

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

November 26, 2013

CALENDAR

Nov	26	5:30 p.m.	Public Work Session, Pinewood Elementary School
Nov	26	immediately following	Executive Session, Pinewood Elementary School
Nov	26	7:00 p.m.	Regular Board Meeting, Pinewood Elementary School
Dec	10	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Dec	17	7:00 a.m.	Business Meeting/Public Work Session, J.C. Rice Educational Services Center
Jan	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER
- B. INVITATION TO SPEAK PROTOCOL
- C. PRESENTATION OF COLORS
Cub Scout Troop #711
- D. GIFT ACCEPTANCE - The administration recommends the Board accept with appreciation recent donations made to the Elkhart Community Schools.
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- E. PINEWOOD BUILDING REPORT
Mindy Shaw - Principal
- F. ENERGY EDUCATION REPORT
- G. MINUTES - November 12, 2013 - Public Work Session
November 12, 2013 - Regular Board Meeting
November 19, 2013 - Public Work Session
- H. TREASURER'S REPORT

Consideration of Claims

Financial Report - January 1, 2013 - October 31, 2013

Resolution for Transfer of Appropriation - The administration recommends Board approval of a resolution to transfer appropriations in 2013 tax reported funds.

Additional Appropriation – The Business Office requests approval to publish legal notice of a public hearing for additional appropriations in the Rainy Day Fund.

Change Order – The Business Office seeks approval for a change order to the Commissary Bid approved at the October 8th Board meeting.

I. NEW BUSINESS

Board Policy IGBD – The administration presents proposed new Board Policy IGBD, Employee Use of Social Media and Guidelines for School-Related Social Media Sites, for initial consideration.

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

2014-2015 School Calendar – The administration presents a proposed 2014-2015 school year calendar, for initial Board consideration.

J. PERSONNEL

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

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

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

The Superintendent seeks Board approval to alter Roosevelt Elementary School's schedule as presented at the November 12th Board meeting

The Superintendent seeks Board approval for early release of all schools one day a week for Professional Learning Community as presented at the November 12th Board meeting.

From Board

L. ADJOURNMENT



ELKHART MEMORIAL

Crimson Charger Command

DATE: Nov. 13, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FR: Mark Tobolski / Kurt Weimer
RE: Grant Acceptance

The Elkhart Memorial Band program would like to thank the ECFE for awarding them the Elkhart Municipal Band grant in the amount of \$6,000.

This year the grant is for \$6,000 out of a total source of \$9,000 for all three schools. The grant is entitled "Solo & Ensemble Kick-Start" and is aimed at all high school band students. It will provide the entry fee for EVERY student to participate in one ISSMA ensemble event, 50% lesson subsidy for any student taking private lessons during the months of December and January (and beyond if funds are available), an Alto flute, and 40+ new selections of music for ensembles.



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INSTRUCTION AND LEARNING
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

DATE: November 13, 2013

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Danae' Wirth
District Academic Coach, Science

RE: Donation Approval

The I-STEM Resource Network has graciously donated 44 Teacher Guides, 7 Planners, 2 Assessment Guides, 7 Student Investigation books, and 9 Science Readers to the Elkhart Community Schools Elementary science program. The total value of this donation is \$8,492.16. A review of the materials and their cost is attached.

These are additions to the same resources currently in use and allow for more teachers to have access to the print materials that go with their science kits.

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:

Paul Ainslie
I-STEM Resource Network
203 S. Martin Jischke Drive
Mann Hall, Suite B041
Purdue University
West Lafayette, IN 47907



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Donation of STC Science Print Materials to Elkhart Community Schools
Requested by Danae' Wirth, District Academic Science Coach
November, 2013

Product Title	Quantity	Retail Price per unit	Total Worth
Organisms STC Books (readers)	2	8.76	17.58
The Life Cycle of a Butterfly Teacher Guide	5	179.95	899.75
Changes Teacher Guide	26	179.95	4678.70
Land and Water Teacher Guide	8	179.95	1439.60
Land and Water Planner	2	39.95	79.90
Land and Water Assessment	2	79.95	159.95
Land and Water Student Investigations Book	2	7.95	15.90
Land and Water STC Book (reader)	2	8.76	17.58
Ecosystems Teacher Guide	5	179.95	899.75
Ecosystems Planner	5	39.95	199.75
Ecosystems Student Investigations Book	5	7.95	39.75
Ecosystems STC Book (reader)	5	8.79	43.95
		Total Worth	8492.16



