

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

updated 9-10-13

Elkhart Community Schools
Elkhart, Indiana

September 10, 2013

CALENDAR

Sept	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sept	10	immediately following	Executive Session, J.C. Rice Educational Services Center
Sept	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sept	17	7:00 a.m.	Public Work Session, Woodland Elementary
Sept	24	7:00 p.m.	Regular Board Meeting, Mary Feeser Elementary
Oct	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. INVITATION TO SPEAK PROTOCOL
- D. GIFT ACCEPTANCE – The administration recommends the Board accept with appreciation donations made to Elkhart Community Schools.
- E. SPECIAL PRESENTATION
Bill Kovach, Director Elkhart Area Career Center
- F. MINUTES
August 27, 2013 – Public Work Session
August 27, 2013 – Regular Board Meeting
- G. TREASURER'S REPORT

Consideration of Claims

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

Public Hearing – A public hearing will be held on the 2014 Budget.

Public Hearing – A public hearing will be held on the 2014 Capital Projects Plan.

Public Hearing – A public hearing will be held on the 2014 School Bus Replacement Plan.

Construction Report

H. UNFINISHED BUSINESS

Board Policy BCA – The administration presents proposed revisions to Board Policy BCA, Board Organizational Meeting, as initially presented at the August 27th Board meeting.

Board Policy GBED – The administration presents proposed revisions to Board Policy GBED, Criminal History Screening, as initially presented at the August 27th Board meeting.

I. NEW BUSINESS

Board Policy GDBA-5 – The administration presents proposed revisions to Board Policy GDBA-5, Secretarial/Business Compensation Plan, for initial consideration.

Board Policy GDBA-5a – The administration presents proposed revisions to Board Policy GDBA-5a, Executive Assistant Compensation Plan, for initial consideration.

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

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

Grant Application – The administration seeks Board approval for submission of a grant to the Indiana Youth Institute.

Grant Application – The administration seeks Board approval for submission of a mini-grant to The Music Is Revolution.

Grant Application – The administration seeks Board approval for submission of a Federal special education technical assistant grant to the Indiana Department of Education.

Grant Application – The administration seeks Board confirmation for submission of a Federal Special Education Part B Grant to the Indiana Department of Education.

Career Center Agreements - The administration recommends Board approval of Career Center agreements with its feeder schools.

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

Delegate Appointment

From Board

Bristol Public Library Board Appointment

L. ADJOURNMENT



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BRISTOL ELEMENTARY SCHOOL
Elkhart Community Schools
705 Indiana Avenue, Bristol, IN 46507-9458
(574) 848-7421 / 7422 fax
www.elkhart.k12.in.us

DATE: 8/26/13

TO: Dr. Rob Haworth
Board of School Trustees

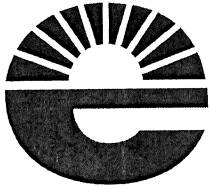
FROM: Virginia Hanson
Melissa Jennette

RE: Donation Approval

Jumbo book bags were donated by an anonymous donor on Donors Choose. They are valued at \$103.87. They will be used to send home Guided Reading Books with my first grade students. These bags will go home daily with a different book in them for the children to read to their parents.

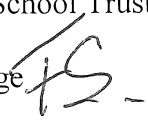
I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Donor Choose
213 W. 35th St.
2nd Floor
New York, NY 10001



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ELKHART CENTRAL HIGH SCHOOL
Elkhart Community Schools
One Blazer Boulevard, Elkhart, IN 46516-4565
(574) 295-4700 / 4712 fax
www.elkhart.k12.in.us

DATE: September 4, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Frank Serge 
RE: Donation Approval

We are requesting approval to accept a donation from the Target Take Charge of Education Fund in the amount of \$1,032.53. This money will be placed in our school activity fund to assist 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:

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

**ELKHART CENTRAL H. S. ATHLETIC DEPARTMENT
BRIAN BUCKLEY, ATHLETIC DIRECTOR
#1 BLAZER BLVD. * ELKHART IN 46516
574-295-4720 * Fax 574-295-4726**

DATE: August 29, 2013

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart Central High School athletic department from Heart City Toyota. This donation will assist in strengthening the growth of our athletic programs at Elkhart Central.

