

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

updated  
June 11, 2013

Elkhart Community Schools  
Elkhart, Indiana

June 11, 2013

CALENDAR

June	11	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	11	immediately following	Executive Session, J.C. Rice Educational Services Center
June	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	18	7:00 a.m.	Public Work Session, J. C. Rice Educational Services Center
June	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. INVITATION TO SPEAK PROTOCOL
- D. GIFT ACCEPTANCE - The administration recommends that the Board accept with appreciation recent donations made to Elkhart Community Schools.
- E. SPECIAL RECOGNITION  
Classified Retirees
- F. MINUTES  
May 28, 2013 – Public Work Session  
May 28, 2013 – Regular Board Meeting
- G. TREASURER'S REPORT  
Consideration of Claims  
Book Rental Fee - The Administration recommends Board approval of no change to textbook rental fees for the 2013-2014 school year.
- H. OLD BUSINESS

I. NEW BUSINESS

Board Policy GCBA– The administration presents proposed revisions to Board Policy GCBA, Administrative Salary Schedule, for initial Board consideration.

Board Policy GDBA-1 – The administration presents proposed revisions to Board Policy GDBA-1, Food Service Employees’ Compensation Plan, for initial Board consideration.

Grant Application – The administration seeks Board approval for submission of a grant application to Elkhart County Community Foundation for Move2Stand.

Grant Application – The administration seeks Board approval for submission of a grant application to United Way for Move2Stand.

Grant Application – The administration seeks Board approval for submission of a grant application to Safe Haven for Move2Stand.

Overnight Trip Requests - The administration seeks Board approval of overnight trip requests.

Residential Services Agreement - The administration recommends Board approval of continued alternative residential services for an Elkhart Community Schools’ student.

Roosevelt and Hawthorne Reconfiguration – The administration recommends Board approval of the reconfiguration of Roosevelt and Hawthorne Elementary Schools.

J. PERSONNEL

Conference Leaves - It is recommended that 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.

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT



inspiring. excellence.

**EASTWOOD ELEMENTARY SCHOOL**  
Elkhart Community Schools  
53215 County Road 15 North, Elkhart, IN 46514-8583  
(574) 262-5583 / 5585 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: June 5, 2013

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Harold Walt  
Bristol Summer Laboratory School Administrator

RE: Donation Approval

We have received from Better World Books, Mishawaka, Indiana, approximately 300 books, with an estimated value of \$1,000.00, to be given to each summer laboratory school student attending Bristol and Cleveland Elementary School.

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:

Barbara Coyle  
Better World Books  
55740 Currant Road  
Mishawaka IN 46545



**EASTWOOD ELEMENTARY SCHOOL**  
Elkhart Community Schools  
53215 County Road 15 North, Elkhart, IN 46514-8583  
(574) 262-5583 / 5585 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

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DATE: June 5, 2013

TO: Dr. Rob Haworth  
Board of School Trustees

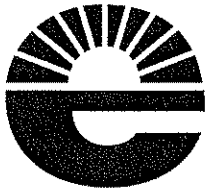
FROM: Harold Walt  
Bristol Summer Laboratory School Administrator

RE: Donation Approval

We have received from Meyers Nursery in Syracuse, IN merchandise with an estimated value of \$100.00, to be used for science projects in each summer laboratory school at Bristol and Cleveland Elementary School.

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:

Meyers Nursery  
US 6  
Syracuse IN 46567



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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 *John Hill*  
DATE: June 4, 2013  
RE: Gift Approval – Music Department

Mr. William Kovach has offered to donate one (1) Gemeinhardt 2SP Flute (serial number D88393), one (1) Bach 42B Bass Trombone (serial number 28145) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instruments and finds them to be in good condition. The fair market value of each instrument is \$250.00 and \$800.00 respectively.

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:

**William Kovach**  
**50751 Acorn Tr**  
**Elkhart IN 46514**

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

Elkhart Community Schools  
Elkhart, Indiana

May 28, 2013

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart - 5:30 p.m.

Time/Place

Board Members  
Present:

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

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

Roll Call

ECS Personnel Present:

Shawn Hannon  
Doug Hasler  
Rob Haworth

Thomas Neat  
Doug Thorne  
Bob Woods

Board members received reports on IREAD-3 results; Standard & Poor's bond rating for the corporation; a draft of a revised General Fund financial report and reviewed the Science 2 Go bus.

Topics  
Discussed

The meeting adjourned at approximately 6:40 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
May 28, 2013

J. C. Rice Educational Services Center, 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 called the regular meeting of the Board of School Trustees to order.

Call to  
Order

Presentation of the Colors by Cub Scout Pack #31 sponsored by Bristol United Methodist Church.

Presentation of  
Colors

Ms. Stahr discussed the invitation to speak protocol.

Protocol

Superintendent's Student Advisory Council (SSAC) representatives were welcomed and introduced from both high schools. Lauryn Campagnoli of Central reported the Service Project X celebration was fun with all of the games; it was awesome to see Central and Memorial working together; and she talked with members of the community on Friday night who were interested in the celebration. She thanked Dr. Haworth and all of those who made the celebration happen. Lauryn was the drum major in the band this year, chaired the St. Baldrick's fundraiser and will be attending Butler University in the fall. Chirag Patel of Memorial reported he missed the beginning Service Project X celebration due to making up an AP test, but heard from students that they loved the day and those who didn't attend were sorry they missed the fun. Chirag is the president of Memorial's SSAC and when Dr. Haworth mentioned the idea in the fall, the students thought he was crazy. He thanked Dr. Haworth for the opportunity and Assistant Principal Cary Anderson for all of his hard work, even though it was a student led initiative, Mr. Anderson helped a lot. Chirag will be attending Purdue in the fall.

SSAC  
Representatives

Dr. Haworth presented the Board with a House Concurrent Resolution honoring the students at Elkhart Central and Elkhart Memorial for their outstanding community service efforts. The resolution was introduced by State Representative Tim Neese and adopted by the Indiana General Assembly on April 24, 2013. Dr. Haworth presented a framed copy of the resolution which will hang in the administration building and a copy in each high school.

