

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Updated  
June 25, 2013

Elkhart Community Schools  
Elkhart, Indiana

June 25, 2013

CALENDAR

June	25	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	25	immediately following	Executive Session, J.C. Rice Educational Services Center
June	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	25	immediately following	Executive Session, J.C. Rice Educational Services Center
July	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	16	7:00 a.m.	Public Work Session, J. C. Rice Educational Services Center

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A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INVITATION TO SPEAK PROTOCOL

D. SPECIAL PRESENTATION

Elkhart Central State Champion Boys Baseball Team

E. GIFT ACCEPTANCE - The administration recommends the Board accept with appreciation recent donations made to Elkhart Community Schools.

F. SPECIAL RECOGNITION

Administrative Retirees

G. MINUTES

June 11, 2013 – Public Work Session

June 11, 2013 – Regular Board Meeting

June 16, 2013 – Public Work Session

H. TREASURER'S REPORT

Consideration of Claims

School Auction – The Business Office requests permission to conduct the annual auction.

Financial Report – January 1, 2013 – May 31, 2013

Fund Loan Repayment – The Business Office reports on repayment of loans between funds.

Food Service Bids – The Business Office recommends Board approval of the bid award for food, fresh produce, beverage ala carte, ice cream, commodity, supplies, bakery supplies and dairy for the 2013-2014 school year.

Rainy Day Fund Resolution – The Business Office recommends Board approval of a resolution to transfer funds into the Rainy Day Fund.

Elkhart Community School Building Corporation – The Business Office recommends approval of an appointment to the Elkhart Community School Building Corporation.

Bid Award – The Business Office Recommends Board approval of the bid award for Mary Feeser’s chiller installation.

I. OLD BUSINESS

J. NEW BUSINESS

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

Grant Application – The administration seeks Board approval for submission of the Title 1 grant application to the Indiana Department of Education for the 2013-2014 school year.

Grant Application – The administration seeks Board approval for submission of a grant application to Safe Schools/Healthy Students 2013 Grant for Indiana.

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

K. 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.

L. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

M. ADJOURNMENT

*Resolution of the Board of School Trustees  
ELKHART COMMUNITY SCHOOLS*

*WHEREAS, Elkhart Central High School has attained the standards of excellence of offering stellar academic and extracurricular programs; and*

*WHEREAS, Elkhart Central High School Baseball team finished the season with a record of 32 and 1, and*

*WHEREAS, the Elkhart Central High School Baseball team brought recognition to their school by capturing the Northern Indiana Conference Champions title, and*

*WHEREAS, the Elkhart Central High School Baseball team's participation in the 2013 Indiana High School Athletic Association Baseball Tournament has brought great honor to Elkhart Community Schools and the city of Elkhart, and*

*WHEREAS, the Elkhart Central High School Baseball team defeated Indianapolis Cathedral on June 15, 2013 to capture the 4A State Baseball Championship;*

*NOW, THEREFORE, BE IT RESOLVED, that the Board of School Trustees of Elkhart Community Schools, by this resolution hereby recognizes and commends the Elkhart Central Blazer Baseball Team for achieving the standards of merit necessary to win the 2013 Indiana High School Athletic Association Class 4A Baseball State Championship.*

*Be it further Resolved, that a copy be tendered to the Elkhart Central Blazer State Championship Team and Coach Steve Stutsman.*

*Signed this 25<sup>th</sup> day of June 2013*

AYE

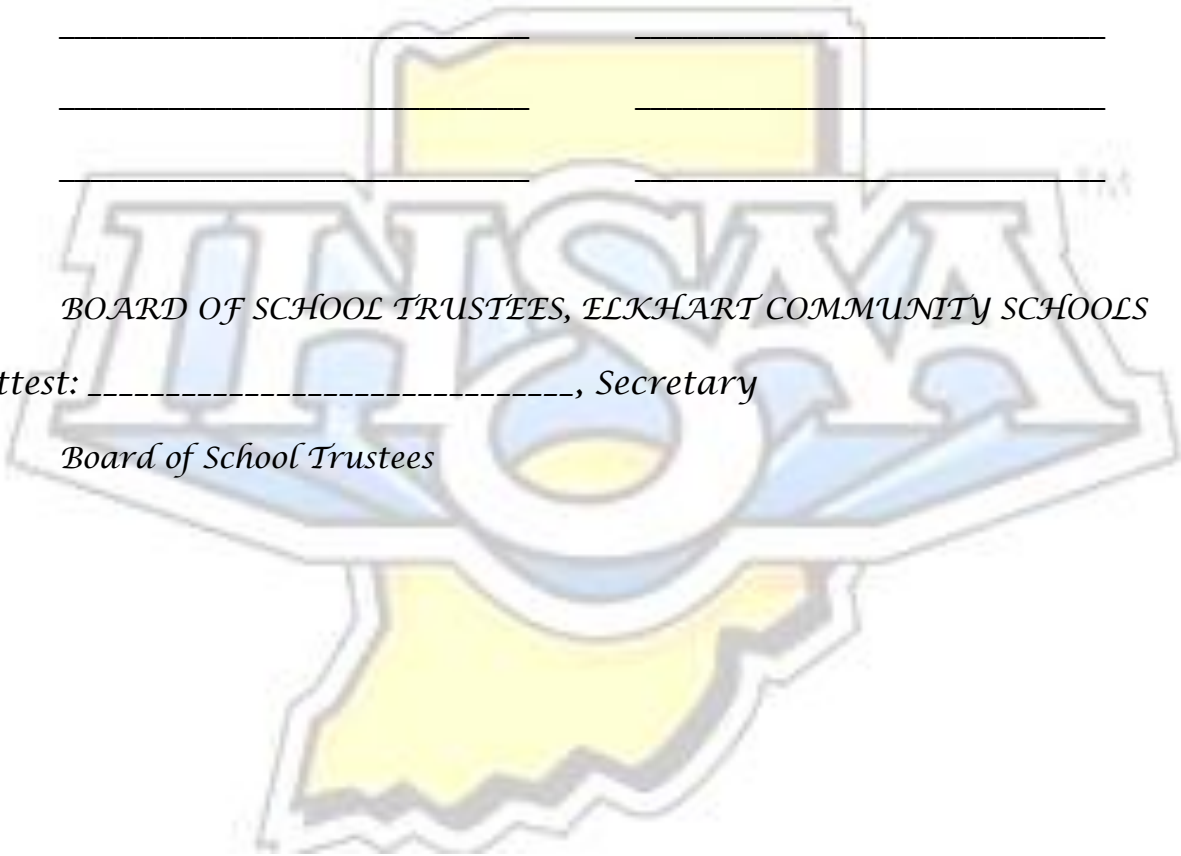
NAY

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*BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS*

*Attest: \_\_\_\_\_, Secretary*

*Board of School Trustees*





DATE: June 17, 2013

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Brian Buckley  
Elkhart Central Athletic Department

RE: Donation Approval

The Elkhart Central baseball team has been given an anonymous donation of \$3000.00 to purchase state tournament rings for each player and coach.

