

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

October 8, 2013

CALENDAR

Oct	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	8	Immediately following	Executive Session, J.C. Rice Educational Services Center
Oct	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	8	Immediately following	Executive Session, J.C. Rice Educational Services Center
Oct	15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	22	7:00 p.m.	Regular Board Meeting, Cleveland Elementary
Nov	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- E. GIFT ACCEPTANCE – The administration recommends the Board accept with appreciation donations made to Elkhart Community Schools.
- F. STUDENT RECOGNITION
 - High Achievement ISTEP+
 - Perfect Score ISTEP+
- G. MINUTES
 - September 24, 2013 – Public Work Session
 - September 24, 2013 – Regular Board Meeting
- H. TREASURER'S REPORT

Consideration of Claims

Fund Loans – The Business Office reports on fund loans made at the end of September 2013.

Extra-Curricular Purchase – The Business Office seeks Board approval of an extra-curricular purchase request from Pierre Moran Middle School.

Bid Award - The Business Office recommends approval of the bids for the Elkhart Memorial Commissary building project.

I. NEW BUSINESS

Report on Preliminary Graduation Rates

Board Policy GDBA-8 – The administration presents proposed revisions to Board Policy GDBA-8, Registered Nurses' Compensation Plan, for initial Board consideration.

Board Policy IKEA – The administration presents proposed revisions to Board Policy IKEA, Transfer of Credit, for initial Board consideration.

Board Policy IKF – The administration presents proposed revisions to Board Policy IKF, Graduation Requirements, for initial Board consideration.

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

J. PERSONNEL

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

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

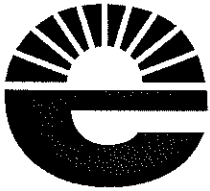
K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT



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

DATE: October 3, 2013
TO: Dr. Rob Haworth
Board of School Trustees

FROM: Valerie Priller

RE: Donation Approval

Trinity United Methodist Church presented a gift of \$330.00 to be used for Arts and Music for the children at Beardsley School. We appreciate their generosity and kindness.

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

Respectfully Submitted,

Valerie Priller
Principal

Trinity United Methodist Church
2715 East Jackson Blvd.
Elkhart, In 46516

TRINITY UNITED METHODIST CHURCH

...Growing in God, Growing Together and Growing in Service.

September 23, 2013

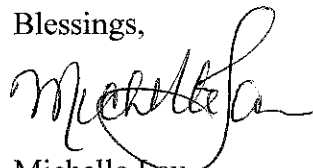
To: Beardsley Elementary
From: Creative Arts Camp, TUMC
Subject: Financial donation for Music and Arts Department

This summer we held our 3rd annual Creative Arts Camp at the church. It was very well attended, and one of the things that we included in our week is a focus on helping others. We did so by identifying our mission project for the week geared toward helping 2 of our elementary school's music and arts departments. Your school has been selected as one of those schools.

Please see that these funds are directed and made available to the Music and Art Education Departments at your school. We hope that our donation toward these programs will provide opportunities for children to learn through the arts.

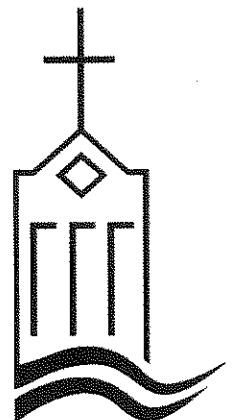
Thank you for your attention to this matter.

Blessings,



Michelle Lau
Director of Children and Family Outreach

Cc: Michelle Beyler, Trinity UMC
Courtney Wesdorp
Molly Bush





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

DATE: October 3, 2013
TO: Dr. Rob Haworth
Board of School Trustees

FROM: Valerie Priller

RE: Donation Approval

Target (Take Charge of Education) presented a gift of \$156.13 to be used for the children at Beardsley School in need. We appreciate their generosity and kindness.

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

Respectfully Submitted,

Valerie Priller
Principal

Target
Take Charge of Education
PO Box 59214, Mail Stop 5CF
Minneapolis, MN 55459-0214



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MARY BECK ELEMENTARY SCHOOL
Elkhart Community Schools
818 McDonald Street, Elkhart, IN 46516-4131
(574) 295-4830 / 4839 fax
www.elkhart.k12.in.us

DATE: September 27, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Richard Mendez, Principal
RE: Donation Approval

Donation in the amount of \$330.00 received from Creative Arts Camp at Trinity United Methodist Church, for use in Mary Beck School's Music and Art Education Departments to provide opportunities for children to learn through the arts.

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:

Michelle Lau
Director of Children and Family Outreach
Trinity United Methodist Church
2715 East Jackson Blvd.
Elkhart, IN 46516-5099



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MARY BECK ELEMENTARY SCHOOL
Elkhart Community Schools
818 McDonald Street, Elkhart, IN 46516-4131
(574) 295-4830 / 4839 fax
www.elkhart.k12.in.us

DATE: September 23, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Richard Mendez, Principal
RE: Donation Approval

Donation in the amount of \$1,300.00 received from Matthew and Amanda Menchinger for the purchase of basketball uniforms for Mary Beck School 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:

Matthew and Amanda Menchinger
Globe Tech, LLC
40300 Plymouth Road
Plymouth Township, MI 49170

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

Elkhart Community Schools
Elkhart, Indiana

September 24, 2013

Feeser Elementary, 26665 CR 4, Elkhart - 5:30 p.m.