Special  
Presentation

By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): a check for \$563.00 from First Presbyterian Church to Beardsley Elementary School to be used for second grade students to attend a field trip at Pottawatomie Zoo and pay for busses; donation of name tags/ mailing labels with a value of \$10,000.00

Gift Acceptance

to the Business office from KIK Custom Products; and a check for \$3,200.00 to the Elkhart Central High School football team from an anonymous donor to be used for the purchase of football equipment.

Alex Holtz, ETA president, presented the Board with a district highlight. Mr. Holtz is changing the format from reporting on school data to highlighting an outstanding staff member. Ryan Gortney, motorcycle technology at the Career Center, is the staff member being recognized. Mr. Holtz shared some words from Bill Kovach, director of the career center. Ryan is a tenacious, driven professional who opens doors for students. He has single handedly provided thousands upon thousands of college scholarship money for his students through the Hot Rodders competition and Skills USA. His students see opportunity because of him. They succeed in life. Ryan is a leader in the classroom and by example in life. He always has a twinkle in his eye and a goal in mind. With his smile and his energy, he succeeds and leaves excuses behind. Even this school year, though it has been a challenge because he has been recovering from his near death accident, he has shown through his actions how dedicated he is to his life, his family, and his students. It is also noteworthy that Ryan Gortney is the ABC 57 Teacher of the Month for April.

District Highlight

Patsy Boehler of ETHOS, reported how ETHOS has collaborated for the past 12 years on the City Science Fair. Students compete at the City Science Fair; proceed to the Regional Science Fair at Notre Dame and then the State Competition, this year Michael Tripepi, who has been honored at previous Board meetings, competed at the International Science Fair. Ms. Boehler introduced Carson Richards, who won the 3<sup>rd</sup> place award for Grade 4 at the Hoosier State Science Fair, explained his project was on distracted driving; and Aaron Russell won the Founder's Award for Best Abstract at the Hoosier State Science Fair, who explained his project was on hydro electric generation. Ms. Boehler reported the judges at the Regional Science Fair at Notre Dame commended ECS on the quality of science projects being entered. Board member Karen Carter presented them with certificates.

Student Recognition

By unanimous action, the Board approved minutes of its May 14, 2013 public work session, its May 14, 2013 regular Board meeting, and its May 21, 2013 public work session.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$6,266,346.65 as shown on the May 28, 2013, claims listing. (Codified File 1213-113)

Payment of Claims

The Board The Board received a financial report for the period January 1-April 30, 2013, and found it to be in order.

Financial Report

By unanimous action, the Board approved an increase in the price of school meals for the 2013-2014 school year: breakfast for elementary students will be \$1.40 and for secondary students \$1.65, which is an increase of \$.05. Lunch prices for elementary students will be \$2.30; for middle school students \$2.55, which are increases of \$.05. Lunch prices

Meal Prices



for high school students will increase by \$.10 to \$2.60. The cost for extra milk remains at 60¢ and the reduced breakfast and lunch prices will remain the same as last year - 30¢ for breakfast and 40¢ for lunch. In response to Board inquiries, Doug Hasler, executive director of support services, reported in order to keep in compliance with the "Healthy, Hunger-Free Kids Act" passed in January 2011 to increase the serving sizes of fruits and vegetables, there is an increase in costs. (Codified File 1213-114)

The Board heard proposed revisions to Administrative Regulation JFC-(1), Guidelines for Good School Order, as initially presented at the May 14<sup>th</sup> Board meeting. In response to Board inquiry, Doug Thorne, executive director of personnel and legal services, reported the change to the electronic devices section is intended to provide more opportunity for appropriate student usage of technology, for example; taking a picture of a formula on the white board with their cell phone to use for homework. Also the Guidelines for Good School Order are distributed to parents at the beginning of each school year in back to school packets and also printed in secondary student planners. In response to Board inquiry, Alex Holtz indicated the changes have benefits but need to strike a balance; good classroom management still needs to be in place.

Administrative  
Regulation JFC-  
(1)

The Board heard proposed revisions to Administrative Regulation JFC-(2), Rules for Student Conduct, as initially presented at the May 14<sup>th</sup> Board meeting.

Administrative  
Regulation JFC-  
(2)

The Board heard proposed revisions to Administrative Regulation JFCA, Guidelines for Secondary School Athletics, as initially presented at the May 14<sup>th</sup> Board meeting.

Administrative  
Regulation JFCA

By unanimous action, the Board confirmed the submission of the Perkins Basic Grant for the 2013-2014 school year, effective July 1, 2013 through June 30, 2014. (Codified File 1213-115)

Grant  
Application

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 28, 2013 listing. (Codified File 1213-116)

Conference  
Leaves

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

Personnel  
Report

Confirmed continuous employment as probationary teachers for sixty (60) first year teachers; continuous employment as probationary teachers for thirty-eight (38) second year teachers; continuous employment as probationary teachers for twenty-five (25) third year teachers; continuous employment as established teachers for thirty-four (34) fourth year teachers and, thirty-five (35) fifth year teachers upon signing a sixth regular contract with ECS, as established teachers. (Codified File 1213-117)

Continuous  
Teacher  
Employment

Regular employment for the following eight (8) classified employees who have successfully completed their probationary periods, on dates indicated:

Sheila Brown - paraprofessional at Central, 5/23/13  
Corina Gonzalez - food service at Pinewood, 5/22/13  
Erin Libey - food service at Pierre Moran, 5/20/13  
Deborah Lytell - paraprofessional at Bristol, 5/13/13  
Debbra Pletcher - secretary at Memorial, 5/22/13  
Alisha Rocha - paraprofessional at Osolo, 5/21/13  
Erica Shaffer - paraprofessional at Pinewood, 5/17/13  
Mikel Weaver - custodian at Pierre Moran, 5/20/13

Classified  
Employment

Resignation of the following eleven (11) classified employees effective on dates indicated:

Angela Anderson - paraprofessional at Pierre Moran, 5/14/13  
Paul Boers - paraprofessional at Roosevelt, 5/30/13  
Bartiscia Holmes - secretary at Memorial, 5/31/13  
Kelley Hunnings - paraprofessional at Riverview, 5/30/13  
Trisha Hutchinson - paraprofessional at Memorial, 5/30/13  
Cheryl Kennedy - bus driver at Transportation, 5/30/13  
Penny Patton - paraprofessional at Daly, 5/30/13  
Robin Pedzinski - paraprofessional at North Side, 5/30/13  
Jacquelyn Snellenberger - secretary at Memorial, 5/30/13  
Heather Turner - paraprofessional at Bristol, 5/30/13  
Jennifer Wagoner - food service at Memorial, 5/31/13

Classified  
Resignation

Dr. Haworth recognized and thanked Bob Meyers for all of his help along the way of the Service Project X celebration downtown Elkhart. GED commencement is Thursday night at the Memorial auditorium, Sunday, June 2<sup>nd</sup> Central High School commencement is 1:00 p.m. at Rice Field, and Memorial High School commencement is 5:00 p.m. at Charger Field. In case of rain, both commencement ceremonies will be at North Side Gym.