I am requesting approval from the Board of School Trustees to accept this donation. We will send appropriate letter of acknowledgement and appreciation to the anonymous donor.

Sincerely,

Brian "Buck" Buckley  
Director of Athletics  
Elkhart Central High School

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

Elkhart Community Schools  
Elkhart, Indiana

June 11, 2013

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

Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Karen S. Carter Douglas K. Weaver
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Absent:	Susan C. Daiber Glenn L. Duncan
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ECS Staff:	Doug Hasler Rob Haworth	Thomas Neat Doug Thorne
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Board reviewed the 2014 Budget timeline and upcoming calendar events.

The meeting adjourned at approximately 6:20 p.m.

APPROVED:

\_\_\_\_\_  
Jeri E. Stahr, President

\_\_\_\_\_  
Karen S. Carter, Member

\_\_\_\_\_  
Dorisanne H. Nielsen, Vice President

-absent-  
\_\_\_\_\_  
Susan C. Daiber Member

\_\_\_\_\_  
Carolyn R. Morris, Secretary

-absent-  
\_\_\_\_\_  
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  
June 11, 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 Douglas K. Weaver
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Members Absent: Susan C. Daiber  
Glenn L. Duncan

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

The Pledge of Allegiance was led by Dr. Thomas Neat, assistant superintendent of instruction.

Ms. Stahr discussed the invitation to speak protocol.

By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): one Gemeinhardt 2SP Flute (serial number D88393) and one Bach 42B Bass Trombone (serial number 28145) with a value of \$250.00 and \$800.00 respectively from William Kovach to the music department; approximately 300 books with an estimated value of \$1,000.00 from Better World Books to be given to each Bristol and Cleveland summer laboratory school students; and merchandise with an estimated value of \$100.00 from Meyers Nursery in Syracuse, IN to be used for science projects at Bristol and Cleveland during the summer laboratory school.

A YouTube video of the Service Project X celebration was presented. The Board accepted with appreciation donations from the following: Event Sponsors - A One Apparel, Signs & Designs; Borden Waste-Away; Elkhart General Hospital; HIMCO Waste-Away; and Teachers Credit Union. Contributors - Army National Guard; Aunt Millie's; Auto Frost; B.E.S.; Brookwood Farms, Inc.; City of Elkhart - Mayor's Office, Emergency Management Department, Fire Department, Parks & Recreation Department, Police Department, Public Buildings & Grounds Maintenance Department, Street Department; Commercial Food Systems, Inc.; Dave Pixey; Elkhart General Hospital; Feed the Children; Frito Lay; Fruit 66; General Mills; Gordon Food Service; Jones Dairy Farm; JTM Food Group; Kellogg's; Key Impact; Kovert Hawkins Architect, Inc.; Lamb Weston; Los Cabos; Martin's Supermarkets; Morris Auto Service; Nardone Brothers; National Food Group; Nickles Bakery; Nico Valentijn; O'Reilly Auto Parts; Pepsico Food Service; Piazza Produce; S&F Foods, Inc.; Schwan's Food Service, Inc.; Shelton Farms; Smart Systems; Stanz Food Service, Inc.; Supreme Great Lakes; Tasty Brands; Turley & Associates; U93; Wolffe Group; Z-49 Productions; and 7up Snapple.

Place/Time

Roll Call

Call to Order/Pledge

Pledge

Protocol

Gift Acceptance

Doug Thorne, executive director of personnel and legal services, introduced the following classified employees who retired during the 2012-2013 school year and were in attendance, with number of years employment with Elkhart Community Schools (ECS) listed in parenthesis: Susan Adams, paraprofessional at Career Center (13); Rebecca Buss, registered nurse at Riverview (15); Jacqueline Carpenter, secretary at ESC (16); Phyllis Crabtree, paraprofessional at Feeser (24); Betty Denman, bus driver at Transportation (21); Steven Dolby, mechanic at Transportation (30); Vicki Ellis, paraprofessional at Eastwood (20); Rhonda Hensley, food service at North Side (20); Dee Dee McAllister, paraprofessional at Memorial (22); Carolyn Ramsey, secretary at Career Center (25); Jane Slabaugh, secretary at ESC (26); and Rebecca Stayton, registered nurse at Pierre Moran(12). The Board expressed gratitude, congratulated, and presented certificates of service

Special Recognition

Superintendent Rob Haworth congratulated, expressed gratitude, and presented a plaque of distinction to retiring Assistant Superintendent of Instruction, Dr. Thomas Neat. Dr. Neat has had 51 years of service in Public Education with 18 being with ECS.

By unanimous action, the Board approved minutes of its May 28, 2013 public work session, and its May 28, 2013 regular Board meeting.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$5,351,739.16 as shown on the June 11, 2013, claims listing. (Codified File 1213-118)

Payment of Claims

By unanimous action, the Board approved no change to the elementary textbook rental fees for the 2013-2014 school year. The annual fee for kindergarten materials will be \$60 and for students in grades 1-6, \$100; the fees for secondary students are based upon the subjects in which they enroll. (Codified File 1213-119)

Book Rental fees

By unanimous action, the Board approved proposed revisions and waived second reading to Board Policy GCBA, Administrative Salary Schedule. Mr. Thorne indicated the elimination of the Chief Academic Officer at Mary Beck is a cost savings measure and will be replaced with an academic dean and the changes to the Director of Student Services pay range are due to the responsibilities added to the position.

Board Policy GCBA

By unanimous action, the Board approved proposed revisions and waived second reading to Board Policy GDBA-1, Food Service Employees' Compensation Plan. Mr. Thorne indicated there is no change to the compensation levels but the attendance incentive is revised to include unpaid days.

Board Policy GDBA-1



The Board heard from Move2Stand members Austin King and Austin Miller from Memorial High School. They shared the impact of the day-long leadership development session, the changing climate in the school, and the groups worked with middle school students. In response to Board inquiry, they indicated they have seen a change in behavior in the halls, the cafeteria and have seen more group inclusion.

Grant  
Application

By unanimous action, the Board approved the submission of the following grants:

Elkhart County Community Foundation in the amount of \$5,000.00 to partially cover Move2Stand training expenses for 2013-2014.

A United Way Innovation grant in the amount of \$10,000.00 to partially cover Move2Stand training expenses for 2013-2014.

A Safe Haven grant application in the amount of \$51,756.00 to cover the cost of the bullying initiative including training new hires, covering the cost of the anonymous reporting system, implementation of fidelity meetings, data collection, Move2Stand expenses, administrator training, materials and supplies, and International Bullying Prevention Association annual conference expenses. (Codified File 1213-119)

By unanimous action, the Board approved overnight trip requests for members of the Memorial High School Advanced Chamber Choir to travel to New York on April 1-6, 2014, to participate in the Lincoln Center concert and members of the Central High School Baseball team to travel to Indianapolis on June 14-15, 2013, to compete in the State Final Baseball game.