Time/Place

Board Members
Present:

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

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

Roll Call

ECS Personnel Present:

Dave Benak
Doug Hasler
Rob Haworth

John Hill
Bill Kovach
Doug Thorne
Bob Woods

The Board was presented with a report from Bill Kovach and Dave Benak about bringing an early college program to Elkhart Community Schools; also received a report about recruitment of minority teachers; and an update on prescription coverage benefits.

Topics
Discussed

The meeting adjourned at approximately 6:30 p.m.

Adjournment

APPROVED:

Signatures

Jeri E. Stahr, President

Karen S. Carter, Member

Dorisanne H. Nielsen, Vice President

Susan C. Daiber Member

Carolyn R. Morris, Secretary

Glenn L. Duncan, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
September 24, 2013

Feeser Elementary 26665 CR 4, Elkhart - 7:00 p.m.

Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Karen S. Carter Susan C. Daiber Glenn L. Duncan Douglas K. Weaver
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President Jeri Stahr called the regular meeting of the Board of School Trustees to order.

The Pledge of Allegiance was led by Girl Scout Troops 10211 & 00301

Ms. Stahr discussed the invitation to speak protocol.

By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): \$500 Mastercard from Susan G. Komen, Northern Indiana for Central's Activity Fund to assist students; \$100 from Garry and Pam Fileccia for the purchase of flash drives for the Intervention Staff of Mary Beck School; donation of a Selmer clarinet valued at \$350.00, to the ECS music department from Dave Janzen; from an anonymous donor in the amount of \$100.00 to the North Side Athletic Department to cover the cost of transportation to a volleyball tournament; an anonymous donation from Donors Choose.org to West Side Middle School for Paddle Pick a Paddle sets and Plastic Pickle Balls valued at \$321.22 for Mrs. Lesperance; a gift certificate from Martin's Supermarkets in the amount of \$25.00 for bottled water for the Riley Walk at West Side Middle School. The Board also acknowledged the following monetary donations to Riley Children's Hospital for West Side's Riley Walk: Complete Paint & Body \$200.00; Castaway Metal Recycling LLC \$50.00; Freelance Online Service \$100.00; Bruno's Pizza of Elkhart \$200.00; Heart City Toyota \$250.00.

Kevin Dean, Principal of Feeser Elementary, gave a brief report to the Board about his building and introduced PTO and staff members present. A PowerPoint presentation was given about a day in the life of Feeser students. The following students were recognized for their highest ISTEP scores: English Language Arts - Khushi Patel, Garrison Hirst, Rayna Minix, and Mitchell Briggs. Math - Donovan Johnson, Jade Vilayseng, Rayna Minix, Chenavy Pich, and Dakota Powers. Students recognized for their highest point gain in English Language Arts - Cameron Menges, Aaron Hill, and Catherine Underly. In Math - Tyler Gonzalez, Colton Barton, and

Place/Time

Roll Call

Call to Order

Pledge

Protocol

Gift Acceptance

Special Presentation from Feeser Elementary

Jordan Hedrick. It was noted that all grades scored over 70% on ISTEP scores, with 90% of sixth graders passing math.

By unanimous vote, the Board approved the following minutes:
September 10, 2013 – Public Work Session
September 17, 2013 – Public Work Session
September 17, 2013 – Regular Board Meetings

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$6,610,543.01 as shown on the September 24, 2013, claims listing. (Codified File 1314-22)

Payment of Claims

By unanimous action, the Board approved the 2014 Budget as presented and discussed at the Board's August 27th regular meeting and September 10th public hearing. No comments, questions, or concerns were expressed by Board or audience members. (Codified File 1314-23)

2014 Budget

By unanimous action, the Board approved the 2014-2018 Capital Projects Fund Plan as presented and discussed at the Board's August 27th regular meeting and September 10th public hearing. No comments, questions, or concerns were expressed by Board or audience members. (Codified File 1314-24)

2014 Capital Project Fund

By unanimous action, the Board approved the 2014 Bus replacement Fund as presented and discussed at the Board's August 27th regular meeting and September 10th public hearing. No comments, questions, or concerns were expressed by Board or audience members (Codified File 1314-25)

2014 Bus Replacement Fund

By unanimous action, the Board adopted the resolution to reduce the 2014 Capital Projects and Bus Replacement Funds by an amount equal to the levy for debt service on the pension bonds. (Codified File 1314-26)

Tax Neutrality Resolution

By unanimous action, the Board adopted the resolution for establishing budget goals for 2014. (Codified File 1314-27)

2014 Budget Goals

By unanimous action, the Board adopted the resolution authorizing reductions, which may be required at the budget hearing with the Department of Local Finance. (Codified File 1314-28)

Resolution for Budget Reduction

The Board heard a construction report from Tony Gianesi, Director of Building Services, about finished projects in the last six months: new chillers at Pinewood, Feeser, Monger, and North Side. New roof on the field house, pool, music area and auditorium at Memorial. The field house at Memorial also had its ceiling painted. A new divider curtain was installed at Memorial High School. Monger received a new boiler. New gym lights were installed at Beck, Bristol, Cleveland, Eastwood, Feeser, Osolo, Woodland, and Memorial High School's field house. New lights were also installed in Osolo's media center and North Side's cafeteria. Mulch was installed at Daly, Eastwood, Feeser, Hawthorne, Osolo, and Pinewood to replace pea gravel. New paving at Memorial High School, Elkhart Area

Construction Report

Career Center and the Annex, Beardsley, Central High School, and the bus lot. Gym floors were refinished at Pierre Moran Middle School and West Side Middle School. The tracks were resurfaced at Memorial High School and Central High School. Projects still underway include the masonry being restored at Rice Field and district wide bleacher repairs and upgrading. The bids are due for the Commissary tomorrow.