From the  
Superintendent

The meeting adjourned at approximately 7:50 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  
Elkhart, IN

June 6, 2013

TO: Board of School Trustees  
Dr. Haworth

FROM: Robert Woods 

SUBJECT: Textbook Rental Fees for 2013-2014

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The Business Office is recommending no change in book rental fees for the 2013-2014 school year. Book rental fees will remain as follows:

Kindergarten:	\$ 60.00
Grades 1 – 6	\$100.00

The middle school and high school fees will be based on subjects the student is enrolled in.

The Book Rental Fund is a fund that has struggled over the years to remain self-supporting. With the continual uncertainty in the legislature over “new money” for the school corporation, it appears this fund will need to remain as self-supporting as possible in the foreseeable future.

**ADMINISTRATIVE SALARY SCHEDULE**  
Elkhart Community Schools  
Elkhart, Indiana

<u>Factor</u>	<u>2010-2011 Salary Range*</u>	<u>Length</u>	<u>Position</u>
51-62	65,645-79,805	10	High School Assistant Athletic Director
51-66	65,645-84,955	12	Director of Food Services
		12	Assistant Director of Transportation and School Safety
55-67	70,795-86,240	10.5	Elementary Assistant Principal
58-69	74,655-88,815	12	Director of Community Education
		12	Supervisor of Accounting, Audits, and Investments
		12	Supervisor of Federal Programs
58-70	74,655-90,105	10.5	Middle School Assistant Principal
60-71	77,230-91,390	12	High School Athletic Director
		<del>10.5</del>	<del>Elementary Chief Academic Officer</del>
60-72	77,230-92,675	11	High Ability Program Supervisor
61-73	78,520-93,965	10.5	Elementary Principal
		11	High School Assistant Principal
		12	Director of Talent Recruitment and Management
		12	Supervisor of Student Services for Special Education
		12	Supervisor of Curriculum and Instruction
60-74	77,230-95,250	12	Director of Student Accounting and Program Evaluation
		12	Director of Technology
		12	Director of Transportation and School Security
		12	Director of Building Services
65-76	83,665-97,825	12	Alternative Programs Principal
65-77	83,665-99,115	12	Director of Special Education/Assistant Director of Student Services
		12	Principal Elkhart Area Career Center
67-79	86,240-101,685	11	Middle School Principal
69-80	88,815-102,975	<del>12</del>	<del>Director of Student Services</del>
		12	Director of Business Operations
72-83	92,675-106,835	12	Director of Career and Technical Education
<b><u>73-84</u></b>	<b><u>93,962-108,120</u></b>	<b><u>12</u></b>	<b><u>Director of Student Services</u></b>
74-85	95,250-109,410	12	Director of Curriculum and Instruction
76-88	97,825-113,270	12	High School Principal
76-90	97,825-115,845	12	Executive Director of Personnel and Legal Services
77-91	99,115-117,135	12	Assistant Superintendent for Business or Executive Director of Support Services **
78-91	100,400-117,135	12	Assistant Superintendent for Instruction**

\*Apply factor to \$128,715

\*\*Plus car benefit. Add four factor points if benefit is not used.

Corporation contributes 3% of administrator's salary to TRF/PERF.

**Proposed Revised Board Policy**

**FOOD SERVICE EMPLOYEES' COMPENSATION PLAN**

**Section 1. FOOD SERVICE EMPLOYEES' SALARY SCHEDULE**

The Board of School Trustees hereby adopts the following wage and career increment schedule for food service personnel to be effective beginning January 1, 2009.

<b><u>WAGE SCHEDULE</u></b>										
STEP	I		II		II.5	III	IV	V	VI	VII
	A	B	A	B	B	B	B	B	B	B
Probationary	7.71	7.54	8.03	7.86	8.89	12.83	13.55	15.27	13.55	15.10
64 days - 1 year	8.43	8.24	8.78	8.58	9.59	13.63	14.34	16.08	14.34	15.89
1 year – 2 years	9.21	8.98	9.54	9.31	10.32	14.04	15.10	16.81	15.10	16.64
2 years – 3 years	10.09	9.83	10.43	10.14	11.15	15.12	15.95	17.67	15.95	17.50
Over 3 years	10.60	10.32	10.94	10.64	11.67	15.82	16.67	18.40	16.67	18.21

Key: Column A = Less than four hours/day employees  
 Column B = Four or more hours/day employees (In addition the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools)

- I - Less than 6.5 hour Satellite Employees
- II - Commissary and Cafeteria Employees, and 6.5 hours or more Satellite Employees
- II.5 - Commissary Line Leader
- III - Managers, Middle Schools and Allergy Specialist
- IV - Central High School Manager
- V - Satellite Manager/Computer Software Support/Head Start
- VI - Memorial High School Manager and Summer Feeding Supervisor
- VII - Commissary Manager and Summer Production Manager

**CAREER INCREMENT SCHEDULE**

\$.20	5 years, but less than 10
.30	10 years, but less than 15
.50	15 years, but less than 20
.70	20 years and over

1. The career increment applies to all food service personnel.
2. The career increment takes effect for each regular employee on the anniversary date (5-10-15-20 years). The career increment is not cumulative, but the scheduled amount is added to the employee's regular rate set forth on the Wage Schedule.
3. Years of employment will be determined by using the date the employee became regularly employed by the Elkhart Community Schools or by a township school which has since become a part of the Elkhart Community Schools.

**ADDITIONAL PAY FOR BANQUETS AND SPECIAL FUNCTIONS**

Employees will receive time and one-half for all hours worked for special serving requests, banquets and special functions.

