential
Services
Agreement

The Board was presented with a proposed 2014-2015 school year calendar for initial Board consideration. Dr. John Hill, assistant superintendent for instruction, reported the format calls for teachers to return the afternoon of August 13th allowing 1 ½ pre-session days with students beginning on Friday, August 15th; parent teacher conferences for all students October 15th; two days for fall recess, October 23rd and 24th; winter recess from December 22nd through January 2nd; parent teacher conferences for Elementary only February 4th; spring break the first full week of April 6-10; emergency snow make-up days on March 27th, April 3rd; and May 11th; the last day of school for all students on June 4th and the last day for teachers on June 5th. Dr. Hill indicated that the calendar has been reviewed with the Elkhart Teachers Association's Professional Relations Group (PRG); is in accordance with the state's requirement for 180 student attendance days and with the ETA Master Contract's requirement for 184 teacher work days.

2014-2015
School Calendar

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the November 26, 2013 listing. (Codified File 1314-46)

Conference
Leaves

By unanimous action, the Board approved the following personnel recommendations of the administration:

Personnel
Report

A maternity leave of absence for Michelle McClintic, third grade teacher at Osolo, beginning 1/6/14 and ending on 1/31/14.

Certified
Maternity Leave

A voluntary leave of absence for Marjorie Hessler, first grade at Eastwood, beginning on 1/6/14 and ending on 1/2/15.

Certified Leave
of Absence

Regular employment for the following sixteen (16) classified employees who have successfully completed their probationary periods, on dates indicated:

Classified
Employment

Christina Amador Corona - paraprofessional at Osolo, 11/13/13

Angela Anderson - custodian at Hawthorne, 11/12/13

Ami Balding - paraprofessional at Daly, 11/13/13

Ernestine Bean - paraprofessional at Tipton, 11/11/13

Pam Borsa - food service at West Side, 11/8/13

Linda Brewer - paraprofessional at Riverview, 11/13/13

Nicole Cantzler - paraprofessional at Eastwood, 11/11/13

Roswitha Everett-paraprofessional at Hawthorne, 11/11/13
Deborah Jackson - paraprofessional at Cleveland, 11/18/13
Carla Moore - food service at West Side, 11/18/13
Kelly Myers - food service at Memorial, 11/18/13
Amy Poe - food service at Monger, 11/14/13
Christina Stewart - paraprofessional at Pinewood, 11/18/13
Brenda VanNevel -Digital Communication Spec at ESC, 11/18/13
Blanca Vargas - paraprofessional at Beck, 11/18/13

Resignation of four (4) classified employees - effective on dates indicated:

Jodi Cramer - paraprofessional at Roosevelt, 11/15/13
Rebekah Creasbaum - food service at Riverview, 11/27/13
Heather Harrington - paraprofessional at EACC, 12/6/13
Leia Williams - paraprofessional at North Side, 11/15/13

A voluntary leave of absence for Kathy Bressler, paraprofessional at Beardsley, beginning 11/26/13 and ending on 1/3/14.

Termination of the following two (2) classified staff members on dates indicated in accordance with listed Board Policy:

Lisa Brake - paraprofessional/food service at Beck, 11/21/13; Board Policy GDBDA
Amy McCollough - paraprofessional at Cleveland, 11/13/13; Board Policy GDPD Section 1 a,b,c,f,g

Voluntary leave of absence for Kathleen Shetterly, paraprofessional at Hawthorne, beginning on 1/7/13 and ending on 4/26/13.

The Board heard from concerned parents regarding: the proposed early release change stating there is too much emphasis on testing and change in the school schedule has a negative impact on parents and wondered if it couldn't wait until next school year; about the Central High School parking lot; and if ECS has a Lice Policy.

By unanimous action, the Board approved the recommendation to alter Roosevelt Elementary School's schedule beginning December 9, 2013.

By unanimous action, the Board approved the recommendation for early release of 45 minutes every Wednesday beginning January 8, 2014. Dr. Haworth reported teachers and parents were surveyed as to whether they prefer a delayed start or early release. The Board heard comments from Alex Holtz as ETA President who is in favor of early release; Sara Jackowiak, principal at North Side, spoke to how collaboration of teachers two years ago helped move North Side from a failing school to an "A" school; Ms. Shaw shared how teamwork and collaboration are essential to help children grow.