The Board heard from Ted Foland, energy education specialist. The last full building audit was conducted at Feeser on Monday, September 23, 2013 at 6:15 p.m. Window blind shut down for the building was at 91%. 60% of the staff received a "Thank You for Saving Energy" sticker for their room/area total shut down. Feeser Administration and staff efforts have resulted in a cost avoidance of 48.4% from January thru August 2013, ranked 3rd over all buildings and valued at \$42,823. An 8% improvement over the same period last year, ranked Feeser 1st over all buildings. Cost avoidance for the entire corporation currently is 29.9% from January thru August 2013, valued at \$784,000. 1.3% improvement over the same period last year. Total savings from September 2009 thru today is valued at 3.7 million dollars.

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

High Ability for Indiana. If this grant is awarded, it will be used to purchase materials and securing personnel to continue to operate the high ability programs within the Elkhart Community School Corporation.

Kiwanis Club of Elkhart from Faith Schultz for the High Ability Department, to further develop Science, Technology, Engineering, and Math (STEM) activities for 3rd and 4th grade high ability classrooms. She is submitting a request for \$1,120.40 for buying 2 kits per classroom plus applicable shipping charges.

The Indiana Department of Education for the Mathematics and Science Partnership Program. If awarded this \$650,000.00 partner grant with ETHOS and Concord Community Schools, would be dispersed over a three-year period to support professional development which enables teachers to develop and implement inquiry-based STEAM (Science, Technology, Engineering, Arts, and Math) curricula in their classrooms. This grant targets the advanced work of teachers at the Roosevelt STEAM Academy as they implement integrated curricula of STEAM subjects and literacy.

Target for a Field Trip Grant from Mary Beck Elementary, in the amount of \$750 to cover transportation and admission costs for all kindergarten students to go to the Potawatomi Zoo in the spring of 2014.

Pilot School Focused Prevention Program in the amount of \$500,000.00. If approved, this grant would cover an 18 month period, January 2014-June 2015.

Feeser Building
Report

Grant
Application

Indiana Department of Homeland Security for a Secured School Safety Grant. The grant is for \$100,000; \$50,000 from the grant and matching funds of \$50,000 from ECS. Among other things, it would include upgrading and adding more security cameras. (Codified Files 1314-29)

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 24, 2013, listing and September 24, 2014 addendum. (Codified File 1314-30)

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

Three consent agreements regarding unpaid time. (Codified File 1314-31)

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

Debra Beers – Paraprofessional at Eastwood, 9/20/13
Sarita Bonner – Transportation/Bus Driver, 9/9/13
Rhonda Gregory – Food Service at Bristol, 9/18/13
Melissa Stump – Custodian at Central, 9/10/13

Retirement of Sue Williams – Paraprofessional at Feeser, with 11 years of service, effective 9/16/2013

Termination of the following two (2) Classified employees:

DeAnn Schuler – Food Service at Cleveland, 9/24/13, Board Policy GDPD Section 1 a, c, f, g
Gail Woods – Paraprofessional at Central, 9/24/13, Board Policy GDPD Section 1 a, f, g

The Board heard from a concerned citizen about safety issues on bleacher steps at Memorial High School football field.

The Board heard from a concerned mother about Kindergarten classroom size and how long children are in school at the elementary level.

By unanimous action, the Board approved the recommendation of Ivy Tech Community College as ECS's post secondary partner for the early college initiatives. In response to Board inquiry, Superintendent Haworth stated this is a one year contract and results will be reviewed at the end of the contract.

The Superintendent and Board members had just returned from an ISBA conference in Indianapolis.

Conference
Leave Report

Personnel
Report

Consent
Agreements

Classified
Resignation

Classified
Retirement

Classified
Termination

From the
Audience

From the
Superintendent

From the Board

The meeting adjourned at approximately 8:32 p.m.

APPROVED:

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

Adjournment

Signatures

ELKHART COMMUNITY SCHOOLS

DATE: 09/30/13

TO: MR. DOUGLAS A. HASLER

FROM: DIANA STAMPER

RE: LOANS - ONE FUND TO ANOTHER

THE FOLLOWING LOAN WAS MADE ON 09/30/13:

\$ 25,000 TO FUND 0200 DEBT SERVICE FUND FROM FUND 0350 CAPITAL PROJECTS FUND

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

October 3, 2013

TO: Dr. Haworth
Board of School Trustees

FROM: Doug Hasler

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Pierre Moran Middle School Extra Curricular Account	99 Royal Blue Polo Shirts	\$1,683.00



Inspiring. excellence.

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

Matt Werbiansky
Principal

Memo

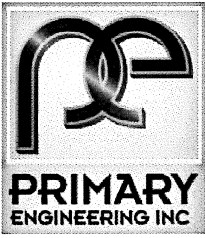
To: Doug Hasler
From: Matt Werbiansky *MW*
Date: 9/11/2013
Re: Request for expenditure of extracurricular funds.

Submitted for your approval is the expenditure of \$1,683.00 from the Pierre Moran Music Fund extracurricular account. This money will be utilized for the up-front purchase of 99 royal blue polo shirts that will be worn as the uniform for band and orchestra concerts. PMMS students will pay \$17.00 for the shirt and will keep them. The up-front purchase is necessitated by the need to order shirts in a timely fashion so as to receive them before performances. Those students whose financial situation places them in a position of need will have a shirt provided to them.