## OVERTIME

Food Service employees who are assigned to work more than 40 hours in a week will be paid overtime compensation of time and a half for any hours worked in excess of 40 hours.

### **Section 2. FOOD SERVICE EMPLOYEES' FRINGE BENEFITS**

#### A. Income Protection and Annuities

The Elkhart Community Schools provides the opportunity for regular classified employees to purchase income protection and tax-sheltered annuities. This is done by specifications and through a company or broker approved by the Board of Schools Trustees of the Elkhart Community Schools.

#### B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Effective January 1, 2008, the Board will pay \$5,000 (for single coverage) or \$10,000 (for family coverage) of the premium cost of a group hospitalization and major medical insurance plan, prescription drug and dental (when applicable) for all Food Service Employees who work six or more hours per day. The employee may select one or the other plan provided by the Board. The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week. Employees interested in participating in these plans should contact the Business Office, Insurance Department.

#### C. Severance Benefits

Food Service employees who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Personnel at least ten (10) working days prior to the last date of employment.

##### 1. Resignation

Food Service employees shall receive pay for any unused personal business leave in the current year of employment, provided the following conditions are met by the employee:

- a. The employee has completed at least six (6) months of active employment with the Elkhart Community Schools.
- b. The employee has submitted a written resignation to the Director of Personnel, and
- c. The resignation shall specify the last date of employment and shall be received by the Director of Personnel at least ten (10) working days prior to the last date of employment, or during the summer months at least 21 calendar days prior to the scheduled working day.

2. Retirement, Death, or Disability

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. At the time of retirement, a Food Service employee shall receive pay for accumulated illness leave, not to exceed two (2) days per year. Pay shall be for the greater of thirty (30) days or forty-five percent (45 %) of accumulated illness leave. In the event of the death of a Food Service employee, while in the active employ of Elkhart Community Schools, said payment should be made to the employee's beneficiary.
- d. In addition, employees who are fifty-five years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying one hundred percent (100%) of the premiums in advance at the business office.

D. Change in Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy GDJ.

**Section 3. FOOD SERVICE EMPLOYEES' ABSENCES**

**In order to operate each kitchen effectively and efficiently, punctuality and regular attendance are of utmost importance.**

All Food Service employees employed four (4) or more hours are entitled to personal leave and personal illness days. Absences for all Food Service personnel, in addition to the days to which they are entitled, shall be considered to be unexcused. Three (3) days' unexcused absences in any one school year shall be considered excessive and shall be grounds for suspension or termination. When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his or her immediate supervisor at least one-half (1/2) hour before starting time, and upon return, file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. Absence before or after a holiday must be approved in advance to be eligible for the salary allowed for the holiday. (No absence report is necessary on emergency closing days when pay is not to be received.) Upon written request received by the Director of Food Services at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.



## **Section 4. FOOD SERVICE EMPLOYEES' ILLNESS ABSENCES AND LEAVES**

### A. Personal/ Family Illness Absence

Regular school-year classified employees will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness leave.

Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to one hundred ten (110) workdays. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

Immediate family shall be interpreted as spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, daughter-in-law, son-in-law, or any other members of the family unit living in the same household. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

### B. Job-Related Injury

An employee injured in the performance of his or her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

## **Section 5. PERSONAL ILLNESS LEAVE/FAMILY ILLNESS LEAVE INCENTIVE PLAN**

Beginning January 1, 1999, the following Personal Illness Leave/Family Illness Leave incentive plan will be effective for all food service employees. The use of personal leave days will not affect the calculation of benefits under this incentive program. For the purpose of the incentive program, the year will run from January 1<sup>st</sup> through December 31<sup>st</sup>.

- A. If a food service employee who is assigned to work four (4) or more hours does not use any of his or her Personal Illness, ~~or Family Illness~~, **or unpaid** days during the year, he or she will be given a payment of \$400. A food service employee who is assigned to work less than four (4) hours will be given a payment of \$200 if he or she has no absences excluding any absences covered by applicable personal leave days.
- B. If a food service employee who is assigned to work four (4) or more hours uses only one of his or her Personal Illness, ~~or Family Illness~~, **or unpaid** days during the year, he or she will be given a payment of \$200. A food service employee who is assigned to work less than four (4) hours will be given a

payment of \$100 if he or she has only one absence, excluding any absences covered by applicable personal leave days.

- C. If a food service employee who is assigned to work four (4) or more hours uses only two of his or her Personal Illness, ~~or~~ Family Illness, or unpaid days during the year, he or she will be given a payment of \$100. A food service employee who is assigned to work less than four (4) hours will be given a payment of \$50 if he or she has only two absences, excluding any absences covered by applicable personal leave days.
- D. In order to be eligible for the incentive pay set out in A, B or C above, the food service employee must have been employed as of January 1<sup>st</sup>. If a food service employee is hired after January 1<sup>st</sup>, the incentive payment will be pro-rated on a percentage of the workdays after the food service employee was employed.
- E. For the purpose of the incentive program, Personal Illness, ~~or~~ Family Illness, or unpaid days will be when a food service employee who is assigned to work four (4) or more hours is absent for three (3) or more hours, or when a food service employee who is assigned to work for less than four (4) hours is absent for any period of time. For food service employees who are assigned to work four (4) hours or more, absence of less than three (3) hours will be considered a half day. Food service employees who are absent ½ day will receive \$300; 1-1/2 days will receive \$150; or 2-1/2 days will receive \$50.

## **Section 6. BEREAVEMENT**

Employees who are assigned to work four (4) or more hours shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for a period extending not more than seven (7) consecutive calendar days immediately beyond each death.

“Immediate family” is defined as father, mother, brother, sister, spouse, child, grandfather, grandmother, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or any other member of the family unit regularly living in the same household as the employee.

Up to one (1) day’s absence shall be granted without loss of compensation to attend the funeral of another relative.

When requested, additional bereavement day(s) with or without pay may be granted by the Superintendent or designee.

## **Section 7. MILITARY LEAVE**

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after he or she receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll

office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

## **Section 8. HEALTH LEAVE**

Through Board of School Trustees' action regular classified employees may be granted a health leave after one year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board of School Trustees, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his or her responsibilities.

Health leaves may be granted for a maximum period of one year. An employee shall be afforded the opportunity to continue participation in any insurance program in which he or she is enrolled. Such participation shall be at the employee's own expense.