Board member Sue Daiber thanked the Pinewood students for the thank you cards they created for the Board.

Board member Doug Weaver thanked Pinewood's music instructor for her work with students and sharing the music lab with the Board.

Classified
Resignation

Classified Leave
of Absence

Classified
Termination

Voluntary Leave

From the
Audience

From the
Superintendent

From the Board

The meeting adjourned at approximately 8:00 p.m.

Adjournment

APPROVED:

Signatures

Jeri E. Stahr - President

Dorisanne H. Nielsen - Vice President

Carolyn R. Morris - Secretary

Karen S. Carter - Member

Susan C. Daiber - Member

Glenn L. Duncan - Member

Douglas K. Weaver - Member

ELKHART COMMUNITY SCHOOLS

DATE: 11/27/13

TO: MR. DOUGLAS A. HASLER

FROM: DIANA STAMPER

RE: LOANS - ONE FUND TO ANOTHER

THE FOLLOWING LOAN WAS MADE ON 11/27/13:

\$525,000 TO FUND 0410 TRANS-OPERATING FUND FROM FUND 0200 DEBT SERVICE FUND

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

December 10, 2013

TO: Dr. Haworth
Board of School Trustees

FROM: Doug Hasler

SUBJECT: Extra-Curricular Purchase

The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
Pierre Moran Athletic Fund	Cheerleading Uniforms	\$1,350.34



Inspiring. excellence.

PIERRE MORAN MIDDLE SCHOOL
Elkhart Community Schools
200 West Lusher Avenue, Elkhart, IN 46517-2009
(574) 295-4805 / 4807 fax
www.elkhart.k12.in.us

Matt Werbiansky
Principal

Memo

To: Doug Hasler
From: Matt Werbiansky *MW*
Date: December 2, 2013
Re: Request for expenditure of extracurricular funds

The purpose of this memo is to request the expenditure of extracurricular funds from the PMMS athletic account. The total amount is \$1,350.34 for the purchase of new cheerleading uniforms for both the 7th and 8th grade cheer squads. Thank you for your consideration in this matter.

Matt Werbiansky

Principal

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATION

Notice is hereby given the taxpayers of Elkhart Community Schools, Elkhart County, Indiana, that the proper legal officers will consider the following additional appropriations in excess of the budget for the current year at their regular meeting place at 2720 California Road, Elkhart, IN at 7:00 p.m. on the 10th day of December, 2013.

Fund Name: Rainy Day Fund	Amount
Major Budget Classification:	
10000 Personal Services	\$500,000
50000 Debt Obligations	\$500,000
TOTAL for Rainy Day Fund:	\$1,000,000

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance ("Department"). The Department will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated: November 30, 2013

Douglas A. Hasler, Treasurer

ELKHART COMMUNITY SCHOOLS
 ADDITIONAL APPROPRIATION RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

Be it resolved by the Board of School Trustees of Elkhart Community Schools, Elkhart County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

Fund Name: <u>Rainy Day Fund</u>	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification:		
10000 Personal Services	\$500,000 _____	\$500,000 _____
20000 Supplies	\$ _____	\$ _____
30000 Other Services & Charges	\$ _____	\$ _____
40000 Capital Outlays	\$ _____	\$ _____
50000 Debt Obligations	\$500,000 _____	\$500,000 _____
 TOTAL for <u>Rainy Day Fund</u>	 \$1,000,000 _____	 \$1,000,000 _____



Adopted this 10th day of December, 2013.

NAY

AYE

ATTEST:

 Secretary

**Employee Use of Social Media and
Guidelines for School-Related Social Media Sites**

Social media is a powerful communication tool which has a significant impact on organizational and professional reputations. The Board of School Trustees (Board) recognizes the importance of social media as a communication tool and believes social media, when used responsibly, can further the mission of the Elkhart Community Schools (ECS).

Purpose

The Board understands social media tools serve a dual purpose for employees. In their private capacities, employees use these tools to communicate with friends and families, and to exercise their right to engage in free and public discussions. In their professional capacities, employees may use such tools to communicate among groups of students or members of the community to further the mission of the school district.