Thank you for your consideration in this matter.

Matt Werbiansky

Principal



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

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

September 26, 2013

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

Dear Tony,

We have reviewed the bids submitted on September 25, 2013 for the Elkhart Commissary Building project and find no irregularities. The results of these bids are attached for your reference. The apparent low bidder was Gibson-Lewis, LLC with a base bid amount of \$630,500.

It is our recommendation to award the bid to Gibson-Lewis, LLC with the inclusion of alternate bid items 2, 4, and 5 which brings the contract amount to \$711,100.

Sincerely,

Michael E. Lubbehusen, PE
Mechanical Engineer

K:\12442 Elkhart Commissary\Corres\Client\09-26-2013 Ltr Giansi Bid Recommendation.Docx

Primary Engineering, Inc. - Bid Tabulation

Project: Elkhart Commissary

Comm #: 12442

Bid Date: September 25, 2013 10:00am

	Milestone Construction	Brown and Brown	Robert Henry Corporation	Gibson Lewis
Base Bid	656,000	696,000	640,000	630,500
Alternate Bid #2: Generator	51,000	53,640	57,300	49,700
Alternate Bid #4: Produce Safety System	13,000	18,591	16,100	11,500
Alternate Bid #5: Dishwasher	21,900	17,136	17,970	19,400
Alternate Bid #6a: ICS	21,500	-	21,000	21,100
Alternate Bid #6b: Two Cubed Solutions	51,800	1,830	49,800	53,100
Alternate Bid #6c: OJS	26,100	1,415	30,300	31,700
Total with all alternates	763,400	785,367	752,370	732,200
Addendum #1-#7 Acknowledged	Yes	Yes	Yes	Yes



Interoffice Memo

To: Board of School Trustees
 C: Dr. Haworth
 From: Shawn Hannon
 Date: October 3, 2013
 Re: Preliminary Graduation Rates

Graduation rates in Indiana are calculated based on “cohorts.” That is, students are provided 4 years in which to earn a diploma, and their status at the end of that time is used in the calculations. The period for reporting graduation information and making corrections extends through November 8, so the numbers below may change slightly during that period as we work to verify the correct cohort for each student.

I will be available at your October 8th meeting to discuss these data and answer questions.

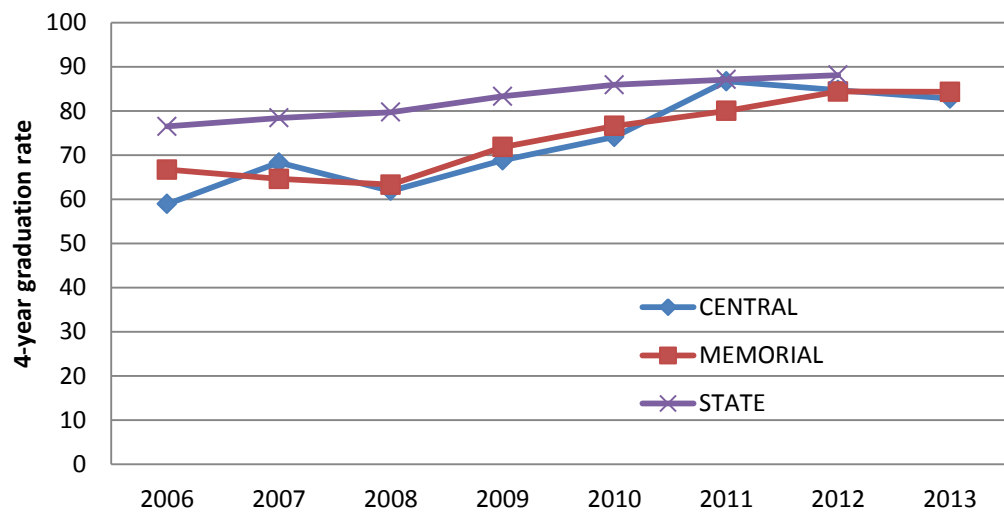
Preliminary Graduation Rates

Year	Elkhart Central HS		Elkhart Memorial HS		ECS		Indiana
	# Grads	Rate	# Grads	Rate	# Grads	Rate	Rate
2005-06	252	58.9	307	66.7	559	62.1	76.5
2006-07	301	68.3	318	64.6	619	66.3	78.4**
2007-08	288	61.9	309	63.3	597	62.7	79.7**
2008-09	299	68.8	339	71.8	638	70.4	83.3**
2009-10	278	74.1	324	76.6	602	75.4	85.9**
2010-11	288	86.7	327	80.0	615	83.0	87.1**
2011-12	298	84.7	308	84.4	606	84.5	88.1
2012-13	322	82.8	314	84.3	636	83.6	NA

*Graduation rate calculations changed substantially for the Class of 2006. The current formula is a 4-year, on-time rate for earning diplomas (not certificates).

** Statewide rates published in 2013 are different than those previously published. This table provides the updated figures.

Elkhart Community Schools' Graduation Rate History



REGISTERED NURSES' COMPENSATION PLAN

Section 1. REGISTERED NURSES SALARY SCHEDULE

A. The Board of School Trustees hereby adopts the following wage schedule for those classified professional employees licensed as Registered Nurses to be effective January 1, 2009. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

Step	Experience* as Registered Nurse	Salary (Elementary Schools)	Salary (Middle School)	Salary (High School)
1	Less than 1 year	30,207	30,209	33,370
2	1 year to 3 years	30,991	30,990	34,236
3	3 years to 5 years	31,872	31,873	35,209
4	5 years to 7 years	32,498	32,497	35,899
5	7 years or more	32,772	32,770	36,204

*Step placement will be determined on verified past experience. In no case will any new employee be placed higher than Step 4. Experience with Elkhart Community Schools will be updated annually, effective on January 1.