### Health Leave – Administrative Regulation

*An employee with at least one year's service, who has used all of his or her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.*

- 1) After all other available benefit days have been exhausted, or*
- 2) When a physician's statement indicating inability to perform regular duties for an extended period of time has been provided, or*
- 3) Upon receipt of a request for placement on such leave by the Director of Personnel from the appropriate administrator.*

*Should the employee fail to provide a requested physician's statement within thirty days after he or she has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer*

*In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.*

*An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one year. After the employee has been on leave for a year, he or she will be eligible for re-employment when an opening for which he or she is qualified becomes available.*

## **Section 9. PERSONAL LEAVE**

Food Service employees are entitled to the number of hours equal to two (2) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be

completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

Unused personal leave will accumulate for retirement.

#### Personal Leave – Procedure

*Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.*

*Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Fall Recess, Thanksgiving, Winter Recess, Spring Break or Summer Break as defined by the school calendar unless the employee complies with the following procedure:*

- a. *Once every five (5) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.*
- b. *The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.*
- c. *All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event ~~that~~ which prohibits the employee from attending to his or her assigned duties.*

## **Section 10. JURY AND WITNESS DUTY PAY**

### A. Jury Duty

All Food Service employees will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

### B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days with pay, with substitute deduction where applicable, or without pay. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to

witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any employee relations related litigation involving the employer or any other school employer, unless the employer subpoenas the employee to testify.

### **Section 11. PARENTAL LEAVE**

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event ~~that~~ the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Personnel is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date ~~that~~ the child is expected in the home. In cases of emergency the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one year, and are non-renewable.

The staff member shall return to the first position which becomes available for which she or he is qualified, as determined by the employer, or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which she or he is eligible, at her or his own expense, by paying the full cost of premiums in advance at the Business Office.

### **Section 12. ADOPTIVE LEAVE**

An employee who legally adopts a child whose age is less than 6 years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Personnel and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date ~~that~~ the child is physically turned over to the employee for the employee's care and legal custody.

### **Section 13. HOLIDAYS AND VACATIONS**

#### Holidays

#### A. School Year Employees

Food Service employees who work the school year and four (4) hours or more daily, but less than full time, shall be entitled to the following legal or recognized holidays without loss of any pay when they occur on days which they would have worked if it were not for that special day, subject to the provisions below:

Labor Day  
Thanksgiving Day – two days  
Martin Luther King, Jr. Day  
Presidents' Day – two days  
Memorial Day

- (1) Thanksgiving Day and the day following will be paid holidays.
- (2) The Friday preceding Presidents' Day and Presidents' Day will be paid holidays.

Any employee who does not work during a two-week pay period will not receive pay for that pay period, including days normally paid as holidays. Exceptions include:

- a. When the use of absence or leave benefits is exhausted during the pay period.
- b. When all days in the pay period are covered by available paid leaves, vacation and/or holidays.

B. Twelve Month Employees

Twelve month Food Services employees shall be paid for the following holidays, when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two days	(see A-1-a.)
Martin Luther King Jr. Day	
Presidents Day - two days	(see A-4)
Memorial Day	
Independence Day	(see A-2)
Labor Day	
Thanksgiving - two days	(see A-3)
Christmas - two days	(see A-1-a)

1. During the winter break (when schools are closed) four (4) days will be allowed as follows:
  - a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.
  - b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one of these days, in which case an alternate day will be determined.
2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.
3. Thanksgiving Day and the day following will be paid holidays.
4. Presidents' Day and the Friday preceding will be paid holidays.

Vacations

- A. A twelve month Food Services employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.

- B. A twelve month Food Services employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A twelve month Food Services employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A twelve month Food Services employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A twelve month Food Services employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For purposes of computing an employee's number of years of service in the school corporation, a school-year employee who subsequently changes to a twelve month employee status will have the number of paid hours as a school year employee divided by 2080 to obtain the number of years of school corporation service to be used in determining the working days vacation which such twelve month employee is entitled to receive under this policy.
- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor. When vacation days have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).
- I. Vacation days unused during the previous calendar year or as indicated in G, will be lost.
- J. Only twelve month employees will be entitled to paid vacation days.

January 24, 2012 June 11, 2013



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**STUDENT SERVICES**

J. C. Rice Educational Services Center  
Elkhart Community Schools  
2720 California Road, Elkhart, IN 46514-1220  
(574) 262-5540 / 5548 fax  
www.elkhart.k12.in.us

DATE: June 5, 2013  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Mary Yoder Holsopple  
RE: Grant Application

This project provided leadership training for select students in the Elkhart Central High School and Elkhart Memorial High School Move2Stand clubs in 2012 and 2013. These student leaders trained selected students at Pierre Moran, North Side, and West Side Middle Schools in how to start and implement Move2Stand clubs in their respective schools. This effort utilizes student initiative to improve the school climate and is part of the Elkhart Community School's bullying prevention initiative. To continue this effort I am applying for a discretionary grant from the Elkhart County Community Foundation in the amount of \$5,000 to partially cover Move2Stand training expenses for 2013-2014.

I am requesting approval from the Board of School Trustees to submit this grant.

Mary Yoder Holsopple  
Bullying Prevention Coordinator  
Elkhart Community Schools  
201 West Wolf Street  
Elkhart, IN 46516





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I am requesting approval from the Board of School Trustees to submit this grant.

Mary Yoder Holsopple  
Bullying Prevention Coordinator  
Elkhart Community Schools  
201 West Wolf Street  
Elkhart, IN 46516



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[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: June 5, 2013  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Mary Yoder Holsopple  
RE: Grant Application

Safe Haven grant in the amount of \$51,756 to cover the cost of the bullying prevention initiative, including training new hires, covering the cost of the anonymous reporting system, implementation fidelity meetings, data collection, Move2Stand expenses, administrator training, materials and supplies, and International Bullying Prevention Association annual conference expenses.

I am requesting approval from the Board of School Trustees to submit this grant.

Mary Yoder Holsopple  
Bullying Prevention Coordinator  
Elkhart Community Schools  
201 West Wolf Street  
Elkhart, IN 46516

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Memorial High School

Class/Group: Advanced Chamber Choir

Number of Students: 30

Date/Time Departing: April 1, 2014 (SPRING BREAK)

Date/Time Returning: April 6, 2014

Destination: New York City NY  
City State

Overnight facility: Hotel TBD in Times Square area

Mode of Transportation: Charter Bus

Reason for trip: We are one of three choirs in Indiana hand-picked to participate in the Lincoln Center concert (directed by Dr. Scott Buchanan from Indiana State University). See attached press release.