Overnight Trip  
Requests

By unanimous action, the Board approved continued alternative residential services agreement for an ECS special education student. (Codified File 1213-120)

Residential  
Services  
Agreement

By unanimous action, the Board approved reconfiguration of Roosevelt Elementary and Hawthorne Elementary to PK-6 buildings beginning with the 2013-2014 school year. (Codified File 1213-121)

Roosevelt and  
Hawthorne  
Reconfiguration

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the June 11, 2013 listing. (Codified File 1213-122)

Conference  
Leaves

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

Personnel  
Report

A consent agreement regarding employee compensation. (Codified File 1213-123)

Consent  
Agreement

<p>Resignation of the following three (3) certified staff members effective on dates indicated:          Natasha Diener - kindergarten at Roosevelt, 5/31/13          Matthew Jerlecki - industrial tech at North Side, 5/31/13          Monica Kegerreis - sixth grade at Pinewood, 5/31/13</p>	Certified Resignation
<p>Parental leave of absence for Jill Coffman, third grade at Hawthorne, beginning on 8/12/13 and 5/30/14</p>	Certified Leave of Absence
<p>Regular employment for Thomas Labuziensi, Business Account manager at WVPE, he has successfully completed his probationary period on 6/3/13</p>	Classified Employment
<p>Resignation of the following four (4) classified employees effective on dates indicated:          Stephen Cave - paraprofessional at Pierre Moran, 6/5/13          Melissa Crisp - food service at Memorial, 5/24/13          Shingirayi Newbill - paraprofessional at Hawthorne, 5/30/13          Luke Penner - social worker and paraprofessional at Roosevelt, 5/30/13</p>	Classified Resignation
<p>Non-renewal of contract for a bus driver Darlene Harris, effective 5/30/13</p>	Non-Renewal of Contract
<p>Termination of a Chandra Shugart, paraprofessional at Career Center, in accordance with Board Policy GDPD Section 1 a, c, f &amp; g, effective 6/11/13</p>	Termination of Classified Employee
<p>Voluntary leave of absence for Brad Cogdell, paraprofessional at West Side, beginning 8/14/13 and ending on 12/1/13</p>	Voluntary Leave of absence
<p>The appointment of Tony England, director of Student Services, effective July 1, 2013.</p>	Administrative Appointment
<p>The meeting adjourned at approximately 7:45 p.m.</p>	Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Jeri E. Stahr - President

\_\_\_\_\_  
Dorisanne H. Nielsen - Vice President

\_\_\_\_\_  
Carolyn R. Morris - Secretary

\_\_\_\_\_  
Karen S. Carter - Member

\_\_\_\_\_  
-absent-  
Susan C. Daiber - Member

\_\_\_\_\_  
-absent-  
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

June 18, 2013

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – 7:00 a.m.

Board Members  
Present:

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

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

ECS Personnel Present: Doug Hasler  
Rob Haworth

Executive Director of Support Services, Doug Hasler, reviewed drafts of the 2014 Capital Projects Plan, the 2014 Bus Replacement Plan and budgets for the 2014 Debt Service Fund, Capital Projects Fund, Transportation Fund and School Bus Replacement Fund.

The meeting adjourned at approximately 8:35 a.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

ELKHART COMMUNITY SCHOOLS  
Elkhart, IN

June 17, 2013

To: Board of School Trustees  
Dr. Haworth

From: Robert Woods

Subject: School Auction

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The administration is asking permission to hold our school auction of surplus materials on Saturday, July 27.

“Double D” is the auctioneer that will be responsible for the advertisements related to this auction and also be the auctioneer. This is the same company we have used for our past auctions.

The auction will be held at the service building, 1135 Kent Street, beginning at 9:00 am.

## ACCOUNT BALANCES/INVESTMENT DETAIL

MAY 2013

PETTY CASH \$ 500.00

### GENERAL ACCOUNTS:

Lake City Bank 187,890.35  
Teachers Credit Union 25,548,632.52

### SCHOOL LUNCH ACCOUNTS:

Teachers Credit Union 592,084.51  
Change Fund 2,130.00

### TEXTBOOK RENTAL ACCOUNTS:

Chase Bank 1,234,595.42

### PAYROLL ACCOUNTS:

Teachers Credit Union-Payroll Account 1,408,356.52  
Teachers Credit Union - Flex Account 72,818.80

### INVESTMENTS:

CD at 1<sup>st</sup> State Bank to mature 06/25/13 at .11%  
Scholarship Funds 68,600.00

**\$ 29,115,608.13**

**LOAN REPAYMENTS**  
(ONE FUND TO ANOTHER)  
ELKHART COMMUNITY SCHOOLS

**THE FOLLOWING LOANS HAVE BEEN PAID BACK EFFECTIVE 06/25/13**

\$550,000.00 FROM FUND 0350 CAPITAL PROJECTS FUND TO FUND 0100 GENERAL FUND

\$150,000.00 FROM FUND 0350 CAPITAL PROJECTS FUND TO FUND 0420 TRANSP0-BUS REPLACEMENT FUND

\$ 45,000.00 FROM FUND 0250 RET/SEV BOND FUND TO FUND 0200 DEBT SERVICE FUND

\$150,000.00 FROM FUND 0410 TRANSP0-OPERATING FUND TO FUND 0200 DEBT SERVICE FUND

\$850,000.00 FROM FUND 0410 TRANSP0-OPERATING FUND TO FUND 0420 TRANSP0-BUS REPLACEMENT FUND

SUBMITTED BY

DIANA STAMPER

June 18, 2013

At the June 25, 2013 Board meeting I will recommend Board approval of the following bids.

- a) Food Service Department received 5 food bids from Fox River Foods, Gordon Food Service, Stanz Food Service, Sysco and Commercial Foods. The lowest, most responsive and responsible bidders were:

Gordon Food Service	\$645,337.79
Stanz Food Service	\$419,448.91
Commercial Foods	<u>\$ 27,327.85</u>
<b>Total</b>	<b>\$1,092,114.55</b>

- b) Food Service Department received 5 Fresh produce bids from Fox River, Gordon Food Service, Stanz Food Service, Sysco and Piazza Produce. The lowest responsive and responsible bidders were:

Gordon Food Service	\$115,175.34
Piazza Produce	<u>\$286,125.50</u>
<b>Total</b>	<b>\$401,300.84</b>

- c) Food Service Department received 5 beverage ala-carte bids from Fox River Foods, Gordon Food Service, Commercial Foods, Sysco and Stanz Food Service. The lowest most responsive and responsible bidders were:

Commercial Foods	\$ 6,024.00
Gordon Food Service	\$40,693.99
Stanz Food Service	<u>\$91,166.65</u>
<b>Total</b>	<b>\$137,884.64</b>

- d) Food Service Department received 2 ice cream bids from Gordon's Food Service, Hershey's Ice Cream. They were the lowest, most responsive and responsible bidder:

Hershey	<b>\$2,861.96</b>
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- e) Food Service Department received 5 commodities bids from Fox River Foods, Gordon Food Service, Commercial Food, Sysco and Stanz Food Service.