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:

Heart City Toyota
711 N. Nappanee St.
Elkhart, IN 46514

Sincerely,

Brian Buckley

Heart City Donation - \$500.00

DATE: September 3, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Eastwood Elementary School
RE: Donation Approval

A \$150 donation was made to Eastwood from NIVA (Northern Indiana Volleyball Association) in appreciation for use of our facilities (gym) for volleyball practices and competitions. The money will be used to replace our indoor volleyball net.

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:

Adria Anderson and Jacquie Rost
Co-Directors of NIVA
10100 Billet Ct
Granger, IN 46530

Thank you for your consideration,



Kevin Beveridge
Principal
Eastwood Elementary School



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OSOLO ELEMENTARY SCHOOL
Elkhart Community Schools
24975 County Road 6 East, Elkhart, IN 46514-9696
(574) 262-5590 / 5799 fax
www.elkhart.k12.in.us

DATE: August 27, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Jean Creasbaum, Principal, Osolo School *JSC*
RE: Donation Approval

Osolo Township Trustee, Ben Russo, has given Osolo Elementary School a check for \$500 to be used to purchase school supplies for those students in need of assistance.

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:

Ben Russo, Osolo Township Trustee
25600 C.R, 4
Elkhart, Indiana, 46514

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
August 27, 2013

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

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

Roll Call

President Jeri Stahr called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to Order/Pledge

Ms. Stahr discussed the invitation to speak protocol.

Protocol

By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): a check for \$200.00 from Mr. and Mrs. Andrew Wesdorp to Beardsley Elementary for the school nurse to purchase emergency supplies; a check for \$633.00 from Rick and Barb Nelson, Animal Aid Clinic-South to Mary Beck Elementary school to purchase new football jerseys; a check for \$500.00 from NIVA to the Central High School (CHS) Athletic program; a check for \$300.00 from Lisa Yoder State Farm to the CHS Athletic program; \$1,000.00 from Indiana Farm Bureau Insurance to the CHS Athletic program; \$2,855.00 from an anonymous donor to the CHS football program; and \$8,365.50 from Bob and Amy Martin to the CHS football program to purchase new uniforms.

Gift Acceptance

By unanimous action, the Board approved the following minutes:
August 13, 2013 – Public Work Session
August 13, 2013 – Regular Board Meeting
August 20, 2013 – Public Work Session

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$3,587,286.56 as shown on the August 27, 2013, claims listing. (Codified File 1314-13)

Payment of Claims

The Board was formally presented with the proposed 2014 Budget and proposed plans for Capital Projects and Bus Replacement Funds for initial Board review. Douglas Hasler, executive director of support services, reported the total budget amounts to \$ 126,545,959 which is approximately \$2.4 million less than 2013. The General Fund budget is supported mainly through state funds, while the Debt Service Funds, Capital Projects, and the Transportation and Bus Replacement Funds have no state support and rely on local property tax revenues which are

2014 Budget, Capital Project Fund and Bus Replacement

uncertain due to the circuit breaker tax credits. Mr. Hasler indicated the 2013 advertised tax rate actually ended up at a lower tax rate. He reviewed the decrease in assessment over the past years. Mr. Hasler indicated 90% of the general fund is made up of employee compensation and benefits. Doug Thorne, executive director of personnel and legal services, reported how ECS is striving to maintain appropriate staffing ratios while meeting the educational needs of students and operating within the budget constraints. Student enrollments are being tracked twice a week and any necessary changes are being made. Mr. Thorne indicated six new sections were added at the elementary level last week, which only required the addition of two new teachers, the remaining sections were internal transfers. Mr. Hasler reviewed the budget forms with the Board and noted this budget is the advertised budget which reflects the maximum amounts. He also reviewed the resolutions which will be approved at a future Board meeting. In reviewing the Capital Projects Plan, which lists the needs of each building, Mr. Hasler noted there will be changes made to Central High School's form reflecting the needs of the pool which have been discovered recently. In reviewing the Bus Replacement Plan, Mr. Hasler indicated the replacement cycle is a 12-year plan, but ECS will be scaling back replacements. Again, this year's revenue shortfalls for the general fund will continue due to the state's reduced funding; and the significant circuit breaker tax credit loss will affect the property tax supported funds. In response to Board inquiry, Mr. Hasler indicated schools were exempt to submit the budget to the County Council for review but ECS did last year and will submit again this year.

By unanimous action, the Board authorized the administration to advertise the 2014 Budget, Capital Projects, and Bus Replacement Fund Plans as presented.