Names of chaperones: Brenda Butler, Rebecca Yoder, Mrs. Bourdon (and several more yet TBD)


Cost per student: \$1200 approximately

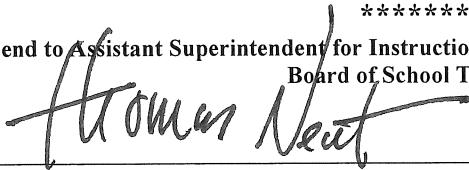
Describe Plans for Raising Funds or Funding Source: Numberous Fundraisers, Personal Funds

Plans to defray costs for needy students: Yes. We will help as much as possible. All students have the opportunity to fundraise. Are currently looking for scholarship donors in the community as well.

Are needy students made aware of plans? Yes. Parent meetings will reiterate this.

Signature of Teacher/Sponsor: 

Signature of Principal:  Date: 5/22/13

Approval of Assistant Superintendent:  Date: 6/4/13

Approval by Board: \_\_\_\_\_

\*\*\*\*\*  
Send to Assistant Superintendent for Instruction for approval and for submission to Board of School Trustees

(All overnight trips require prior approval by Board Policy IICA.)



250 W. 57th St., Ste 1610 • New York, NY 10107 • Tel: 212.707.8586  
Fax: 646.736.0437 • www.DCINY.org  
Contact: Lynn Tsai x 308 • Lynn@DCINY.org

## PRESS RELEASE

FOR IMMEDIATE RELEASE:

### Elkhart Memorial High School Choirs Invited to Perform in New York City's Alice Tully Hall

New York, N.Y. – February 12, 2013

Outstanding music program receives special invitation

Distinguished Concerts International New York City (DCINY) announced today that director Brenda Butler and the Elkhart Memorial High School Choirs have been invited to participate in a performance on the DCINY Concert Series in New York City. This performance will be at Lincoln Center's Alice Tully Hall on Saturday, April 12, 2014. These outstanding musicians will join with other choristers to form the Distinguished Concerts Singers International, a choir of distinction. Conductor Dr. Scott Buchanan will lead the performance and will serve as the clinician for the residency.

Why the invitation was extended

Dr. Jonathan Griffith, Artistic Director and Principal Conductor for DCINY states: "The Elkhart Memorial High School Choirs received this invitation because of the quality and high level of musicianship demonstrated by the singers and the recommendation given by Dr. Scott Buchanan. It is quite an honor just to be invited to perform in New York. These wonderful musicians not only represent a high quality of music and education, but they also become ambassadors for the entire community. This is an event of extreme pride for everybody and deserving of the community's recognition and support."

The singers will spend 5 days and 4 nights in New York City in preparation for their concert. "The singers will spend approximately 9-10 hours in rehearsals over the 5 day residency," says Griffith. "Not all of the time is spent in rehearsals, since there is so much history and culture to see in New York City. However, the performance is the primary purpose for their visit to the city." Members of the community are encouraged to give financial support in sending these singers to New York by contacting Brenda Butler at (574) 262-5600 or via email at [bbutler@elkhart.k12.in.us](mailto:bbutler@elkhart.k12.in.us).

Conductor Scott Buchanan

Dr. Scott Buchanan serves as the Director of Choral Activities in the School of Music at Indiana State University in Terre Haute. Originally from New Jersey, Dr. Buchanan holds a Bachelor's Degree in Music Education from Bradley University, a Master's Degree in Music Education from the Florida State University, and a Ph.D. in Music Education from the Conservatory of Music at the University of Missouri-Kansas City. Prior to his appointment at ISU, he served on the faculty as Director of Choral Activities at Armstrong Atlantic State University in Savannah, Georgia. Dr. Buchanan began his teaching career at the high school level in Brevard County, Florida, where his groups received acclaim at district, state, and national levels.

Dr. Buchanan is in frequent demand as a choral clinician and adjudicator throughout the United States. Recently, he has been engaged as a choral

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Central

Class/Group: Baseball

Number of Students: 19

Date/Time Departing: 10:00 AM 6-14-13

Date/Time Returning: 11:59 P.M. 6-15-13

Destination: Indy City State

Overnight Facility: Fairfield Inn.

Mode of Transportation: BUS

Reason for Trip: State Final Baseball Game

Names of Chaperones: Buckley, Stutsman, Serge

Cost per Student: N/A

Describe Plans for Raising Funds or Funding Source: \_\_\_\_\_

Plans to Defray Costs for Needy Students: \_\_\_\_\_

Are Needy Students Made Aware of Plans? \_\_\_\_\_

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 6/10/13

\*\*\*\*\*

Send to Assistant Superintendent for Instruction for approval and for submission to the Board of School Trustees.

Approval of Assistant Superintendent: Thomas Neat Date: 6/10/13

Approved by Board: \_\_\_\_\_  
(All overnight trips require prior approval by Board Policy IICA.)

**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

**OFFICE OF THE SUPERINTENDENT**

**June 11, 2013**

**TO:** Board of School Trustees

**FROM:** Rob Haworth

**SUBJECT:** Recommendation for Roosevelt and Hawthorne Elementary Schools

-----  
Beginning with the 2013-2014 school year, I am recommending Roosevelt Elementary and Hawthorne Elementary be returned to PK-6 buildings. Each building will house Head Start classes. The attendance boundaries will be divided and be similar to the boundaries before the schools were reconfigured in the 2006-2007 school year.

Due to the expected shortfall in the Transportation Fund, these changes will provide greater efficiencies in the transportation of students combined with the reorganization of attendance areas of following elementary schools: Mary Beck, Bristol, Cleveland, Mary Daly, Eastwood, Mary Feeser, Osolo, Riverview, and Woodland.

The administration has held meetings with Elkhart Teachers Association, staff members, and parents at each building.