CAREER INCREMENT SCHEDULE

<u>Years Regularly Employed in Elkhart Community Schools</u>	<u>Annual Increment</u>
5 or more, but less than 10	\$270.00
10 or more, but less than 15	400.00
15 or more, but less than 20	670.00
20 or more	935.00

B. **SCHOOL NURSE CERTIFICATION INCENTIVE COMPENSATION**

Upon submission of proof that a Registered Nurse has been given School Nurse's Certification by the National Board for Certification of Nurses, he/she will be moved up one step on the wage scale.

C. **STIPEND**

1. The registered nurse who is assigned the responsibility of ordering and maintaining supplies will be paid a stipend of \$500. The Director of Student Services and the Executive Director of Personnel and Legal Services shall develop a committee with the Nurses to determine additional stipends for registered nurses in addition to the present stipend for ordering and maintaining supplies.

2. The registered nurse who is assigned the responsibility of Health Coordinator will be paid a stipend of \$2,500.00.

TRANSFER OF CREDITS

Elkhart Community Schools has the responsibility to insure that all students are properly academically placed. To fulfill this responsibility to students transferring into the Elkhart Community Schools, the following shall apply:

A. **Transfer of Credit Earned Prior to 9th Grade**

1. Algebra I or Integrated Math I & II Credit

In order to satisfy the Graduation Requirements adopted by the State Board of Education, students who have completed an Algebra I course, or other similarly approved course of study covering the Indiana Algebra I Standards, prior to Grade 9 will, upon entering an Elkhart high school, earn credit for either Algebra I or Integrated Math I & II (provided they have completed both courses) when the following conditions are met:

- a. A passing score has been earned on the Indiana ISTEP+: End of Course Assessment - Algebra I exam taken by the student, and
- b. The school where the credit was earned has certified that the course(s) was taught by a Highly Qualified Teacher.

Students who have previously taken Algebra I, or other similarly approved courses covering the Algebra I Standards, but who have not passed the exam upon completion of the course(s) will be enrolled in either Algebra I or Integrated Math I during their first year in an Elkhart high school.

2. Credits Other Than Algebra I or Integrated Math I & II

a. Physical Education

Beginning August 14, 2013, students taking a physical education course during the 8th grade shall receive high school credit provided the course is taught by a teacher with high school physical education certification and the curriculum meets the academic standards established by the State Board of Education/Indiana Department of Education for PE 1.

b. Other Subject Areas

Credits earned by a student in all other subject areas prior to 9th grade will be evaluated in a manner consistent with Section B of this policy.

3. In the event a student and the student's parent(s)/guardian(s) believe credit has been wrongfully denied, the determination of the school may be appealed to the ~~Curriculum and Instruction Director~~ **Assistant Superintendent for Instruction**/Designee.

B. Transfer of Credit Earned in High School

1. Definition of "Accredited" – A transferring school will be considered accredited if it is accredited by the Commission on General Education of the Indiana State Board of Education, or in the case of a transferring school outside Indiana, by the equivalent governmental agency in that jurisdiction.
2. Transfer from an accredited school – Credit earned from an accredited school will be considered as equivalent to credit earned in the Elkhart Community Schools. All course or course of study requirements of the Elkhart Community Schools must be met. Determination of the application of courses at the transferring school to course or course of study requirements at the Elkhart Community Schools shall be made by the building principal within twenty (20) days after receipt of adequate information from the transferring school. It is the responsibility of the parent or guardian to obtain all information necessary for proper academic evaluation and placement of the student.
3. Transfer from an unaccredited school – Credit earned from an unaccredited school will be evaluated on the basis of substantial equivalency to courses or course of study offered by the Elkhart Community Schools. It is the responsibility of the parent or guardian to obtain adequate information on which to base a decision concerning substantial equivalency from the transferring school. The determination of substantial equivalency shall be made by the building principal within twenty (20) days after receipt of this information. In determining substantial equivalency, the building principal shall consider
 - a. the degree of similarity between the subject matter and educational objectives of the course at the transferring school and the equivalent course at the Elkhart Community Schools,
 - b. the degree to which the similar educational objectives were achieved by the transferring student; and
 - c. standardized tests that assess the attainment of skills or the knowledge base expected of a student after completion of a course or course of study offered by the Elkhart Community Schools.
4. In lieu of the above procedure, at the option of the parents or guardian of a child seeking to enroll in grades kindergarten through eighth grade, the appropriate academic placement shall be determined by an evaluation of both the results of a standardized test that provides a grade level result and age appropriate placement.