Permission to Advertise

By unanimous action, the Board approved the Elkhart Community Schools Action Plan as presented at the August 13th Board meeting. Dr. Haworth highlighted areas of this five year plan; ECS believes strong communities depend on well-educated citizens and strong companies depend on well-educated workers. Elkhart cannot prosper without both. Elkhart Community Schools has established the following education goals for each of four age categories, from birth to college/post-secondary education: birth to kindergarten, students will be ready to learn when entering kindergarten; kindergarten to 6th grade, students will be proficient in reading and math; 7th grade through high school, students will be engaged in a bold approach to student achievement. This approach is based on the principle academic rigor, combined with the opportunity to save time and money, is a powerful motivator for students to work hard and meet serious educational challenges. Our approach will bring early college high schools to ECS. It is a blend of high school and college in a rigorous yet supportive program, compressing the time it takes to complete a high school diploma while receiving an associate's degree; and college/post-secondary, students will be ready to earn with their post high school degree or pursue

Action Plan

a four year college degree or other career-ready credential. In response to

Board inquiry, Dr. Haworth indicated to fund this action plan; grants will need to be sought and partnerships will need to be formed. (Codified File 1314-14)

The Board heard proposed revisions to Administrative Regulation JC, School District Boundaries, as presented at the August 13th Board meeting. Board members offered no other comments or concerns.

Administrative
Regulation JC

The Board heard proposed revisions to Board Policy BCA, Board Organizational meeting, for initial consideration. Doug Thorne, executive director of personnel and legal services, indicated the change is necessary to bring the policy in line with Board elections.

Board Policy BCA

The Board heard proposed revisions to Board Policy GBED, Criminal History Screening, for initial consideration. Mr. Thorne reported the revisions are necessary to bring the policy up to date and incorporate reporting. In response to Board inquiry, Mr. Thorne indicated all volunteers working with children and student teachers must complete a background check. Colleges typically complete their own background checks on student teachers but those checks must match the level of the ECS background check.

Board Policy
GBED

By unanimous action, the Board accepted a reading camp grant on behalf of Bristol Elementary School from the United Way in the amount of \$2,000.00.

Grant
Acceptance

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 27, 2013 listing. (Codified File 1314-15)

Conference
Leave Report

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

Personnel
Report

Letter agreement for Elkhart Community Schools Pension Bonding regarding VEBA account balances

Letter
Agreement

Employment of the following ten (10) certified staff for the 2013-2014 school year:

Certified
Employment

Kerri Charlwood - language arts at Pierre Moran
Julie Clarke - third grade at Bristol
Bradley Cogdell - science at West Side,
Melissa Morey - fifth grade at Roosevelt
Joseph Rallo - social studies at North Side
Kristine Ray - fourth grade at Bristol
Amber Revoir - math at Tipton
Mary Ann Slavik - ENL at St. Vincent
Nicole Vesta - special education at Memorial
Elizabeth Wilson - special education at Daly

Resignation of the following two (2) certified staff members effective on dates indicated:	Certified Resignation
<ul style="list-style-type: none"> Mike Olian - fifth grade at Roosevelt, 8/7/13 Brandon Tugmon - social studies at North Side, 8/11/13 	
Separation agreement related to leave and availability of severance benefits for an employee.	Separation Agreement
Regular employment for the following three (3) classified employees who have successfully completed their probationary periods on dates indicated:	Classified Employment
<ul style="list-style-type: none"> Noemi Alvarez - secretary at Pinewood, 8/12/13 Sunshine Lloyd - paraprofessional at the Career Center, 8/20/13 Charrell Stevens - secretary at Daly, 8/19/13 	
Resignation of the following eleven (11) classified employees effective on dates indicated:	Classified Resignation
<ul style="list-style-type: none"> Susanna Alvarado - paraprofessional at Osolo, 8/14/13 Tiffany Christensen - paraprofessional at Hawthorne, 8/4/13 Bradley Cogdell - paraprofessional at West Side, 8/12/13 Gearlene Griffin - food service at Beck, 8/14/13 Adam Menchinger - paraprofessional at Beardsley, 8/14/13 Vilma Padilla - paraprofessional at Pierre Moran, 8/23/13 Tiffany Phillips - paraprofessional at the Career Center, 8/13/13 Mitchell Smith - custodian at North Side, 10/24/13 Rebecca Rea - food service at West Side, 8/19/13 Kathleen Shetterly - paraprofessional at Hawthorne, 8/8/13 Karen Young - paraprofessional at Beardsley, 8/14/13 	
Regretfully, the death of Timothy Miller, paraprofessional at Central, on 8/11/13, with 1 ½ years of service.	Classified Death
Superintendent Haworth reported the Board’s public work session on Tuesday, September 17, 2013 will be held at 7:00 a.m. at Woodland Elementary School, not the J. C. Rice Educational Services Center. Also he and ETA President Alex Holtz will be holding meetings in buildings with teachers to discuss contract and financial issues.	From the Superintendent
The meeting adjourned at approximately 8:30 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