RH/jeb

**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

DATE: June 6, 2013  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Thomas L. Neat *Neat*  
 RE: **Conference Leave Requests**  
**June 11, 2013 - Board of School Trustees Meeting**

**The following requests for excused absences are recommended for approval:**

2012 - 2013 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>EDUCATION AND HUMAN DEVELOPMENT</b></p> <p>This conference will address the role education plays in developing and shaping societies, and what it means to Elkhart Community Schools and our students.</p> <p>South Bend, IN            June 19, 2013 (1 day's absence)</p> <p style="padding-left: 40px;">JENEVA ADAMS - MEMORIAL (0-0)            BERNADETTE TAYLOR - MEMORIAL (0-0)</p>	\$0.00	\$0.00
<p><b>SCHOOL TRANSPORTATION OF INDIANA</b></p> <p>This conference will provide information pertaining to the current issues facing pupil transportation and law updates.</p> <p>French Lick, IN            June 19 - 21, 2013 (3 day's absence)</p> <p style="padding-left: 40px;">TERRY CHOMER - TRANSPORTATION (0-0)</p>	\$1,042.14	\$0.00
<p><b>WORLD MUSIC DRUMMING - LEVEL 3</b></p> <p>This workshop will help to progress and develop Ms. Williams' instruction of the World Drumming curriculum which has been implemented in Mary Beck's general music classes, performance groups, as well as their positive behavior program. The Level 3 course content includes drumming, singing, and dancing from Ghana; gyil xylophone ensembles from N. Ghana; Ghanaian flute playing; and Caribbean drumming and singing.</p> <p>Oconomowoc, WI            June 23 - 28, 2013 (0-0)</p> <p style="padding-left: 40px;">NICOLE WILLIAMS - BECK (0-0)</p>	\$1,518.18	\$0.00
<p><b>EARLY COLLEGE NEW SCHOOLS WORKSHOP</b></p> <p>The conference is an opportunity to learn about the Early College High School program which is a bold approach, based on the principal that academic rigor, combined with the opportunity to save time and money, is a powerful motivator for students to work hard and meet serious intellectual challenges. Early College High Schools blend high school and college in a rigorous yet supportive program, compressing the time it takes to complete a high school diploma and the first two years of college.</p>	\$1,071.25	\$0.00

2012 - 2013 CONFERENCES	EXPENSES	SUBSTITUTE
<p>Indianapolis, IN  June 26 - 27, 2013 (2 day's absence)</p> <p>GAIL DRAPER - CENTRAL (1-1)  ERIC JANTZEN - CENTRAL (0-0)  TWYLA KENDRICK - MEMORIAL (0-0)  TRACY KORN - CENTRAL (2-1)  KERRY LEADER - MEMORIAL (1-0)  FRANK SERGE - CENTRAL (0-0)  MARK TOBOLSKI - MEMORIAL (2-3)</p>		
<p><b>ADVANCED PLACEMENT - TRAINING AND INCENTIVE PROGRAM IN INDIANA (AP-TIP IN)</b></p> <p>This conference is designed for Advanced Placement teachers in Math, English, and Science. The institute will focus on academic content along with the teaching skills necessary to build a strong AP program.</p> <p>Indianapolis, IN  July 9 - 12, 2013 (0 day's absence)</p> <p>NEIL BAHBAH - CENTRAL (0-0)  HELENE DAUERTY - CENTRAL (0-0)  TINA DAVIDHIZAR - MEMORIAL (0-0)  PEG DEBOER - MEMORIAL (0-0)  HEATHER FELLOWS - MEMORIAL (0-0)  JILL HALLORAN-BARNES - CENTRAL (0-0)  ERIC JANTZEN - CENTRAL (0-0)  TRACY KORN - CENTRAL (0-0)  JIM MACKIEWICZ - CENTRAL (0-0)  BRENDA MUELLER - MEMORIAL (0-0)  SARAH PENNINGTON - CENTRAL (0-0)  STEPHANIE RUFF - CENTRAL (0-0)  AMY SEMANCIK - MEMORIAL (0-0)  STACY SHIELDS - MEMORIAL (0-0)  LESLIE SMITH - CENTRAL (0-0)  JOHN TAYLOR - MEMORIAL (0-0)  HEATHER WALKER - MEMORIAL (0-0)</p>	\$0.00	\$0.00
<p><b>PRE-ADVANCED PLACEMENT - TRAINING AND INCENTIVE PROGRAM IN INDIANA (AP-TIP IN)</b></p> <p>This conference is designed for Honors/Pre-Advanced Placement teachers in Math, English, and Science. The institute will focus on academic content along with the teaching skills necessary to build a strong AP program.</p> <p>Indianapolis, IN  July 16 - 19, 2013 (0 day's absence)</p>	\$0.00	\$0.00



2012 - 2013 CONFERENCES	EXPENSES	SUBSTITUTE
LINDSEY ABAIR - CENTRAL (0-0) MELISSA GROSE - PIERRE MORAN (0-0) ADAM HOMO - MEMORIAL (0-0) KERRY LEADER - MEMORIAL (0-0) LISA MUNOZ - CENTRAL (0-0) JASON YODER RUPP - CENTRAL (0-0)		
<p><b>PRE-ADVANCED PLACEMENT - TRAINING AND INCENTIVE PROGRAM IN INDIANA (AP-TIP IN)</b></p> <p>This conference is designed for Honors/Pre-Advanced Placement teachers in Math, English, and Science. The institute will focus on academic content along with the teaching skills necessary to build a strong AP program.</p> <p>Elkhart, IN (Concord High School)</p> <p>July 30 - August 2, 2013 (0 day's absence)</p> GRANT CHOLER - WEST SIDE (0-0) HEATHER FELLOWS - MEMORIAL (1-0) MELISSA FORBES - CENTRAL (0-0) KRISTOFER GRAVENDER - WEST SIDE (0-0) LISA GRAVES - WEST SIDE (0-0) TAMARA GONZALEZ - CENTRAL (0-0) EMILY GUZMAN - CENTRAL (0-0) TERESA HILL - NORTH SIDE (0-0) DANIEL LOTH - CENTRAL (0-0) JESSE OLSON - CENTRAL (0-0) HOLLY PENNIX - WEST SIDE (0-0) JESSICA SCHIBLEY - CENTRAL (0-0) AMY STINE - CENTRAL (0-0) JENNIFER TASHIJAN - NORTH SIDE (0-0) ANNE WHISLER - NORTH SIDE (0-0)	\$0.00	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<p><b>I.P.B.S. - INDIANA PUBLIC BROADCASTING STATIONS</b></p> <p>Mr. Hunt has been asked to serve on a selection committee in search of a firm to help find inefficiencies in the system which will require participation in both an evening and morning meeting.</p> <p>Indianapolis, IN</p> <p>June 5 - 6 , 2013 (1 1/2 day's absence)</p> ANTHONY HUNT - WVPE (1-4)	\$330.50	\$0.00