The lowest most responsive and responsible bidders were:

Commercial Foods	\$ 10,715.00
Gordon Food Service	\$ 45,378.14
Stanz Food Service	<u>\$526,159.10</u>
<b>Total</b>	<b>\$582,252.24</b>

- f) Food Service Department received 7 supply bids from Fox River Foods, Gordon Food Service, Stanz Food Service, Wallace Packaging, Sysco, Central Poly and Par-Pak. The lowest most responsive and responsible bidders were:

Gordon Food Service	\$34,286.38
Stanz Food Service	\$63,994.82
Wallace Packing	\$ 4,023.00
Par-Pak	\$103,871.36
Daxwell	\$ 53,074.80
Central Poly	<u>\$ 880.25</u>
<b>Total</b>	<b>\$260,130.61</b>



- g) Food Service Department received 5 bakery bids from Kreamo Bakers, Gordon's Food Services, CEM (Café Favorites), Sysco and Aunt Millie's. The lowest most responsive and responsible bidders were:

Alpha Kremo Bakers	\$21,364.11
Aunt Millie's	\$ 2,082.80
GFS	<u>\$ 1,329.12</u>
<b>Total</b>	<b>\$24,776.03</b>

- h) Food Service Department received 1 dairy bid from Prairie Farms Dairy. They were the lowest most responsive and responsible bidder.

Prairie Farms                    **\$741,849.02 Firm Bid**

**Grand Total of all Bids \$3,243,169.89**

Bids submitted by Fox River Foods for food, supplies, Fresh produce, beverage ala-carte, commodities were not accepted; as such bids were not responsive to the bid specifications established by Elkhart Community Schools for the bidding of these products.

A summary of the bids received in all of the bid categories, costing breakdown, commodity and bid comparison is attached for your reference. If you would like to review the detailed bids for any (or all) bid categories prior to next Tuesday's board meeting, these documents are available in my office. Please contact me at 262-5523 if you would like to make arrangements to review this information, or if you have any questions concerning the bids.

Sincerely,

Pam Melcher

# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Food Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Food/Cleaning Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Food Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Gordon Food Service	\$645,337.79
Stanz Foodservice	\$419,488.91
Commercial Foods	\$ 27,327.85
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Total	\$1,092,154.55

Revised June 12, 2013

# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Fresh Produce Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Fresh Produce.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Fresh Produce Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Gordon Food Service	\$115,175.34
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Piazza Produce	\$286,125.50
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Total	\$401,300.84
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Revised June 12, 2013

# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Beverage/Ala-Carte Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Beverage/Ala-Carte.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Beverage/Ala-Carte Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Commercial Foods	\$ 6,024.00
Gordon Food Service	\$ 40,693.99
Stanz Foodservice	\$ 91,166.65

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Total	\$137,884.64
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# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Ice Cream Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Ice Cream.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Ice Cream Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Hershey's Ice Cream	\$2,861.96
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Total	\$2,861.96
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# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Commodity Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Commodities.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Commodity Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Gordon Food Service	\$ 45,378.14
Stanz Foodservice	\$526,159.10
Commercial Foods	\$ 10,715.00

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Total	\$582,252.24
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# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Supply Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Supply Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Gordon Food Service	\$ 34,286.38
Stanz Foodservice	\$ 63,994.82
Wallace Packaging	\$ 4,023.00
Par-Pak	\$103,871.36
Daxwell	\$ 53,074.80
Central Poly	\$ 880.25

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Total	\$260,130.61
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# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Bakery Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Bakery Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Alpha, Kreamo Bakers	\$21,364.11
Aunt Millie's Bakeries:	\$ 2,082.80
Gordon Food Service	\$ 1,329.12

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Totals	\$24,776.03
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# MEMORANDUM

**Date:** June 25, 2013

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Dairy Bid

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On Tuesday, May 7th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Dairy Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Dairy Bid** from **August 2, 2013 through August 1, 2014** to the following company:

Prairie Farms	\$741,849.02
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Total	\$741,849.02 (Firm)
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Companies that received bid packets 2013-2014	Submitted Bid	Declined to Bid	No Response
Gordon Food Service	X		
Stanz Foodservice	X		
Fox River Food Service	X		
Commercial Foods	X		
US Food Service			X
Sysco	X		
7-Up/Snapple Group			X
Wallace	X		
Par Pack	X		
Berk Paper & Supply			X
Central Poly Corp	X		
Webco Packaging		X	
All American Poly Corp			X
Daxwell	X		
Ecolab			X
Piazza Produce	X		
Dean Foods		X	
Prairie Farms Dairy	X		
Scholl Dairy		X	
Alpha/Kreamo Bakery	X		
Aunt Millies	X		
CEM (Café Favorites)	X		
Hershey's Ice Cream	X		
Auto Frost			X
Caito Foods			X
Education Intelligence, INC			X
<b>26 bids sent/15 submitted, 3 declined and 8 no response</b>			

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

June 20, 2013

TO: Board of School Trustees  
Dr. Haworth

FROM: Douglas A. Hasler

SUBJECT: Rainy Day Fund Transfer

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The Board of School Trustees established a Rainy Day Fund pursuant to a Board resolution in the December 12, 2006 Board meeting. Any transfer of monies into this fund requires a separate Board resolution to affect a transfer.

One of the primary considerations in our establishment of the Rainy Day Fund was to set aside monies to offset shortfalls that could result from circuit breaker tax credits enacted by the Indiana General Assembly. A statutory change in how these tax credits are allocated among our funds will have a devastating impact on our Transportation Operating Fund and our Capital Projects Fund beginning in 2014.

While we have \$8 million deposited into our Rainy Day Fund, we need to take advantage of every opportunity we have to build up this cash reserve. With Board approval earlier this year of a two-year moratorium on the purchase of school buses, we have unused and unencumbered funds in our Bus Replacement Plan.

While it has not been necessary for us to draw on our cash reserves in the Rainy Day Fund to date, the need to use some of these reserves to support our transportation operations will likely come prior to the end of the 2014 budget year.

I will be recommending your approval of a resolution (see attached) to transfer funds from the Bus Replacement Fund into the Rainy Day Fund in the June 25<sup>th</sup> Board meeting. At present, the Bus Replacement Fund has a cash balance of approximately \$1.2 million. This balance will be increased (in an amount that is hard to estimate with accuracy) with the distribution of property taxes later this month. Accordingly, the proposed resolution authorizes a transfer within a specified range.

If you have any questions concerning this matter prior to Tuesday, please give me a call at 262-5563.