August 27, 2013

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

Board Members
Present:

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

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

ECS Personnel Present:

Doug Hasler
Rob Haworth
John Hill

Doug Thorne
Bob Woods

Board members received a report from Kim Boynton, PACE program coordinator, on early childhood education. The Board discussed the possibility of middle school classes for high school credit; swimming pool usage at the high schools; the 2014 budget; and current staffing numbers. Dr. Haworth informed the Board the Indiana Department of Education has announced they will release ISTEP+ student reports to schools and parents on September 9th.

The meeting adjourned at approximately 6:58 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

ELKHART COMMUNITY SCHOOLS

DATE: 08/30/13

TO: MR. DOUGLAS A. HASLER

FROM: DIANA STAMPER

RE: LOANS - ONE FUND TO ANOTHER

THE FOLLOWING LOAN WAS MADE ON 08/30/13:

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

Proposed Revised Board Policy

(as presented during the August 27, 2013 BST meeting)

BOARD ORGANIZATIONAL MEETING

Section 1. Organization

The Board of School Trustees of the Elkhart Community Schools shall organize by electing a president, a vice-president, and a secretary, each of whom shall be a different member, within the first fifteen (15) days following the commencement date of the member' terms of office, which shall be ~~July~~ **January** 1 of each year.

Section 2. Treasurer

The Board of School Trustees shall also at such time appoint a treasurer of the Board and of the Elkhart Community Schools, who is not a member of the Board and who is a person other than the superintendent of schools. The Board may approve, upon request of the treasurer and upon recommendation of the Superintendent, the appointment of a deputy treasurer who is not a member of the Board, who shall also be a person other than the superintendent of schools, and who shall have the same powers and duties as the treasurer, or such lesser duties as the Board by regulation or resolution shall provide.

Proposed Revised Board Policy*(as presented during the August 27, 2013 BST meeting)***CRIMINAL HISTORY SCREENING****A. PERSONS SUBJECT TO THIS POLICY****This policy applies to All individuals who:**

1. apply for ~~a~~—employment with: **(a)** the Elkhart Community Schools; or **(b)**—~~employment with an entity with which the school corporation contracts for services;~~
or
2. ~~seek to~~ **have entered** into a contract to provide services to the school corporation; **or**
3. **are employed by an entity which has entered into a contract to provide services to the school corporation.**

if the individuals are likely to have direct, ongoing contact with children within the scope of the individuals' employment ~~shall be subject to this policy.~~

B. REQUIREMENTS OF APPLICANTS

At the time an individual makes application for employment with the Elkhart Community Schools, or enters into a contract to provide services to the school corporation, he or she shall be required to:

1. give written consent for the Personnel Department to obtain a criminal history information search; and
2. complete and sign a written criminal history questionnaire.
3. ~~Applicants who are offered and accept employment with Elkhart Community Schools shall pay a fee of \$10.00 to offset the cost of such search.~~

Elkhart Community Schools will conduct an expanded criminal history check concerning all applicants for non-certificated employment or certificated employment not later than three (3) months after the applicant's employment by Elkhart Community Schools. All applicants are responsible for the entire cost associated with obtaining their expanded criminal history.

The failure to answer honestly questions contained in the criminal history questionnaire shall be grounds for immediate termination of the individual's employment.

C. CRIMINAL CONVICTIONS WHICH CONSTITUTE GROUNDS NOT TO EMPLOY OR CONTRACT AN INDIVIDUAL

If an applicant for employment or an individual contracting to provide services to the school corporation, has been convicted of any of the following listed offenses, he or she shall not be employed by the Elkhart Community Schools. **Further, no entity which contracts to**

provide services to Elkhart Community Schools shall employ any individual in a position likely to have direct, ongoing contact with children within the scope of the individual's employment if the individual has been convicted on any of the following listed offenses.