<b>2012 - 2013 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>LEADERSHIP DEVELOPMENT - PURDUE STUDIES</b> This conference will help ECS develop strategic plans for systems change as well as improvement for the vocational coop program. West Lafayette, IN June 6 - 14, 2013 (5 day's absence) CHRIS SCALISE - SPECIAL EDUCATION (0-0) TAMARA SMAKA - SPECIAL EDUCATON (0-0) VICTORIA TONEY - SPECIAL EDUCATION (0-0)	\$6,096.78	
<b>TOTAL</b>	<b>\$10,058.85</b>	<b>\$0.00</b>
2012 YEAR-TO-DATE GENERAL FUNDS	\$9,328.39	\$1,615.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$7,364.05	\$1,105.00
2012 YEAR-TO-DATE OTHER FUNDS	\$102,003.59	\$12,290.00
2012 YEAR-TO-DATE ADJUSTMENTS	(\$487.05)	(\$170.00)
2013 YEAR-TO-DATE OTHER FUNDS	\$58,560.24	\$6,035.00
2013 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$176,769.22</b>	<b>\$20,875.00</b>

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



Date: June 11, 2013  
To: Dr. Robert Haworth  
From: Mr. W. Douglas Thorne  
Subject: Personnel Recommendations

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**Certified**

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding employee compensation.
  
- b. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective July 1,2013:

**Anthony England**  
**Director of Student Services**

**Education:** BS – Manchester, 1990  
MS – Indiana State University - 2010

**Experience:** Director of Special Services, Warsaw – 2 yrs  
Asst Director of Special Services, Warsaw – 11 yrs  
District Social Worker, Martinsville – 2 yrs  
Program Director, New York – 2 yrs  
Program Director/Principal, Illinois – 2 yrs  
Mental Health Therapist, Warsaw – 2 yrs  
Day Treatment Social Worker, New York – 2 yrs

Mr. England has worked in areas of alternative education, adult education, special education and mental health. He is also licensed clinical social worker.

- c. **Resignation** – We report the resignation of the following employees at the end of the 2012-13 school year:

**Natasha Diener**  
Began: 8/13/07

**Roosevelt/Kindergarten**  
Resign: 5/31/13

**Matthew Jerlecki**  
Began: 2/17/08

**North Side/Industrial Tech**  
Resign: 5/31/13

**Monica Kegerreis**  
Began: 8/16/10

**Pinewood/Grade 6**  
Resign: 5/31/13

d. **Parental Leave** – We recommend a parental leave for the following employee:

**Jill Coffman**  
Begin: 8/12/13

**Hawthorne/Grade 3**  
End: 5/30/14

Classified

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

**Thomas Labuziensi**  
Began: 4/1/13

**Career Center/WVPE Bus Acct Mng**  
PE: 6/3/13

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

**Stephen Cave**  
Began: 8/23/11

**Pierre Moran/Paraprofessional**  
Resign: 6/5/13

**Melissa Crisp**  
Began: 5/17/12

**Memorial/Food Service**  
Resign: 5/24/13

**Shingirayi Newbill**  
Began: 2/14/12

**Hawthorne/Paraprofessional**  
Resign: 5/30/13

**Luke Penner**  
Began: 9/7/10

**Roosevelt/Social Worker/Paraprofessional**  
Resign: 5/30/13

c. **Non-Renewal of Contract** – We recommend the non-renewal of the following bus driver contract:

**Darlene Harris**  
Employed: 11/24/93

**Transportation/Bus Driver**  
Non-Renewal effective: 5/30/13

d. **Terminated** – We recommend the termination of the following classified employee:

**Chandra Shugart**  
Began: 11/24/09

**Career Center/Paraprofessional**  
Terminated 6/11/13  
Board Policy GDPD Section1 a, c, f & g

e. **Voluntary Leave** – We recommend a voluntary leave for the following classified employee:

**Brad Cogdell**  
Begins: 8/14/13

**West Side/Paraprofessional**  
Ends: 12/1/13

f. **The following 2011/12 Classified retirees will be presented with Certificates of Service:**

Susan Adams  
Rebecca Batti

Career Center/Paraprofessional  
Cleveland/Paraprofessional

13 Years of Service  
16 Years of Service

Rebecca Buss	Riverview/Registered Nurse	15 Years of Service
Jacqueline Carpenter	ESC/Secretary	16 Years of Service
Phyllis Crabtree	Feeser/Paraprofessional	24 Years of Service
Betty Denman	Transportation/Bus Driver	21 Years of Service
Steven Dolby	Transportation/Mechanic	30 Years of Service
Kristy Duddy	Cleveland/Paraprofessional	25 Years of Service
Vicki Ellis	Eastwood/Paraprofessional	20 Years of Service
Doyle Franklin	Hawthorne/Custodian	12 Years of Service
BJ Gawthrop	ESC/Secretary	23 Years of Service
Rhonda Hensley	North Side/Food Service	20 Years of Service
Lawrence Jankowski	Memorial/Custodian	17 Years of Service
Karen Kratzer	Pinewood/Paraprofessional	24 Years of Service
Deborah Lockwood	Feeser/Paraprofessional	10 Years of Service
DeeDee McAllister	Memorial/Paraprofessional	22 Years of Service
Sharon Neely	Memorial/Secretary	32 Years of Service
Carolyn Ramsey	Career Center/Secretary	25 Years of Service
Nancy Shreiner	Transportation/Bus Driver	25 Years of Service
Jane Slabaugh	ESC/Secretary	26 Years of Service
Rebecca Stayton	Pierre Moran/Registered Nurse	12 Years of Service
Everlena Suggs	Pierre Moran/Custodian	35 Years of Service
Connie Swarengin	Transportation/Trainer/Dispatcher	23 Years of Service
Donna Wagner	Memorial/Technical Assistant	20 Years of Service