Elkhart Community Schools  
Elkhart, Indiana

**RESOLUTION TO TRANSFER FUNDS TO THE RAINY DAY FUND**

WHEREAS, the Board of School Trustees of the Elkhart Community Schools established by resolution a Rainy Day Fund in December 2006;

WHEREAS, the Rainy Day Fund currently has a fund balance of \$8,072,244.19;

WHEREAS, school funds – including the General Fund and all funds supported primarily by property tax revenue – have experienced funding reductions in the past, and anticipated to be subject to such reductions in the foreseeable future;

WHEREAS, it will likely be necessary to draw on Rainy Day Fund reserves to offset these funding reductions;

WHEREAS, the need exists to build up Rainy Day Fund reserves;

WHEREAS, the Board of School Trustees approved Dr. Haworth's recommendation for a two-year moratorium on new bus purchases in its May 7, 2013 Board meeting;

WHEREAS, there are available funds in the Bus Replacement Fund which will not be utilized for the purchase of school buses;

WHEREAS, additional money will be receipted into the Bus Replacement Fund upon June settlement, reflecting the distribution of the first of two installments of property tax collections, on or about June 28, 2013;

WHEREAS, unused and unencumbered funds totaling between one and two million dollars will be held in the Bus Replacement Fund as of June 28, 2013;

THEREFORE, BE IT RESOLVED, that the Executive Director of Support Services is authorized to execute a fund transfer in an amount not to exceed \$2,000,000 from the Bus Replacement Fund into the Rainy Day Fund not later than June 28, 2013, such funds being unused and unencumbered;

FURTHERMORE, the Executive Director of Support Services is directed to report the actual amount of this transfer to the Board of School Trustees in July 2013.

Passed and adopted 25<sup>th</sup> day of June, 2013

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

\_\_\_\_\_  
Secretary, Board of School Trustees

ELKHART COMMUNITY SCHOOLS  
Elkhart, IN

June 20, 2013

TO: Board of School Trustees  
Dr. Haworth

FROM: Douglas A. Hasler <sup>DH</sup>

SUBJECT: Appointment to the Elkhart Community School Building Corporation

The Elkhart Community School Building Corporation ("Building Corporation") was organized many years ago to facilitate lease-rental bond financings of school building projects. The Building Corporation is a public (nonprofit) holding corporation organized pursuant to Indiana statute. The Building Corporation has a 3-member Board of Directors, occupied in recent years by Bill Cork, Judge Bonfiglio, and Dr. Bechtold.

Dr. Bechtold has resigned his position on the Board of Directors. I appreciate Dr. Bechtold's years of service on the Building Corporation, and will miss the opportunity to work with him in this capacity.

The Board of School Trustees is authorized to fill vacancies on the Board of Directors. I will be recommending the appointment of Dr. John Hutchings to serve on the Board of Directors of the Elkhart Community School Building Corporation in the June 25<sup>th</sup> Board meeting.

Please contact me at 262-5563 if you have any questions concerning this matter prior to next Tuesday's meeting.

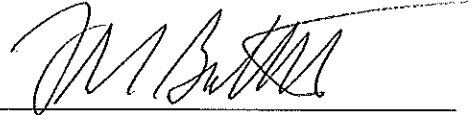
## RESIGNATION

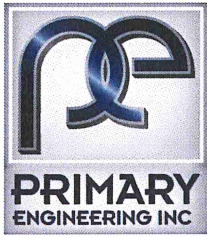
TO: Board of Directors of the Elkhart Community School Building Corporation

FROM: Dr. Frederick Bechtold

I hereby resign as an officer and director of the Elkhart Community School Building Corporation effective immediately.

Dated: 6/13/13

  
\_\_\_\_\_  
Dr. Frederick Bechtold



**Primary Engineering, Inc**  
2828 Lake Ave.  
Fort Wayne, Indiana 46805

(260) 424-0444 phone  
info@primary-eng.com

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June 20, 2013

Anthony Giansi  
Elkhart Community Schools  
1135 Kent St.  
Elkhart, IN 46514-1741

Dear Tony,

We have reviewed the bids submitted on June 19, 2013 for the Mary Feeser Chiller Installation project and find no irregularities. The apparent low bidder was A Hattersley with a base bid amount of \$72,850.

It is our recommendation that A Hattersley be award this project.

Sincerely,

Michael E. Lubbehusen, PE  
Mechanical Engineer

K:\13469 Mary Feeser Chiller Replacement\Corres\Client\06-20-2013 Ltr Giansi Bid Recommendation.Docx





**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
		<del>12</del>	<del>Supervisor of Federal Programs</del>
58-70	74,655-90,105	10.5	Middle School Assistant Principal
60-71	77,230-91,390	12	High School Athletic Director
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
		<b><u>12</u></b>	<b><u>Supervisor of Federal Programs</u></b>
60-74	77,230-95,250	<del>12</del>	<del>Director of Student Accounting and Program Evaluation</del>
		<del>12</del>	<del>Director of Technology</del>
		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	12	Director of Business Operations
			<b><u>Sr. Director of Communication and Data</u></b>
			<b><u>Sr. Director of Technology</u></b>
72-83	92,675-106,835	12	Director of Career and Technical Education
73-84	93,962-108,120	12	Director of Student Services
74-85	<del>95,250-109,410</del>	<del>12</del>	<del>Director of Curriculum and Instruction</del>
76-88	97,825-113,270	12	High School Principal
78- <del>89</del> <b><u>94</u></b>	100,400- <del>114,560</del> <b><u>117,135</u></b>	12	Assistant Superintendent for Instruction**
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 **

\*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.

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

DATE: June 18, 2013

TO: Board of School Trustees  
Robert Haworth, Superintendent of Schools

FROM: Beth Williams  
Supervisor of Federal Programs

SUBJECT: Title I Application, SY 2013 – 2014

The following information is a summary of the SY 2013 – 2014 Title I grant application.

**Title I Planning Funds available for SY 2013 – 2014** – The 2010 updated census data were used by the SEA (State of Indiana Department of Education) in determining SY 2013 – 2014 Basic, Concentration, Education Finance Incentive Grant (EFIG), and Targeted to determine the corporation’s eligibility and **Planning Allocation**. Elkhart Community Schools’ Title I *Planning* allocation for SY 2013 – 2014 was received from the IDOE on June 10, 2013. The allocation includes:

FY 2014	Basic	\$2,077,531.80
FY 2014	Concentration	\$479,802.43
FY 2014	EFIG (Education Finance Incentive Grant)	\$1,151,319.96
FY 2014	Targeted	\$946,907.15
<b>Charter School Transfer</b>		
	Basic	\$(8,504.02)
	Concentration	\$(1,963.98)
	EFIG	\$(4,712.74)
	Targeted	\$(3,876.00)
	Total	<b>\$4,636,504.60</b>

**TOTAL TITLE I PLANNING FUNDS**                      **\$4,636,504.60**

**Attachment A** notes the district’s overall SY 2013 – 2014 Title I budget which is a combination of 14 separate budgets.