1. Murder (IC 35-42-1-1);
2. Causing suicide (IC 35-42-1-2);
3. Assisting suicide (IC 35-42-1-2.5);
4. Voluntary manslaughter (IC 35-42-1-3);
5. Reckless homicide (IC 35-42-1-5);
6. Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later;
7. Aggravated battery (IC 35-42-2-1.5);
8. Kidnapping (IC 35-42-3-2);
9. Criminal confinement (IC 35-42-3-3);
10. A sex offense under IC 35-42-4;
11. Carjacking (IC 35-42-5-2);
12. Arson (IC 35-43-1-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later;
13. Incest (IC 35-46-1-3);
14. Neglect of a dependent **as a Class B felony** (IC 35-46-1-4**(b)(2)**~~(a)(1)~~ and IC 35-46-1-4~~(a)(2)~~) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later;
15. Child selling (IC 35-46-1-4**(b)**);
16. Contributing to the delinquency of a minor (IC 35-46-1-8) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later;
17. An offense involving a weapon under IC 35-47 **or IC 35-47.5** unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later;
18. An offense relating to controlled substances under IC 35-48-4 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment or parole, whichever is later;
19. An offense relating to material or performance ~~that~~ **which** is harmful to minors or obscene under IC 35-49-3 unless ten (10) years have elapsed from the date the

individual was discharged from probation, imprisonment, or parole, whichever is later-;

20. An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5 unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later-; **or**
21. An offense that is equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

D. DUTY TO REPORT CRIMINAL CONVICTIONS DURING EMPLOYMENT

An individual employed by Elkhart Community Schools, or an entity described in Section A of this policy, shall immediately notify the Board of Trustees of Elkhart Community Schools, if during the course of individual's employment, the individual is convicted in Indiana or another jurisdiction of an offense described in Section C of this policy.

December 12, 2006 **September 10, 2013**

SECRETARIAL/BUSINESS COMPENSATION PLAN

Section 1. SECRETARIAL/BUSINESS WAGE SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for secretaries commencing on January 1, 2009. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6
1	0 – 63 days	10.85	11.03	11.25	11.44	11.72	12.03	12.32	12.77	13.20
2	64 days – 1 year	11.11	11.35	11.60	11.87	12.28	12.69	13.10	13.52	13.95
3	1 year plus	11.44	11.73	12.03	12.32	12.74	13.16	13.47	13.90	14.38
4	2 years plus	11.87	12.28	12.69	13.10	13.46	13.81	14.18	14.60	15.05
5	3 years plus	12.32	12.72	13.10	13.47	13.95	14.47	14.94	15.38	15.82
6	4 years plus	13.10	13.46	13.81	14.18	14.64	15.16	15.65	16.09	16.52
7	5 years plus	13.47	13.95	14.47	14.94	15.52	16.11	16.67	17.10	17.54

*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

A. Classifications

IV. Secretarial		Business	
Personnel (Certified) Personnel (Classified) Director of Student Services Director of Career & Technical Ed. High School Principal <u>Instruction & Learning</u>		Certified Payroll Classified Payroll Director of Business Operations Insurance Director of Transportation Mail Room/Duplicating <i>**(effective January 1, 2013)</i>	
III. Secretarial		Business	
C & I Secretary (<i>2 positions</i>) EACC Director of Community Ed EACC Asst. Dir. of Career & Technical Education <u>Principal</u> EACC Central Office/Guidance/Accounting EACC – WVPE Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals LIFE Program Building Services-Clerical Assistant Student Services Secretary (<i>5 positions</i>) <i>** effective September 18, 2011</i> Secretary/Personnel <u>Sr. Director of Student Accounting/Program Evaluation Data & Communications</u> Switch Board/Personnel Assistant Library Services (CO) <u>*Title I/Compensatory Federal Programs</u>		Business Office/Purchasing Cafeteria/ Book Rental/Extra-Curricular Payroll Assistant Computer Operator/Bus Garage Building Services-Textbook Coordinator Director of Food Services	
II. Secretarial		Business	
Central Calling Evening High School <u>Board of School Trustees Assistant</u> Adult & Community Ed. Data Entry Office Assistants High School Assistant Principal High School Media Center Middle School Assistant EACC Supervisor of Career & Technical Education		EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS)	
I. Secretarial		Business	

*Subject to reclassification if this position becomes funded from the General Fund.