GRADUATION REQUIREMENTS

Section 1. **High School Graduation**

In order to graduate from high school, a student shall

- A. complete the number and type of credits in grades 9-12, **except as otherwise provided in this policy**, required by the Indiana State Board of Education,
- B. attend at least seven (7) semesters in grades 9-12 and
- C. demonstrate proficiency of the academic standards established by the Indiana State Board of Education and Elkhart Community Schools through satisfactory completion of any one of the following three (3) procedures:
 - 1. The student achieves passing scores on Indiana’s ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments;
 - 2. The student who does not achieve passing scores on Indiana’s ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments may be eligible to graduate if the student does the following:
 - a. retakes the ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments in each subject area in which the student has not achieved a passing score at least one (1) time every school year after the school year in which the student first takes the ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments;
 - b. completes remediation opportunities provided to the student as outlined in Administrative Regulation IKF Section A(5)(2);
 - c. maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student’s attendance;
 - d. maintains at least a “C-” average in the courses comprising the credits specifically required by the Indiana State Board of Education; and
 - e. either
 - 1) obtain a written recommendation from a teacher of the student in each subject area of the ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments in which the student has not achieved a passing score. In order for a recommendation to be valid,
 - a) the principal must concur with the teacher recommendation, and
 - b) the recommendation must be supported by documentation, including the completion of Administrative Regulation

IFK-(1) or IKF-(2), indicating the student has attained the academic standards in the subject area based upon

- (1) tests other than the ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments;
or
- (2) classroom work; or

2) Complete

- a) the course and credit requirements for a general diploma, including the career academic sequence;
- b) a workforce readiness assessment; and
- c) at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.

3. Where a student is a child with a disability (as defined in IC 20-35-1-2), the student's case conference committee finds the following:

- a. The student's teacher of record, in consultation with a teacher of the student in each subject area of the ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments in which the student has not received a passing score, makes a written recommendation to the case conference committee. In order for a recommendation to be valid,
 - 1) the principal must concur with the teacher recommendation; and
 - 2) the recommendation must be supported by documentation, including the completion of Administrative Regulation IKF-(1) or IKF-(2), indicating that the student has attained the academic standards in the subject area based upon
 - a) tests other than the ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments; or
 - b) classroom work.
- b. The student meets all of the following requirements:
 - 1) retakes the ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments in each subject area in which the student has not achieved a passing score as often as required by the student's individualized education program;
 - 2) completes remediation opportunities provided to the student to the extent required by the student's individualized education program;
 - 3) maintains a school attendance rate of at least ninety-five percent (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance;

- 4) maintains at least a “C-” average in the courses comprising the credits specifically required for graduation by rule of the Indiana State Board of Education and Elkhart Community Schools.
- D. Otherwise, satisfy all state and local graduation requirements.

Section 2. Granting Diplomas

A. Transfers from Other Districts

Any student, who completes his/her final semester of attendance and has earned at least six credits from an Elkhart high school during this time, may be granted a diploma from an Elkhart high school. That student must also complete all requirements for graduation from high school in the state of Indiana as described in Section 1 of this policy. The Superintendent may waive the requirement that the student earn six credits from an Elkhart high school if that student has completed all requirements for graduation from high school in the state of Indiana as described in Section 1 of this policy.

B. Transfers within Elkhart Community Schools

Elkhart high schools will grant a diploma to any student who has been in attendance at Elkhart high schools for seven (7) semesters and has completed all other state and local requirements for graduation as described in Section 1 of this policy.

C. Course Completion

Elkhart high schools will grant a Course Completion to a student who satisfies the requirements established in Section 1(A) and (B) of this policy, but who does not meet the academic standards established by the State of Indiana through satisfactory completion of any one of the three (3) procedures established in Section 1(C) of this policy.

D. Certificate of Completion

Upon the recommendation of the student’s teacher of record, Elkhart high schools will grant a Certificate of Completion to a child with a disability (as defined in IC 20-35-1-2) who is not eligible to receive a diploma or a Course Completion, but who has completed the four (4) year educational program as established through the student’s IEP.

E. Credit for Courses Completed Before Students Enter Grade 9

Credit earned for high school equivalent courses taken before students enter grade 9 will be granted in a manner consistent with Indiana laws, the rules and regulations adopted by the Indiana State Board of Education, and the Elkhart Community Schools.

F. Credit for Courses Completed More Than One Time

1. A student may repeat a high school course in which credit has been earned. Credit for a course required for graduation will only be granted one time, and the highest grade earned will be used to calculate student's GPA.
2. The student's transcript will show the course each time it was completed and the grade assigned for each completion.
3. Some courses may be taken for multiple credits with all credits contributing to the GPA (e.g. band, choir, etc.).

Section 3. Early Graduation

For students fulfilling all graduation requirements as established in Section 1 of this policy in less than seven (7) semesters, a waiver may be requested. An application specifying the circumstances which make the waiver advisable will be submitted to the superintendent of schools for his review and approval.

References: ~~IC 32-5-16~~
511 IAC 5-3-2
511 IAC 6-7-6

~~February 28, 2012~~ **October 8, 2013**

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

School: NORTH SIDE MIDDLE SCHOOL

Class/Group: 8TH GRADE STUDENTS

Number of Students: TBD

Date/Time Departing: SUNDAY, JUNE 1ST AT 8:30 PM

Date/Time Returning: FRIDAY, JUNE 7TH AT 5:30 AM

Destination: GETTYSBURG, PA AND WASHINGTON,
D.C.

City State

Overnight facility: CROWNE PLAZA, McLEAN, VA (Hotel)

Mode of Transportation: CARDINAL CHARTER BUSSES

Reason for trip: A non-school sanctioned trip which allows students to see our nation's capitol and experience firsthand what they have studied over the course of the year.