Social media often blurs the lines between personal voice and institutional voice; therefore, the Board has created the following policy to clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media for those who choose to use it. The purpose of this policy is to establish expectations for:

1. responsible use of social media by ECS employees;
2. classroom use of social media;
3. management of district-approved school-related social media sites;
4. general publication and the maintenance of student and staff safety and privacy; and
5. procedures for reporting concerns related to the inappropriate use of social media by ECS employees.

ECS takes no position on an employee's decision to participate in the use of social media networks for personal use on personal time. Employee's personal use of social media during the work day shall take place outside of student contact time and limited to occasional, incidental use, without regard to whether the use is via school- or employee-owned equipment and networks.

All school employees shall comply with the requirements of this policy, even when using social media for personal purposes on personal time.

In addition to the provisions set forth in this policy governing the use of social media, employee use of social media, whether it be personal or professional, is at all times governed by the policies and administrative regulations adopted by the ECS, and is explicitly governed by the following policies:

1. Board Policy AC - Discrimination and Harassment
2. Board Policy GBC - Ethics
3. Administrative Regulation GBC - Employee Ethics
4. Board Policy GBCC - Professional Boundaries between Employees and Students
5. Board Policy IGBC - Acceptable Use of Electronic Information , Services and Networks

Definitions

The term “social media” includes, but is not limited to, public resources, such as:

1. ~~S~~ocial ~~N~~etworking ~~S~~ites, i.e. Facebook, Tumblr, LinkedIn, Google+;
2. ~~M~~icro-blogging sites, i.e. Twitter;
3. ~~B~~logs, ~~W~~ikis, and ~~F~~orums;
4. ~~V~~ideo and ~~P~~hoto ~~S~~haring ~~S~~ites, i.e. Flickr, YouTube, Vimeo, Instagram, and Pinterest; and
5. ~~D~~istrict-approved private, educational, password-protected resources, classroom management sites, and communications tools, i.e. Edmodo and Moodle.

The term “Content Manager,” describes the ECS employee responsible for performing the regular administration, monitoring, and maintenance of a district-sanctioned social media site.

Staff Use of Social Media

Employees² who use social media, whether for personal or school-related purposes, must be aware the content they post may be viewed by anyone, including students, parents, and community members. Readers of social media networks may view employees as representatives of the schools and ECS; therefore, ECS expects employees to observe the rules herein when referring to the ECS and its schools, students, programs, activities, employees, volunteers, and communities on any social media network.

Staff Use of Personal Social Media Accounts:

Employees shall not communicate with students through their personal social media account unless one of the foregoing conditions exists:

1. An employee may communicate with a student to the extent the employee and the student have a family relationship or other type of appropriate relationship which originated outside of the school setting, and/or exists with the knowledge and approval of a student’s parent;
2. Communications in an emergency situation, provided the employee notifies his/her supervisor as soon as possible after the event so a parent can be informed of the reason for the exception; or
3. Other exceptions with the written approval of the Executive Director of Personnel and Legal Services or designee.

ECS employees who engage in any public communication, including social media, should be aware any use which interferes with the educational mission of ECS, breeches confidentiality obligations of ECS employees, insults or demeans students or other employees, or harms the goodwill and reputation of the district in the community is prohibited, and may subject the employee to disciplinary consequences.

ECS recognizes student groups or members of the public may create social media representing students or groups within ECS. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District.

ECS employees are advised to be thoughtful when engaging in any public communication regarding their personal opinions or when promoting or endorsing political issues or candidates; while ECS takes no position on an employee's decision to engage in such communications on personal sites and on non-work time, such communication on school sites or during the work day is prohibited.

Employees have a responsibility to maintain appropriate employee-student relationships at all times and to ~~address~~ **follow up on** inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.

District-Approved School-Related Social Media Sites

Schools and school-based organizations wishing to establish a school-related social media site must first obtain written approval from the Senior Director of Communication and Data or designee.

Requests to establish a school-related site (1) shall identify an ECS employee to serve as the content manager for the site, and (2) must be approved by the building principal/administrator who would be responsible for supervising the content manager.

The Senior Director of Communication and Data or designee shall maintain an accounting of all district-approved school-related social media sites and their associated content managers. All school-related sites must provide access to and name the Senior Director of Communication and Data and designee as administrators for the site.

When possible, content managers should post from a professional account or as the approved institution or organization itself rather than from a personal account.