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MONGER ELEMENTARY SCHOOL
Elkhart Community Schools
1100 East Hively Avenue, Elkhart, IN 46517-2669
(574) 295-4860 / 4865 fax
www.elkhart.k12.in.us

DATE: 11-18-2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Lisa Baugh
RE: Donation Approval

I received a donation from adoptclassroom.org. The donation is to be used for my classroom to purchase materials to help in my classroom with reading and math materials. I received \$400.00 from JCPenny's through adoptclassroom.org. I will purchase reading and math materials to help support my below grade level students.

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:

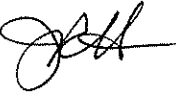
JCPenny's
3701 S. Main Street
Elkhart, In 46517



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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 
DATE: November 18, 2013
RE: Gift Approval – Music Department

An anonymous donor has offered to donate one (1) Hardy Piccolo (serial number 56098) to the music department of the Elkhart Community Schools.

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

I am requesting approval from the Board of School Trustees to accept this donation.



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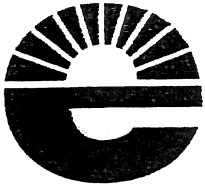
Memorandum

TO: Dr. Rob Haworth
FROM: Bruce Klonowski *BK*
DATE: November 15, 2013
RE: Gift Approval – Donation for student Field Trips

The Noon Optimist Club of Elkhart IN, Inc. donated \$1,000.00 to support the Elkhart Community Schools Field Trip Learning Program to enhance our students learning experience.

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:

**The Noon Optimist Club
of Elkhart IN, Inc.
P.O. Box 2273
Elkhart, IN 46515**



**Elkhart
Community Schools**

ELKHART CENTRAL HIGH SCHOOL

One Blazer Boulevard, Elkhart, IN 46516-4565
phone: 574-295-4700
<http://elkhart.k12.in.us>

DATE: 11-8-13
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Steve Starzyk
Summer U.S. History Trip Coordinator
RE: Donation Approval

The \$3,000 donation from the Elkhart County Community Foundation is to help lower the total cost for students attending the Elkhart Summer US History Field Trip.

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:

Elkhart County Community Foundation
c/o Shannon Oakes
101 South Main St.
P.O. Box 2932
Elkhart, IN 46515

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

Elkhart Community Schools
Elkhart, Indiana

November 12, 2013

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

John Hill
Doug Hasler
Rob Haworth

Doug Thorne

The Board heard from Jeff Komins, Principal of Roosevelt Elementary, and two teachers regarding the STEAM program and the need for more collaboration time. The Superintendent discussed with the board his plan to alter Roosevelt’s schedule. Shawn Hannon and Brenda VanNevel showed the board Elkhart Community School’s Facebook page. Mrs. Hannon also informed the board of the estimated grades for schools. The Superintendent spoke of his vision for professional learning community (PLC) time of 45 minutes for the elementary schools.

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

APPROVED:

Jeri E. Stahr, President

Karen S. Carter, Member

Dorisanne H. Nielsen, Vice President

Susan C. Daiber Member

Carolyn R. Morris, Secretary

Glenn L. Duncan, Member

Douglas K. Weaver, Member

Time/Place

Roll Call

Topics
Discussed

Adjournment

Signatures

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
November 12, 2013

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

Place/Time

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

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

Call to Order

Ms. Stahr discussed the invitation to speak protocol.