March 12, 2013 **September 10, 2013**

EXECUTIVE ASSISTANT COMPENSATION PLAN

Section 1 EXECUTIVE ASSISTANT SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for Executive Assistant positions, effective January 1, 2009. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

Annual Base Salary Amount

Each year the Superintendent and/or his/her designee(s), and the Executive Assistants on this schedule shall meet and determine a recommendation to the Board regarding the annual base salary and policy changes affecting these staff members. The year shall be January 1 to December 31.

Salary Factor Range and Review

- A. Each Executive Assistant shall be assigned a salary factor range which shall serve as a range for salaries applicable to that given position. This salary factor range is intended to reflect the actual degree of responsibility in a particular assignment, as well as the expected minimal amount of time required to perform the responsibilities. Such salary factor range takes into account both qualitative and quantitative aspects of a particular assignment.

<u>Salary Factor Range*</u>	<u>Assignment</u>
.92 – 1.04	Executive Assistant to Superintendent of Schools/ Board of School Trustees
.91 – 1.03	Executive Assistant/Comptroller
.80 - .92	Executive Assistant to Assistant Superintendent for Business Affairs/Executive Director of Support Services
.80 - .92	Executive Assistant to Assistant Superintendent of Instruction and the Executive Director of Personnel and Legal Services/ <u>Board of School Trustees</u>
.80 - .92	Executive Assistant/Personnel

Apply factor to base amount of \$51,635

Upon an individual's assignment as an Executive Assistant, the Executive Director of Personnel and Legal Services, with input from the Superintendent and the staff member's immediate supervisor, shall:

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	28,193 <u>30,207</u>	30,209	33,370
2	1 year to 3 years	28,925 <u>30,991</u>	30,990	34,236
3	3 years to 5 years	29,747 <u>31,872</u>	31,873	35,209
4	5 years to 7 years	30,334 <u>32,498</u>	32,497	35,899
5	7 years or more	30,587 <u>32,772</u>	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

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 ~~Employee and Student Relations~~ **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.

~~December 9, 2008~~ **September 10, 2013**

LICENSED PRACTICAL NURSES' COMPENSATION PLAN

Section 1. LICENSED PRACTICAL NURSE ASSISTANTS' SALARY SCHEDULE

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

Step	Experience* as Licensed Practical Nurse	Salary High School Nurse Assistant (LPN)
1	Less than 1 year	18,125
2	1 year to 3 years	18,593
3	3 years to 5 years	19,124
4	5 years to 7 years	19,498
5	7 years or more	19,662

*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

Section 2. FRINGE BENEFITS

A. Income Protection and Annuities

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

B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Effective January 1, 2008, the Board will pay \$5,000 (for single, full-time coverage), \$3,986 (single, half-time), \$10,000 (for family, full-time coverage), \$7,931 (family, half-time), or \$10,232 (family, both employed) of the premium cost of such group plan. The employee may select one or the other plan provided by the Board. The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

C. Severance Benefits

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

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

2. Retirement, Death, or Disability – The benefits listed below are in addition to those in Section 2-C.

- a. For purposes of this benefit, “retirement” shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying one hundred percent (100%) of the premiums in advance at the business office.
- d. When retiring, a Licensed Practical Nurse who has ten (10) years of service and is at least fifty-five (55) years of age may select one of the following benefits based upon the employee's daily rate at the time of retirement:
 - 1) One day's pay for each full year employed by the Elkhart Community Schools.
 - 2) At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Licensed Practical Nurses employee booklet.

D. Change in Classification

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

Section 3. ABSENCES

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his or her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Section 4. PERSONAL ILLNESS/FAMILY ILLNESS ABSENCES AND LEAVES

A. Personal Illness/Family Illness Absence

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

Any unused hours will accumulate as illness absence to a total of the number of hours equal to one hundred twenty (120) workdays. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

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

B. Family Illness

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

C. Job-Related Injury

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

Section 5. BEREAVEMENT

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

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

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

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

Section 6. MILITARY LEAVE

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

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Section 7. HEALTH LEAVE

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

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

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

Health Leave – Administrative Regulation

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

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

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

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

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

Section 8. PERSONAL LEAVE

Licensed Practical Nurses are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

Unused personal leave will accumulate for retirement.