Names of chaperones: Matt Hague-Director of the trip, Jeff Reiner, Ann Whistler, Laura Dernay

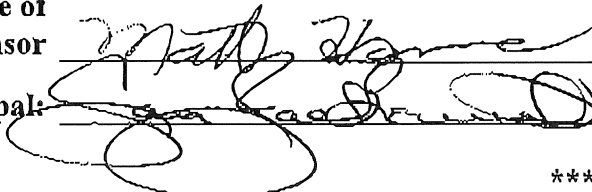
Cost per student: Estimated \$675.00

Method of payment: Student will pay the travel agency by either credit card or by money order.

Plans to defray costs for needy students: Students are encouraged to earn money by doings jobs around the house like mowing, racking leaves, shoveling snow, baby sitting, selling candy bars etc...

Are needy students made aware of plans? There is a parent informational meeting that gives information about the trip and how it is paid for.

Signature of Teacher/Sponsor



Signature of Principal:



Date: 10-4-13

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

Approval of Assistant Superintendent:



Date: 10/4/13

Approval by Board:

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

RECEIVED
ELKHART

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

OCT 01 2013

School:

West Side Middle School

COMMUNITY SCHOOLS,
ELKHART, IN; C & T

Class/Group:

7th + 8th graders

Number of Students:

40 or less (no less than 35)

Date/Time Departing:

June 2, 2014 9pm

Date/Time Returning:

June 6, 2014 6am

Destination:

Washington, D.C. District of Columbia
City State

Overnight facility:

Dulles Airport Hilton

Mode of transportation:

Chartered motor coach (Royal Excursion)

Reason for trip:

To learn about and explore our nation's capital. Students will gain a wealth of knowledge about our country's history by experiencing it.

Names of chaperones:

Lisa McKee, Mike McKee,
Brittany Choler, Grant Choler

Cost per student:

\$ 716.00

Describe Plans for Raising Funds or Funding Source:

Flag Scholarship, Candy & Sucker sales, Carnation sales, Selling Discount cards

Plans to defray costs for needy students:

Submit names for additional financial assistance from company.

Are needy students made aware of plans?

yes

Signature of Teacher/Sponsor:

Lisa McKee

Signature of Principal:

Justin Stuber

Date:

9/4/13

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

Approval of Assistant Superintendent:

Jelinda Hill

Date:

10/1/13

Approval by Board:

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

September 15, 1998

November 11, 2009

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Pierre Moran Middle School

Class/Group: 7-8

Number of Students: 30-50 Varies

Date/Time Departing: June 1, 2014 - 8:00 PM

Date/Time Returning: June 5, 2014 - 8:00 AM

Destination: Washington , DC
City State

Overnight facility: Hotel

Mode of Transportation: Charter Bus

Reason for trip: This trip is intended for 7th and 8th graders to explore our Nation's Capital.
Students will be able to experience first hand the curriculum that they have studied or will study in 8th grade U.S. History class.
We will take guided tours of the Capitol Building, Washington, DC memorials and monuments , and a Gettysburg battlefield tour


Names of chaperones: Tamara Tidey and other teacher volunteers


Cost per student: 530.00

Describe Plans for Raising Funds or Funding Source: Spirit week fundraising in school


Plans to defray costs for needy students: Not at this time, students are able to make payments

Are needy students made aware of plans? yes

Signature of Teacher/Sponsor: 