Protocol

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

Pledge

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

Gift Acceptance

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

SSAC
Representatives

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

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

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

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

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

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

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

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

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

Student Recognition

Approval of Minutes

Payment of Claims

Fund Loans

Additional Appropriation

Extracurricular Purchase

Overnight Trip Request

Conference Leave Report

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

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

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

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

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

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

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

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

Personnel Report

Change of Maternity Leave of Absence

Maternity Leave of Absence

Certified Resignation

Classified Employment

Classified Resignation

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

Separation Agreement

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

Classified Retirement

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

From the Audience

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

From the Superintendent

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

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

Adjournment

APPROVED:

Signatures

Jeri E. Stahr - President

Dorisanne H. Nielsen - Vice President

Carolyn R. Morris - Secretary

Karen S. Carter - Member

Susan C. Daiber - Member

Glenn L. Duncan - Member

Douglas K. Weaver - Member

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

Elkhart Community Schools
Elkhart, Indiana

November 19, 2013

Monger Elementary School, 1100 E Hively Ave, Elkhart – 7:00 a.m.

Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Karen S. Carter Susan C. Daiber Glenn L. Duncan Douglas K. Weaver
ECS Staff:	Doug Hasler Rob Haworth	John Hill Bob Woods

Time/Place

Roll Call

The Board discussed the effects of tax caps on the transportation fund; swimming pool issues; and possibility of a referendum.

Topics Discussed

The meeting adjourned at approximately 8:20 a.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

ACCOUNT BALANCES/INVESTMENT DETAIL

OCTOBER 2013

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank 124,914.94
Teachers Credit Union 25,480,822.75

SCHOOL LUNCH ACCOUNTS:

Teachers Credit Union 123,056.82
Change Fund 2,130.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank 1,098,510.77

PAYROLL ACCOUNTS:

Teachers Credit Union-Payroll Account 629,850.43
Teachers Credit Union - Flex Account 70,436.57

INVESTMENTS:

1st State Bank - Scholarship Investment to
mature 12/23/13 at .329% 67,000.00

\$ 27,597,222.28

ELKHART COMMUNITY SCHOOLS

RESOLUTION FOR TRANSFER OF APPROPRIATIONS

November 26, 2013

WHEREAS, it has been determined that it is necessary to transfer monies appropriated in certain 2013 tax supported funds,

NOW, THEREFORE, BE IT RESOLVED BY the Board of School Trustees of the Elkhart Community Schools, Elkhart, Indiana, that for the expenses of said corporation necessary appropriation transfers be hereby appropriated and ordered set apart for the purposes necessitated, subject to the laws governing same.

BE IT FURTHER RESOLVED THAT whereas it has been shown that certain existing appropriations now have balances which will not be needed for the purposes for which appropriated, it is further resolved that those existing appropriations be reduced.

ADOPTED THIS 26TH DAY OF NOVEMBER 2013:

AYE

NAY

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

BOARD OF SCHOOL TRUSTEES

ATTEST: _____
Secretary, Board of School Trustees

ELKHART COMMUNITY SCHOOLS
Elkhart, IN

November 21, 2013

TO: Board of School Trustees
Dr. Haworth

FROM: Douglas A. Hasler

SUBJECT: Additional Appropriation Resolution

As was the case last year, we approach the end of our budget year with significant uncertainties concerning the final distribution of property tax revenue into our various funds that rely on this source of revenue.

With increased circuit breaker losses resulting in shortfalls of property tax distributions, I had anticipated that there would be a high probability that one or more funds would lack sufficient funds to meet necessary financial obligations. Based on my review of the specific funds that rely on property tax revenues, I am encouraged to find that my expenditure/receipt projections suggest that we should be able to meet all financial obligations with anticipated receipts accruing to such funds. Yet, one can never be too sure when it comes to property tax distributions.

Accordingly, I believe it would be prudent for ECS to seek an additional appropriation in the Rainy Day Fund to authorize the expenditure of funds for Transportation Operating Fund and Debt Service Fund costs. On balance, I do not think that it will be necessary for us to draw on Rainy Day Fund support for these costs, but it is possible.

Our General Fund will also be impacted by a shortfall in revenue. Specifically, the Full-Day Kindergarten grant is now funded in monthly installments rather than in a single payment. This, and other factors, will result in a declining cash balance in the General Fund. Our General Fund will, however, have sufficient appropriation and funding to meet our obligations through December 31st.

The process for seeking an additional appropriation is to publish notice of a public hearing to consider an additional appropriation, conduct the public hearing and approve the proposed additional appropriation, and submit the request to the Indiana Department of Local Government Finance (not later than December 16, 2013).