Content managers shall be prohibited from the following:

1. promotion or endorsement of any illegal activity;
2. promotion or endorsement of violence against any person or persons;
3. any action which violates other policies and/or administrative regulations adopted by ECS;
4. disclosure of any confidential information;
5. expression of opinions on topics not directly related to the mission of the approved school-related social media site;
6. promotion or endorsement of political issues or candidates;
7. conduct which undermines or interferes with an employee's ability to perform his or her duties; and
8. conduct which undermines or interferes with the effective and efficient operation of ECS.

Content managers shall conform to any additional guidelines or guidance which may be provided by the Senior Director of Communication and Data or designee.

School-related social media sites created prior to the date of the adoption of this policy are expected to conform to this policy in its entirety.

Classroom Use of Social Media

ECS-Approved Private Social Media Sites

Teachers may elect to use ECS-approved private, educational, and password-protected social media in the classroom for purposes of instruction and to facilitate communication between teachers and students. These are resources which reside within ECS network or outside resources which ECS has approved for educational use. Such resources allow ECS greater ability to protect students from inappropriate content and allow for greater safety by limiting public access to the resources.

Public Social Media Sites

Teachers may use their professional, public social media accounts for the display or demonstration of high-quality educational content; and to serve as the communications conduit between their classrooms and persons such as scientists, authors, doctors, and experts; or between their classroom and other classrooms around the country or world. In all such cases, the teacher must ensure such activities are safe and appropriate for children.

Teachers wishing to create a professional, public social media site for their classroom or subject area shall submit a written request to the building principal setting forth the rationale and the educational purpose for the creation of a classroom site. Whenever the principal approves the request, the principal, by approving the request, accepts the responsibility to regularly and frequently monitor the site. All school-related sites must provide access to and name the principal or designee as administrators for the site. Teachers creating such a site will provide written notice to parents/guardians regarding the creation of a classroom site, and allow parents to have access to the site as well. Teachers must protect the intellectual property and privacy rights of students at all times. Teachers shall not post images of students when parent(s)/guardian(s) have opted out from the release of directory information on the site without the express written permission of parents. Teachers will not post student work on the site without the express written consent of students and parents. Principals shall, at all times, maintain an accurate listing of classroom social media sites and provide the list to the Senior Director of Communication and Data.

Teachers shall not post any of the following student information:

1. first and last name;
2. home or other physical address including the street name, city, or town;
3. email address;
4. telephone number; or
5. Social Security Number.

Content managers shall conform to any additional guidelines or guidance which may be provided by the Senior Director of Communication and Data or designee.

**Expectations Regarding General Publication and the Maintenance of
Student and Staff Safety and Privacy**

1. Published content must conform to all policies and administrative regulations established by ECS, and by all applicable state and federal laws, including laws regarding copyright and intellectual property as well as the security of test materials.
2. Employees may not act as a spokesperson for ECS or post comments as a representative of ECS beyond the areas for which they have been employed and given responsibility, except as authorized by the Senior Director of Communication and Data or designee.
3. Employees may not use or post school or district logos or images of mascots without permission from the Senior Director of Communication and Data or designee.
4. Employees may not disclose information which is confidential or proprietary to ECS, its students, or employees, or is protected by data privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
5. Employees may not post images of co-workers taken within the work environment without the co-workers' consent.
6. Employees may not post images of students for whom parents have withheld consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.
7. Employees may not post student work without written parental consent, except for work which does not identify or risk disclosure of the creator by name, and work for which publication will not diminish the student's intellectual property rights.
8. Employees may not post staff or student personal contact information such as phone numbers, e-mail addresses and/or home addresses without the prior consent of the Senior Director of Communication and Data or designee.
9. Employees may not post any nonpublic images of ECS premises and property, including floor plans.
10. Employees shall not be required to provide passwords to their personal social media accounts, nor shall they be required to include ECS employees on their personal social media accounts.
11. Employees will make reasonable efforts to comply with any student or parent request to remove published content related to ECS students.

**Procedures for Reporting Concerns Related to the Inappropriate
Use of Social Media by ECS Employees**

An employee who is responsible for a personal or professional social media posting which fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. Employees will be held responsible for the content they post on any social media network, including the disclosure, whether purposeful or inadvertent, of confidential or private information, or the disclosure of information which violates the privacy rights or other rights of a third party.