Signature of Principal:  **Date:** 10-3-13

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

Approval of Assistant Superintendent:  **Date:** 10/04/13

Approval by Board: _____

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: October 3, 2013
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. John Hill
 RE: **Conference Leave Requests**
October 8, 2013 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p>MICHIGAN AUTISM CONFERENCE</p> <p>This conference will provide information about language assessment, behavioral assessment, early identification of autism, and ABA. The information learned will be used to help assess and identify students with autism as well as implement appropriate interventions within the school environment.</p> <p>Kalamazoo, MI</p> <p>October 10 - 11, 2013 (2 day's absence)</p> <p style="text-align: center;">ROMA OSTERLOO - ESC (0-0)</p>	\$140.74	\$0.00
<p>2013 FALL CENERGISTIC NATIONAL TRAINING CONFERENCE</p> <p>This conference is a requirement per Elkhart Community Schools' contract with the Cenergistic Energy Program. They will be providing further training and education regarding the latest breakthroughs in energy conservation.</p> <p>Fort Worth, TX</p> <p>October 14 - 16, 2013 (3 day's absence)</p> <p style="text-align: center;">TED FOLAND - ESC (0-0)</p>	\$915.00	\$0.00
<p>PAX PARTNER TRAINING</p> <p>This workshop will provide the training necessary for Ms. Beehler to become a successful PAX Game PAX Partner. As a PAX partner, she will be responsible for supporting teachers in the implementation of PAX Good Behavior Game in the classroom. This program is a research-based behavioral support program which has been successfully piloted in other Elkhart County Schools. All expenses will be covered by the Horizon Education Alliance.</p> <p>Orlando, FL</p> <p>October 15 - 18, 2013 (3 day's absence)</p> <p style="text-align: center;">DEBRA BEEHLER - STUDENT SERVICES (0-0)</p> <p style="text-align: center;">MYRA CORS - STUDENT SERVICES (1-1)</p>	\$0.00	\$0.00
<p>MEDIA WRIGHT WORKSHOP - PHOTO SHOP 3</p> <p>This workshop will provide information regarding Photo Shop techniques for still photos and video. The information learned will be implemented in the curriculum for students and shared with staff members.</p> <p>Indianapolis, IN</p> <p>October 17, 2013 (1 day's absence)</p> <p style="text-align: center;">NICO VALENTIJN - CENTRAL (0-0)</p>	\$493.50	\$85.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p>MICROSOFT EXCEL 2007 BASICS AND BEYOND THE BASICS</p> <p>This workshop will provide information regarding the following topics: How to Use Excel's Formulas and Functions; How to Design and Organize the Best Possible Worksheets; How to Create Exciting Graphs and Charts; Making Editing Easy; and How to Create and Use Simple Macros. The information learned will be implemented in the accounting curriculum at Central.</p> <p>South Bend, IN</p> <p>October 17 - 18, 2013 (2 day's absence)</p> <p>PATTI PLETCHER - CENTRAL (0-0)</p>	\$128.00	\$85.00
<p>AGING IN A COMPASSIONATE COMMUNITY</p> <p>This conference will provide information related directly to long-term care and resident rights issues which is a part of the Health Occupation course curriculum.</p> <p>Notre Dame, IN</p> <p>October 23, 2013 (1 day's absence)</p> <p>CARRIE CLARK - EACC (0-0)</p>	\$45.23	\$85.00
<p>SHIFTS HAPPEN ... AND THEN WE INNOVATE!</p> <p>This conference will focus on helping teachers understand and apply the instructional shifts associated with the Career and College Ready Standards. There will be interactive workshops for both Mathematics and English Language Arts which will review how the shifts are seen in assessment items and how they influence instructional practices.</p> <p>Indianapolis, IN</p> <p>October 25, 2013 (1 day's absence)</p> <p>DEANNE ANADON - ADULT ED (1-2)</p> <p>JOANNE COGDELL - ADULT ED (1-1)</p> <p>BETH SUDERMAN - ADULT ED (0-0)</p> <p>DEB WEAVER - ADULT ED (2-5)</p>	\$1,488.97	\$0.00
<p>INDIANA STATE NUTRITION ASSOCIATION (ISNA) STATE CONFERENCE</p> <p>This conference will provide information regarding meal pattern training.</p> <p>Indianapolis, IN</p> <p>October 24 - 25, 2013 (2 day's absence)</p> <p>PAM MELCHER - ESC (0-0)</p> <p>NICOLE SCHEETZ - ESC (0-0)</p>	\$668.84	\$0.00
<p>KEY LEADER CONFERENCE</p> <p>As a sponsor of Key Club, Mr. Krabill will serve as chaperone for the Elkhart Central Key Club members.</p> <p>Westville, IN</p> <p>October 25 - 27, 2013 (1/2 day only)</p> <p>ANDREW KRABILL - CENTRAL (0-0)</p>	\$0.00	\$45.00
<p>NATIONAL EARLY COLLEGE CONFERENCE</p> <p>This workshop will provide the information needed to help administrators prepare to implement an "Early College" model at both Central and Memorial.</p> <p>Durham, NC</p>	\$2,387.12	\$0.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
October 28 - 31, 2013 (4 day's absence) FRANK SERGE - CENTRAL (0-0) MARK TOBOLSKI - MEMORIAL (1-2)		
EARLY CHILDHOOD EDUCATION NETWORK MEETING This meeting will provide the tools needed to effectively implement new rules for the CDA, a credential second year students will earn. Indianapolis, IN November 7, 2013 (1 day's absence) CARLA HENDERSON - EACC (1-2)	\$105.00	\$85.00
CENTER OF EXCELLENCE IN LEADERSHIP AND LEARNING (CELL) ANNUAL CONFERENCE This conference will provide various workshops and sessions which will support the implementation of the Early College Model. Indianapolis, IN November 12 - 13, 2013 (2 day's absence) DAVID BENAK - EACC (2-3)	\$692.75	\$0.00
MIDWEST MUSIC CLINIC FOR BAND AND ORCHESTRA DIRECTORS This clinic will provide the most current information regarding the best practices for teaching band and orchestra. Information learned will be used to help recharge the music program at Central High School and Pierre Moran Middle School. Chicago, IL December 19 -20, 2013 (2 day's absence) DANIEL BURTON - PIERRE MORAN/CENTRAL (0-0)	\$454.00	\$0.00
TOTAL	\$7,519.15	\$385.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$17,305.40	\$1,915.00
2014 YEAR-TO-DATE GENERAL FUNDS		
2013 YEAR-TO-DATE OTHER FUNDS	\$114,956.65	\$10,165.00
2013 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2014 YEAR-TO-DATE OTHER FUNDS		
2014 YEAR-TO-DATE ADJUSTMENTS		
GRAND TOTAL	\$132,262.05	\$12,080.00

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



Date: October 8, 2013
To: Dr. Robert Haworth
From: Mr. W. Douglas Thorne
Subject: Personnel Recommendations

Certified

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- b. **Resignation** – We report the resignation of the following employees:

Jassica Brown
Began: 9/9/98

Beck/Grade 4
Resign: 10/4/13

Julia Kern
Began: 8/23/04

Memorial/Science
Resign: 9/3/13

Joyce Wohead
Began: 8/15/11

West Side/Music
Resign: 10/4/13

- c. **Maternity Leave** – We recommend a maternity leave for the following employees:

Kerry Leader
Begin: 11/4/13

Memorial/Language Arts
End: 12/20/13

Angela Raval
Begin: 10/22/13

Central/ENL
End: 12/20/13

Classified

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

Paula Johnson
Began: 12/10/03

Transportation/Bus Driver
Resign: 9/27/13

Meghan Swihart
Began: 11/26/12

North Side/Paraprofessional
Resign: 10/9/13