I am attaching a copy of the legal notice that we will need to publish on Friday, November 29th. On November 26th, I will be seeking your authorization to publish this notice. Board action on the proposed additional appropriation would occur in the December 10th Board meeting.

Please contact me if you have any questions concerning this matter prior to Tuesday's Board meeting.

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATION

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

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

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

Dated: November 30, 2013

Douglas A. Hasler, Treasurer

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

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

Purpose

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

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

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

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

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

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

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

Definitions

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

1. Social Networking Sites, i.e. Facebook, Tumblr, LinkedIn, Google+;
2. Micro-blogging sites, i.e. Twitter;
3. Blogs, Wikis, and Forums;
4. Video and Photo Sharing Sites, i.e. Flickr, YouTube, Vimeo, Instagram, and Pinterest;
and
5. District-approved private, educational, password-protected resources, classroom management sites, and communications tools, i.e. Edmodo and Moodle.

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

Staff Use of Social Media

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

Staff Use of Personal Social Media Accounts:

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

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

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

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

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

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

District-Approved School-Related Social Media Sites

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

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

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

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

Content managers shall be prohibited from the following:

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

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

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

Classroom Use of Social Media

ECS-Approved Private Social Media Sites

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

Public Social Media Sites

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

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

Teachers shall not post any of the following student information:

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

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

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

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

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

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

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

November 26, 2013



Elkhart Community Schools

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SCHOOL CALENDAR: JULY 2014 - JUNE 2015

JULY 2014

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

AUGUST 2014

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

SEPTEMBER 2014

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

OCTOBER 2014

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

NOVEMBER 2014

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

DECEMBER 2014

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

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

September
 1 Labor Day - All Schools Closed

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

November
 26-28 Thanksgiving Recess - All Schools Closed

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

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

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

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

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

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

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

June/July Summer School and other enrichment opportunities - TBD

Key:

- Professional day for teachers - non student day
- X School Out of Session (during the instructional school year)
- ⊗ Parent/Teacher Conferences (no school for students)
- △ Parent/Teacher Conferences (no school for elementary, secondary schools in session)
- S No School (may be used as emergency make-up day, if necessary)
- K Kindergarten Roundup
- Red Days indicate Testing Dates
- *If necessary, additional emergency make-up days will be added at the end of the school year and the scheduled professional day for teachers will be adjusted accordingly to ensure 180 days of required instruction.

JANUARY 2015

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

FEBRUARY 2015

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

MARCH 2015

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

APRIL 2015

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

MAY 2015

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

JUNE 2015

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: November 20, 2013
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. John Hill
 RE: **Conference Leave Requests**
November 26, 2013 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA YOUTH INSTITUTE (IYI) KIDS COUNT CONFERENCE This conference will provide information to help build and improve our 21st Century Community Learning Centers (Monger, Pierre Moran, and Central). Indianapolis, IN December 3 - 4, 2013 (2 day's absence) NINA SWARTZLANDER - MONGER (0-0)	\$422.00	\$170.00
HOT RODDERS OF TOMORROW - ENGINE CHALLENGE This is a national competition for Hot Rodders giving students the opportunity to highlight the skills they have obtained from the EACC and to potentially earn scholarship monies for college. Indianapolis, IN December 10 - 14, 2013 (4 day's absence) RYAN GORTNEY - EACC (0-0)	\$401.00	\$340.00
AMERICAN FOOTBALL COACHES ASSOCIATION NATIONAL CONVENTION 2013 This conference will provide an opportunity to listen to and learn from some of the best college and high school coaches in the country. This information will be used to help build the football program at Memorial High School. Indianapolis, IN January 12 - 15, 2014 (3 day's absence) BRYON WHITTEN - MEMORIAL (0-0)	\$0.00	\$255.00
GLAZIER COACHING CLINIC This conference will provide an opportunity to hear from a variety of respected high school, college, and professional football coaches regarding the latest coaching theories and techniques designed to promote personal and professional growth which leads to better instruction for our student athletes. Indianapolis, IN January 24 - 26, 2014 (1 day's absence) BRYON WHITTEN - MEMORIAL (1-3)	\$0.00	\$170.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
AMERICAN CHORAL DIRECTORS ASSOCIATION (ACDA) NATIONAL CONFERENCE This conference will provide an opportunity to learn new literature and techniques by attending concert performances and clinic sessions. Cincinnati, OH February 26 - March 1, 2014 (2 1/2 day's absence) WILLIAM NIEDERER - CENTRAL (0-0)	\$0.00	\$215.00
GLAZIER COACHING CLINIC This conference is an opportunity to hear from several respected high school, college, and professional football coaches over a variety of topics, such as motivational strategies; formative and summative performance assessments; instructional strategies; and many other skills and techniques which will help create a better football program for our student athletes. Indianapolis, IN February 28 - March 2, 2014 (1 day's absence) BILL ROGGEMAN - MEMORIAL (1-1) BRYON WHITTEN - MEMORIAL (1-3)	\$0.00	\$170.00
TOTAL	\$823.00	\$1,320.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$18,300.16	\$2,170.00
2014 YEAR-TO-DATE GENERAL FUNDS	\$0.00	\$215.00
2013 YEAR-TO-DATE OTHER FUNDS	\$124,647.02	\$11,185.00
2013 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2014 YEAR-TO-DATE OTHER FUNDS	\$7,044.95	\$1,530.00
2014 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$149,992.13	\$15,100.00