**Title I District-wide “Off-The-Top”**

**Elkhart Community Schools will reserve the listed Title I dollar amounts in the proposed budget for the following Title I District-wide “Off-The-Top” Expenses (based on the \$4,636,504.60 planning allocation). Under Indiana’s flexibility waiver funds may be used only for the buildings identified as Title I schools on the Eligible Schools Summary page (see Attachment B).**

**Total of District-wide Administrative “Off-The-Top” Expenses**

District-wide Administrative	\$127,821.22
District-wide Professional Development for all Title I schools	\$179,626.00
Homeless Children at Non-Title I Schools	\$3,000.00
Parental Involvement (mandatory 1% set-aside)	\$46,365.05
Nonpublic Equitable Share for Parent Involvement	\$826.67
Nonpublic Equitable Share for Professional Development	\$3,202.66
Total	<b>\$360,841.60</b>

**School Allocation Total**

**\$4,326,057.38**

Eleven Elkhart Community Schools in the amount of **\$4,240,887.05** plus one nonpublic school (St. Vincent) in the amount of **\$85,170.33**

- SY 2013 – 2014 Title I-funded Programming – Serves eleven Elkhart schools: Beardsley, Beck, Bristol, Daly, Hawthorne, Monger, Osolo, Pierre Moran, Riverview, Roosevelt, Woodland, and one non public school (St. Vincent DePaul). The other eligible non-public schools declined service.
- **Attachment B** notes the Poverty Rankings for all of the Elkhart Community Schools. It is included with this correspondence.

**Budget Planning**

The district’s proposed Title I budget is based upon the June 2013 PLANNING ALLOCATION. Additional unspent dollars (carryover) for the balance of the current Title I budget (final amount to be determined after September 30, 2013) will be added to the SY 2013-2014 budget through the amendment process.

**Attachment A**

**Title I : Basic Application**



School Corp: Elkhart Community Schools (2305)

Status:

Application Year: 2014

Date Started: 6/10/2013



Save and Close

Sections Help Save Tasks Generate PDF Total Allocation: \$4,636,504.60

Specialist:

**Total Program Budget**

On this page you will find the overall total program budget for your district.

Acct	Expenditure Account	110 Salary Cert	120 Salary NonCert	211-290 Benefits Cert	211-290 Benefits NonCert	311-319 Prof. Service	440 Rentals	510-593 Other Purchase Services.	611-689 General Supplies	710-748 Property	910 Transfer	Total
11000	Instruction	2,369,300.00	40,000.00	774,526.00	19,990.00	0.00	0.00	0.00	90,660.05	0.00	0.00	\$3,294,476.05
17900	Non-Public Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
20000	Support Services - Student	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
22100	Improvement of Instruction	167,000.00	0.00	51,976.00	0.00	79,800.00	0.00	92,000.00	39,285.66	0.00	0.00	\$430,061.66
22900	Other Support Services: Admin for Title I program	42,500.00	38,508.00	8,856.00	12,020.00	0.00	0.00	18,000.00	7,937.22	0.00	0.00	\$127,821.22
25191	Refund of Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
26400	Operations and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
27000	Transportation	0.00	0.00	0.00	0.00	0.00	0.00	64,000.00	0.00	0.00	0.00	\$64,000.00
33000	Community Service Operations	0.00	485,800.00	0.00	200,369.00	10,300.00	0.00	1,650.00	42,026.67	0.00	0.00	\$720,145.67
60100	Transfers (Choice Transport)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
	Sub-Total	\$2,578,800.00	\$544,308.00	\$835,358.00	\$232,379.00	\$90,100.00	\$0.00	\$175,650.00	\$179,909.60	\$0.00	\$0.00	\$4,636,504.60

**Indirect Cost**

Subtract the amount above 25,000 (per individual contracted service) from your total budget:



60600 Current Indirect Cost as specified on the District Information section of this application: **0.00%**

Sub-Total	\$0.00
Total after deducting Property (710-748)	\$4,636,504.60
Total Available for Indirect Costs	\$0.00
Amount of Indirect Cost to be used	\$0.00
Grand Total After Indirect Cost	\$4,636,504.60

Before you can submit the application, the total value in the total column must be at least 85% of the \$4,636,504.60 that is available for this year.

## Attachment B

### Title I : Basic Application

	School Corp: <b>Elkhart Community Schools (2305)</b> Status: <input type="text" value="LEA Edit"/>	Application Year: <b>2014</b> Date Started: <b>6/10/2013</b> Specialist: <input type="text" value="Katie Dillon"/>	 Save and Close
Sections Help Save Tasks Generate PDF		Total Allocation: <b>\$4,636,504.60</b>	


### Eligible Schools Summary

This page displays all of the schools in the district sorted by poverty. Please fill in the PPE and the amount of parental involvement funds to be used at this school if applicable.

Eligible Schools

Determine school allocations by:  PPE  School Allocation

Minimum PPE: N/A [What is this?](#)

 Recalculate

Move	Schl #	School Name	Grade Span	Enrolled			Poverty			Percent Poverty	Method to Qualify	PPE	Public School Allocation	Parent Involvement <small>What is this?</small>	School Total	Nonpublic Allocation
				Pub	N-Pub	Total	Pub	N-Pub	Total							
	1801	Roosevelt Elementary School	PK-02	533	14	547	500	13	513	93.78%	DW	1,100.00	550,000.00	4215.05	\$554,215.05	\$14,300.00
	1789	Beck Elementary School	KG-06	476	10	486	446	9	455	93.62%	DW	1,015.00	452,690.00	4215	\$456,905.00	\$9,135.00
	1777	Hawthorne Elementary School	03-06	536	34	570	494	33	527	92.46%	DW	1,010.00	498,940.00	4215	\$503,155.00	\$33,330.00
	1817	Woodland Elementary School	KG-06	408	6	414	369	6	375	90.58%	DW	970.00	357,930.00	4215	\$362,145.00	\$5,820.00
	1789	Monger Elementary School	KG-06	362	13	375	321	13	334	89.07%	DW	965.00	309,765.00	4215	\$313,980.00	\$12,545.00
	1765	Beardsley Elementary School	PK-06	422	2	424	373	1	374	88.21%	DW	965.00	359,945.00	4215	\$364,160.00	\$965.00
	1673	Osoyo Elementary School	KG-06	600	1	601	498	1	499	83.03%	DW	930.00	463,140.00	4215	\$467,355.00	\$930.00
	1773	Daly Elementary School	PK-06	468	4	472	377	4	381	80.72%	DW	825.00	311,025.00	4215	\$315,240.00	\$3,300.00
	1763	Pierre Moran Middle School	07-08	649	0	649	501	0	501	77.20%	DW	825.00	413,325.00	4215	\$417,540.00	\$0.00
	1797	Riverview Elementary School	KG-06	338	0	338	226	0	226	66.86%	DW	825.00	186,450.00	4215	\$190,665.00	\$0.00
	1693	Bristol Elementary School	PK-06	535	1	536	357	1	358	66.79%	DW	816.00	291,312.00	4215	\$295,527.00	\$816.00
	1753	North Side Middle School	07-08	682	0	682	450	0	450	65.98%		0.00	0.00	0	\$0.00	\$0.00
	1761	West Side Middle School	07-08	621	0	621	405	0	405	65.22%		0.00	0.00	0	\$0.00	\$0.00
	1617	Cleveland Elementary School	KG-06	711	0	711	451	0	451	63.43%		0.00	0.00	0	\$0.00	\$0.00
	1749	Elkhart Central High School	09-12	1744	0	1744	1051	0	1051	60.26%		0.00	0.00	0	\$0.00	\$0.00
	1785	Pinewood Elementary School	KG-06	720	0	720	426	0	426	59.17%		0.00	0.00	0	\$0.00	\$0.00
	1750	Elkhart Memorial High School	09-12	1793	0	1793	1051	0	1051	58.62%		0.00	0.00	0	\$0.00	\$0.00
	1681	Feeser Elementary School	KG-06	547	0	547	302	0	302	55.21%		0.00	0.00	0	\$0.00	\$0.00
	1679	Eastwood Elementary School	KG-06	492	0	492	183	0	183	37.20%		0.00	0.00	0	\$0.00	\$0.00
<b>Totals:</b>				12637	85	12722	8781	81	8862	69.66%			\$4,194,522.00	\$46,365.05	\$4,240,887.05	\$81,141.00