Employee Use of Social Media and
Guidelines for School-Related Social Media Sites

**IGBD
Proposed New Board Policy**

Any individual who suspects a violation of this policy shall report the alleged violation to their supervising administrator, who shall report the incident to the Senior Director of Communication and Data, Senior Director of Technology, or Executive Director of Personnel and Legal Services for investigation.

December 10, 2013



Elkhart Community Schools

inspiring. excellence.

SCHOOL CALENDAR: JULY 2014 - JUNE 2015

JULY 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2014

S	M	T	W	T	F	S
	X	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	X	16	17	18
19	20	21	22	X	X	25
26	27	28	29	30	31	

NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	X	X	X	29
30						

DECEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	27
28	X	X	X			

August

13 1/2 day pre-session for teachers - non-student day
 14 Full day pre-session for teachers - non-student day
 15 Students' first day - Full day all students

September

1 Labor Day - All Schools Closed

October

10 End of 1st grading period - (All Schools)
 15 P/T Conferences for all schools (no school for students)
 23-24 Fall Recess - All Schools Closed

November

26-28 Thanksgiving Recess - All Schools Closed

December

8-19 End of Course Assessment - English 10 & Algebra I
 19 End of 2nd grading period/1st semester - (All Schools)
 22-Jan 2 Winter Recess - All Schools Closed

January

5 School resumes after Winter Recess
 19 Martin Luther King Jr. Day - All Schools Closed

February

4 P/T Conferences for elementary only (no school for elementary students, school in session for all secondary schools)
 13-16 Presidents' Day Recess - All Schools Closed

March

2-11 ISTEP+ Writing Testing (grades 3-8)
 13 End of 3rd grading period - (All Schools)
 16-18 IREAD-3 Testing (grade 3)
 27 No School - Emergency Make-up Day

April

3 No School - Emergency Make-up Day
 6-10 Spring Recess - All Schools Closed
 16 Kindergarten Roundup - Elementary Schools
 27-30 ISTEP+ Progress Testing (grades 3-8)

May

1-8 ISTEP+ Progress Testing (continued)
 11 No School - Emergency Make-up Day
 12-28 End of Course Assessments - English 10, Algebra I, & Biology (Middle/High Schools only)
 25 Memorial Day - All Schools Closed

June

4 Last Day of School - full day for all students *
 5 Professional Day for teachers - 1/2 day morning only *
Please note: If an emergency make-up day(s) is required at the end of the school year, the professional day for teachers will be on June 8, 2015 (or after, as additional make-up days are required).

June/July

Summer School and other enrichment opportunities - TBD

JANUARY 2015

S	M	T	W	T	F	S
					X	X 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	X	5	6	7
8	9	10	11	12	X	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	S	28
29	30	31				

APRIL 2015

S	M	T	W	T	F	S
				1	2	S 4
5	X	X	X	X	X	11
12	13	14	15	K	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	S	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

JUNE 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Key:

 = Professional day for teachers - non student day

~~X~~ School Out of Session (during the instructional school year)

~~X~~ Parent/Teacher Conferences (no school for students)

~~X~~ Parent/Teacher Conferences (no school for elementary, secondary schools in session)

~~S~~ No School (may be used as emergency make-up day, if necessary)

~~K~~ Kindergarten Roundup

Red Days indicate Testing Dates

*If necessary, additional emergency make-up days will be added at the end of the school year and the scheduled professional day for teachers will be adjusted accordingly to ensure 180 days of required instruction.

RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS

BE IT RESOLVED, the Board of School Trustees amends the provisions of Board Policy GCBC §5(B) so administrators who meet the retirement eligibility requirements established by the Board of School Trustees of the Indiana Public Retirement System may retire from the Elkhart Community Schools and be eligible for the retirement and severance benefits set forth in Board Policy GCBC without consideration of the number of years the administrator has served as an employee of the Elkhart Community Schools.

This Resolution shall be effective upon approval by the Board of School Trustees.