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



Date: November 26, 2013
To: Dr. Robert Haworth
From: Mr. W. Douglas Thorne
Subject: Personnel Recommendations

Certified

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

Michelle McClintic Begin: 1/6/14	Osolo/Grade 3 End: 1/31/14
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b. **Voluntary Leave** – We recommend a personal leave for the following employee:

Marjorie Hessler Begin: 1/6/14	Eastwood/Grade 1 End: 1/2/15
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Classified

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

Cristina Amador Corona Began: 9/10/13	Osolo/Paraprofessional PE: 11/13/13
Angela Anderson Began: 9/9/13	Hawthorne/Custodian PE: 11/12/13
Ami Balding Began: 9/10/13	Daly/Paraprofessional PE: 11/13/13
Ernestine Bean Began: 9/9/13	Tipton/Paraprofessional PE: 11/11/13
Pam Borsa Began: 9/5/13	West Side/Food Service PE: 11/8/13
Linda Brewer Began: 9/10/13	Riverview/Paraprofessional PE: 11/13/13

Nicole Cantzler Began: 9/6/13	Eastwood/Paraprofessional PE: 11/11/13
Roswitha Everett Began: 9/10/13	Hawthorne/Paraprofessional PE: 11/11/13
Deborah Jackson Began: 9/16/13	Cleveland/Paraprofessional PE: 11/18/13
Carla Moore Began: 9/16/13	West Side/Food Service PE: 11/18/13
Kelly Myers Began: 9/16/13	Memorial/Food Service PE: 11/18/13
Amy Poe Began: 9/11/13	Monger/Food Service PE: 11/14/13
Christina Stewart Began: 9/16/13	Pinewood/Paraprofessional PE: 11/18/13
Brenda VanNevel Began: 9/16/13	ESC/Digital Communication Spec PE: 11/18/13
Blanca Vargas Began: 9/16/13	Beck/Paraprofessional PE: 11/18/13

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

Jodi Cramer Began: 8/14/13	Roosevelt/Paraprofessional Resign: 11/15/13
Rebekah Creasbaum Began: 9/19/11	Riverview/Food Service Resign: 11/27/13
Heather Harrington Began: 9/12/12	EACC/Paraprofessional Resign: 12/6/13
Leia Williams Began: 10/3/11	North Side/Paraprofessional Resign: 11/15/13

c. Termination - We recommend the termination of the following classified employees:

Lisa Brake Began: 12/3/12	Beck/Food Service/Paraprofessional Terminated: 11/21/13 Board Policy: GDBDA
Amy McCollough Began: 11/22/05	Cleveland/Paraprofessional Terminated: 11/13/13 Board Policy: GDPD Section 1 a, b, c, f and g