inspiring. excellence.

**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 6, 2013

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Mary Jo Sartorius

RE: **SAFE SCHOOLS/ HEALTHY STUDENTS 2013 OPPORTUNITY**

We have been invited by Oaklawn to partner with them, along with One Community One Family/Batesville or Lawrenceburg Schools; Adult & Child/Beechgrove Schools; and Indiana FSSA/Department of Mental Health and Addiction (DMHA), to write the SAMSHA Safe Schools/Healthy Students 2013 Grant for Indiana.

The grant award: Up to \$2.214 Million per year for up to 4 years

**PROJECT OVERVIEW**

- The Substance Abuse and Mental Health Services Administration, Center for Mental Health Services is accepting applications for fiscal year (FY) 2013 Safe Schools/Healthy Students (SS/HS) State Planning, Local Education Agency, and Local Community (SS/HS State Program) cooperative agreements.
- The purpose of the SS/HS State Program is to create safe and supportive schools and communities by bringing the SS/HS model to scale at the state/tribe level by building partnerships among educational, behavioral health, and criminal/juvenile justice systems.
- Outcomes include:
  - an increase in the number of children and youth who have access to behavioral health services;
  - a decrease in the number of students who abuse substances;
  - an increase in supports for early childhood development;
  - improvements in school climate; and
  - a reduction in the number of students who are exposed to violence.
- Over the years this grant program provided funding to local education agencies (LEAs) that worked in partnership with local law enforcement and juvenile justice, social service and mental health agencies, and other community organizations to plan and implement comprehensive and coordinated programs, policies, and service delivery systems that promoted the mental health of students, enhanced academic achievement, prevented violence and substance use, and created safe and respectful school climates.
- In this funding round, SAMHSA seeks to build upon the lessons from this grant program by providing funds to disseminate the lessons learned from SS/HS by engaging state and community

(including local education agencies) partnerships that will result in the successful implementation of comprehensive school violence prevention initiatives that are guided by the SS/HS model.

- Under this new program, development of partnerships will be required at both the state and community levels.
- As part of the application process, each state will select three local education agencies (LEAs) within three local communities to partner with and implement a comprehensive plan of services and strategies. The three LEAs will mobilize their community partners, families, and youth to transform their service delivery systems and create an integrated network of activities, programs, services, and policies to decrease youth violence and promote the healthy development of children and youth. Together, the LEAs, their community partners, and the states/tribes, are expected to improve collaboration across all child, youth, and family serving organizations, improve access to the availability of evidence-based prevention and wellness promotion practices, and focus on both school-based and community-wide strategies to prevent violence and promote the healthy development of children and youth.
- During Year 1 of the grant, the state grantee, in partnership with the three LEAs and respective local communities will develop and implement a comprehensive plan that addresses: the creation of safe and violence-free schools (including bullying prevention); the promotion of mental, emotional, and behavioral health of children and youth; the promotion of early childhood social emotional learning programs; the connection of families, schools, and communities; and, the prevention and reduction of alcohol, tobacco, and other drug use. Grant year one will be focused on state/tribe assessment, planning, and infrastructure development
- Grant years two through four will be focused on implementing the comprehensive plan.
- SAMHSA expects grantees to utilize their data to (1) identify sub-populations (i.e., racial, ethnic, sexual/gender minority groups, and other high-risk populations) vulnerable to disparities; (2) develop a disparities impact statement; and (3) implement strategies to decrease the differences in access, service use, and outcomes among populations. These strategies could include use of the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care.

I am requesting approval from the Board of School Trustees to partner with Oaklawn; One Community One Family/Batesville or Lawrenceburg Schools; Adult & Child/Beechgrove Schools, and Indiana DMHA to write this grant which will be submitted on or before July 1, 2013.



**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Central  
Class/Group: Boys Basketball  
Number of Students: 14 Varsity + JV Teams  
Date/Time Departing: 6:00 AM June 28  
Date/Time Returning: 10:00 PM June 29  
Destination: Turkey Run State Park T.H. Indian  
City State  
Overnight Facility: no cost / staying in camp cabins  
Mode of Transportation: Mini-Bus  
Reason for Trip: Team Activity / Short Out

Names of Chaperones: Troy Noble, Scott Sekal, Scott Sassaman

Cost per Student: 0 - Gas only

Describe Plans for Raising Funds or Funding Source: Nelson's Chicken Sales - June 7, 2013

Plans to Defray Costs for Needy Students: NA

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: Troy Noble

Signature of Principal: Frank Sergio Date: 6/20/13

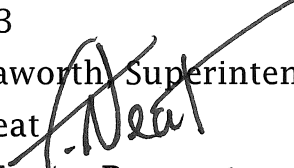
\*\*\*\*\*

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

Approval of Assistant Superintendent: Thomas Neat Date: 6/20/13

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

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

DATE: June 20, 2013  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Thomas L. Neat   
 RE: **Conference Leave Requests**  
**June 25, 2013 - Board of School Trustees Meeting**

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

2012 - 2013 CONFERENCES	EXPENSES	SUBSTITUTE
<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> <p>Indianapolis, IN</p> <p>June 26, 2013 (1 day's absence)</p> <p style="padding-left: 40px;">DAVID BENAK - EACC (5-9)</p> <p style="padding-left: 40px;">LISA MUNOZ - CENTRAL (0-0)</p>	\$374.50	\$0.00
<p><b>LEADERSHIP DEVELOPMENT - PURDUE STUDIES</b></p> <p>This conference will help ECS develop action plans to incorporate systems change and improvement for the special education coop program.</p> <p>West Lafayette, IN</p> <p>June 15 - 19, 2013 (0 day's absence)</p> <p style="padding-left: 40px;">CHRIS SCALISE - SPECIAL EDUCATION (0-0)</p> <p style="padding-left: 40px;">TAMARA SMAKA - SPECIAL EDUCATION (0-0)</p> <p style="padding-left: 40px;">VICTORIA TONEY - SPECIAL EDUCATION (0-0) (5 DAY'S ABSENCE)</p>	\$5,706.41	\$0.00
<p><b>INDIANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION DISTRICT (IAC TED) MEETINGS</b></p> <p>These meetings allow for updates and interactions with the state agency staff who regulate Career and Technical Education (CTE) programming and budgets. It also provides an opportunity for Mr. Kovach to network with other CTE directors from across the state.</p> <p>Indianapolis, IN</p> <p>August 20, October 15, November 19, December 17, 2013</p> <p>January 21, February 18, March 18, April 15, 2014 (8 day's absence)</p> <p style="padding-left: 40px;">BILL KOVACH - EACC (1-5)</p>	\$1,469.00	\$0.00