Signed this 10th day of December 2013.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: _____, Secretary
Board of School Trustees

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: December 5, 2013
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. John Hill 
 RE: **Conference Leave Requests**
December 10, 2013 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
GOETHE INSTITUTE - ADVANCED PLACEMENT (AP) GERMAN This conference will focus on how to build a strong German program as well as how to best prepare students for the AP German Language and Culture Exam. All travel, lodging, and registration will be paid for by Goethe Institute. San Francisco, CA December 13 - 16, 2013 CATHERINE MANGONES - CENTRAL (0-0)	\$105.00	\$170.00
INDIANA MUSIC EDUCATION ASSOCIATION (IMEA) CONVENTION This conference will include many great performances, reading sessions, and clinics regarding best practices in music education. It provides a great "recharge" for all music teachers. Fort Wayne, IN January 23 - 24, 2014 (2 day's absence) KYLE MILLER - PIERRE MORAN (0-0) KYLE WEIRICH - CENTRAL (0-0)	\$453.00	\$255.00
TOTAL	\$558.00	\$425.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$18,405.16	\$2,340.00
2014 YEAR-TO-DATE GENERAL FUNDS	\$453.00	\$470.00
2013 YEAR-TO-DATE OTHER FUNDS	\$124,647.02	\$11,185.00
2013 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2014 YEAR-TO-DATE OTHER FUNDS	\$7,044.95	\$1,530.00
2014 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$150,550.13	\$15,525.00

(Figures in parentheses are the number of conferences & the number of absence days previously approved for the current school yr.)



Date: December 10, 2013
To: Dr. Robert Haworth
From: Mr. W. Douglas Thorne
Subject: Personnel Recommendations

Certified

- a. **Consent Agreements** – We recommend the approval of four consent agreements regarding unpaid time.
- b. **Memorandum of Understanding** – We recommend the approval of the memorandum of understanding regarding Professional Learning Communities.
- c. **Joint Agreement** – We recommend the approval of a joint agreement regarding Contract Construction.
- d. **New Certified Staff** – We recommend the following new certified staff for employment in the 2013-14 school year:

Eric Shipp

Memorial/Science

- e. **Resignation** – We report the resignation of the following employee:

Kara Oxner

Began: 8/15/11

Central/Art

Resign: 12/20/13

- f. **Maternity Leave** – We recommend a maternity leave for the following employee:

Jennifer Aires

Begin: 1/21/14

Memorial/Math

End: 5/30/14

Classified

- a. **New Employees** - We recommend regular employment for the following classified employees:

Ryan Barnbrook Began: 9/23/13	ESC/Support Tech I PE: 11/25/13
Dorothy Dempster Began: 9/30/13	Transportation/Bus Driver PE: 12/4/13
Allison Fites Began: 9/23/13	Osolo/Paraprofessional PE: 11/25/13
Kerry Gianesi Began: 9/23/13	Daly/Paraprofessional PE: 11/25/13
Betty Lester Began: 9/30/13	Transportation/Bus Driver PE: 12/4/13
Marcia Meehan Began: 10/1/13	Daly/Paraprofessional PE: 12/5/13
Tavarus Perry Began: 9/20/13	Transportation/Bus Driver Unassigned PE: 11/25/13
Rebekah Schooley Began: 9/23/13	Central/Food Service PE: 11/25/13
Keidrick Stout Began: 9/19/13	Central/Paraprofessional PE: 11/20/13
Christian Sutton Began: 9/23/13	North Side/Custodian PE: 11/25/13
Nina White Began: 9/30/13	Memorial/Paraprofessional PE: 12/4/13
Geraldine Wilkey Began: 9/30/13	Monger/Food Service PE: 12/4/13
Angela Wisniewski Began: 9/23/13	Pierre Moran/Paraprofessional PE: 11/25/13

- b. **Resignation** – We report the resignation of the following classified employees:

Edry Danner Began: 8/22/07	Transportation/Bus Driver Resign: 12/20/13
Myra Munoz Began: 11/26/12	Hawthorne/Paraprofessional Resign: 12/12/13

Allison Rummel
Began: 10/29/12

Pierre Moran/Registered Nurse
Resign: 12/20/13

William Swarengin
Began: 8/16/11

Transportation/Bus Driver Unassigned
Resign: 11/26/13

c. Retirement – We report the retirement of the following classified employees:

Shirley Kunkel
Began: 1/27/93

ESC/Secretary
Retire: 3/28/14
21 Years of Service

Rosa Staltari
Began: 11/28/03

Memorial/Riverview/Food Services
Retire: 12/20/13
10 Years of Service