<b>2012 - 2013 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>2013 eLEARNING CONFERENCE</b> This conference will provide information regarding how to better utilize technology in the classroom; how to be successful in writing grants; and how to provide leadership in technology to meet your building's needs. Evansville, IN July 9 - 10, 2013 (3 day's absence) DENNIS TRIGG - TIPTON (0-0)	\$509.50	\$0.00
<b>e<sup>3</sup> (EQUIP/ENGAGE/EXCEL) TECHNOLOGY REGIONAL CONFERENCE - 2013</b> This conference will provide information on topics such as digital leadership; creation tools for students; digital tools for differentiation; flipping the classroom; and filling your digital toolbox. Warsaw, IN July 29 - 30, 2013 (2 day's absence) DENNIS TRIGG - TIPTON (1-3)	\$150.00	\$0.00
<b>INDIANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (IACTE) STATE CONFERENCE</b> This year's conference theme is "CTE: Learning that Works for Indiana," and is sure to provide a great opportunity for professional development for our state's CTE teachers, leaders, and professionals. Indianapolis, IN September 26 - 27, 2013 (2 day's absence) BILL KOVACH - EACC (2-13)	\$558.62	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>FILE WAVE SUMMER CONFERENCE - INDIANA</b> This conference will help ECS continue to improve and develop our Mobile Device Management System as well as learn how File Wave has improved and how other schools are utilizing the program to manage the use of iPads within their school district. Fishers, In June 24, 2013 (1 day's absence) JOSEPH WOOD - ESC (0-0)	\$308.50	\$0.00
<b>TOTAL</b>	<b>\$9,076.53</b>	<b>\$0.00</b>
2012 YEAR-TO-DATE GENERAL FUNDS	\$9,328.39	\$1,615.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$7,593.55	\$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	\$67,407.27	\$6,035.00
2013 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$185,845.75</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 25, 2013  
To: Dr. Robert Haworth  
From: Mr. W. Douglas Thorne  
Subject: Personnel Recommendations

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**Certified**

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointments effective July 1, 2013:

<b>David Benak</b>	<b>Career Center/Principal</b>
<b>John Hill</b>	<b>Asst Superintendent of Instruction</b>
<b>Jeffrey Komins</b>	<b>Roosevelt/Principal</b>
<b>Bruce Klonowski</b>	<b>Community Engagement Manager</b>
<b>Micah Lambert</b>	<b>Daly/Asst Principal</b>
<b>Arlene Silba</b>	<b>Hawthorne/Principal</b>
<b>Tessa Sutton</b>	<b>Roosevelt/Asst Principal</b>
<b>Mary Teeter</b>	<b>Woodland/Asst Principal</b>
<b>Andrew Wood</b>	<b>Central/Asst Principal</b>

- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2013-14 school year:

<b>Raymond Collins</b>	<b>Career Center/Public Safety</b>
<b>Brandy Crise</b>	<b>North Side/Language Arts</b>
<b>Emily Fell</b>	<b>West Side/ FAC</b>
<b>Jill Hammontree</b>	<b>Roosevelt/Grade 4</b>
<b>Carla Henderson</b>	<b>Career Center/Child Care</b>
<b>Michael Henderson</b>	<b>Memorial/Language Arts</b>
<b>Karrie Kolbow</b>	<b>Bristol/Grade 5 PEP</b>

<b>Laura Krause</b>	<b>TBD/Psychologist</b>
<b>Kyle Miller</b>	<b>Pierre Moran/Orchestra</b>
<b>Talandra Neff</b>	<b>Woodland/Academic Dean</b>
<b>Brittany Sears</b>	<b>Beck/Grade 6</b>
<b>Michele Zachary</b>	<b>Career Center/EMT</b>

c. **Resignation** - We report the resignation of the following employees:

<b>Kelsey Deckard</b> Began: 9/6/11	<b>West Side/Art</b> Resign: 6/13/13
<b>Joann Elder</b> Began: 8/25/87	<b>Daly/Intervention</b> Resign: 6/28/13

**Classified**

a. **Separation Agreement** – We recommend approval of a separation agreement and general release.

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

<b>Fany Buezo-Arevalo</b> Began: 8/24/05	<b>Pierre Moran/Technical Assistant-ESL</b> Resign: 6/12/13
<b>Jodee Shaw</b> Began: 11/7/05	<b>ESC/Communications Coordinator</b> Resign: 6/28/13

**ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana**

DATE: June 25, 2013  
 TO: Board of School Trustees  
 FROM: Robert Haworth *RH*  
 RE: **Conference Leave Requests**  
**June 25, 2013 - Board of School Trustees Meeting**

**ADDENDUM**

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

<b>2012-2013 CONFERENCES</b>	<b>Expenses</b>	<b>Substitutes</b>
<b>ADVANCED FACILITATOR DEVELOPMENT CONFERENCE 2013</b> This conference will provide the opportunity to learn from the greatest assembly of technology educators in the world including workshops covering the latest technology programs. New Buffalo, MI June 24 - 28, 2013 (0 day's absence) TED ELLI - CENTRAL (0-0)	\$850.00	\$0.00
<b>NEW SCHOOL NURSE ORIENTATION</b> This conference will provide information relating to the role and responsibilities of a school nurse; State and Federal health laws; individual health plans; and chronic disease care in schools which will allow Ms. Estrup to better serve her students at Riverview. Indianapolis, IN July 30 - 31, 2013 (0 day's absence) BARB ESTRUP - RIVERVIEW (0-0)	\$481.40	\$0.00
	<b>\$1,331.40</b>	<b>\$0.00</b>

*(The figures in the parentheses indicate the number of conferences and the number of absence days previously approved for the current school year.)*

# *Elkhart Community Schools*

## **ADDENDUM to PERSONNEL RECOMMENDATIONS**

Date: June 25, 2013  
To: Dr. Robert Haworth  
From: Mr. W. Douglas Thorne  
Re: Personnel Recommendations

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**Certified**

- a. Correction to Administrative Appointment** - The administration recommends confirmation of the following administrative appointment effective July 1, 2013:

**Mary Teeter**

**Hawthorne/Asst Principal**

- b. Administrative Appointment** – The administration recommends confirmation of the following administrative appointment :

**Frank Kurth**

**Memorial/Asst Principal**