Personal Leave – Procedure

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

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

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

Section 9. JURY AND WITNESS DUTY PAY

A. Jury Duty

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

B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days with pay, with substitute deduction where applicable, or without pay. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any employee relations related litigation involving the employer or any other school employer, unless the employer subpoenas the employee to testify.

Section 10. PARENTAL LEAVE

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

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

Section 11. ADOPTIVE LEAVE

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

Section 12. HOLIDAYS

Licensed Practical Nurses shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King, Jr. Day
Presidents Day and Friday preceding (2 days)
Memorial Day
Labor Day
Thanksgiving Day and Friday following (2 days)

Section 13. PAYMENT OF STATE LICENSING FEES

The Elkhart Community Schools will reimburse each Licensed Practical Nurse for the biennial licensing fee paid to the State of Indiana by the nurse.

December 9, 2008



inspiring. excellence.

STUDENT SERVICES

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

DATE: 9-04-13

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Mary Jo Sartorius

RE: Grant Application

Stacey L. Van Eck, School Psychologist, is seeking permission to apply for a grant through the Indiana Youth Institute to enable her to attend the Michigan Autism Conference in October of this year. The amount she is requesting \$248.70.

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



inspiring. excellence.

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 5, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Richard Mendez, Principal
RE: Grant Application

Please accept this letter as a formal request to apply for The Music Is Revolution Mini-Grant. This grant is designed for public music teachers to implement, support, and/or improve the quality of music education in the classrooms. Mini-grants up to \$500.00 are available to teachers for music education activities of all types. If selected to receive the grant, the money will be used to purchase additional drums for our World Drumming program at Mary Beck. The application deadline is October 15, 2013.

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



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STUDENT SERVICES

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

DATE: September 3, 2013

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Mary Jo Sartorius

RE: Grant Application

Federal special education funding comes through the Indiana Department of Education to local planning districts via a grant application process.

Technical Assistance Grant \$ 71,786

- This is a onetime allocation provided to local districts to balance out negative impact of the sequester. These funds will be utilized to provide training and professional development to buildings implementing PBIS, as well as materials and supplies we could not otherwise purchase.

I am requesting approval for submission of the Technical Assistance Grant, due September 19th.



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STUDENT SERVICES

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

DATE: September 3, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Mary Jo Sartorius
RE: Grant Application

Federal special education funding comes through the Indiana Department of Education to local planning districts via a grant application process.

The following Federal grants, due August 31st, were submitted August 29th:

Part B 619 (Ages 3-5) \$ 113,518

- Part B 619 funds must support our preschool special education services. Specifically, we utilize monies from this grant to pay salaries and benefits for three paraprofessionals and a part-time secretary located at PACE, and a part-time Speech Language Pathologist for the private schools.

Part B 611 (Ages 3-21) \$ 3,140,957

- Part B 611 funds pay the salaries and benefits for 27.5 certified, and 47 classified, staff.

I am requesting confirmation from the Board of School Trustees for the submission of the Part B 619 and 611 grants.



Elkhart Area Career Center • 2424 California Road • Elkhart, Indiana 46514 • 574/262-5650 • Fax 574/262-5801

A division of Elkhart Community Schools

Memorandum

TO: Dr. Haworth

FROM: Bill Kovach

DATE: September 3, 2013

RE: Signed Agreements from Sending Schools

The enclosed agreements have been signed by our sending schools' superintendents and their Board members. Please include the signed agreements in the Board's packet for review and approval at the next Board meeting.

Agreements for the following sending schools are included in this packet:

Baugo Community Schools
Bremen Public Schools
Concord Community Schools
Edwardsburg Public Schools
Goshen Community Schools
Middlebury Community Schools
Penn-Harris-Madison Schools
School City of Mishawaka
Wa-Nee Community Schools
Westview School Corporation

Thank you.

Is

Elkhart Area Career Center Agreement

THIS AGREEMENT made and entered into this 1st day of August, 2013, by and between the Elkhart Community Schools, Elkhart County, Indiana, and «School».

WHEREAS, Elkhart Community Schools has constructed a building to provide occupational training for those individuals residing within the school corporation/districts who are desirous and in need of such training, said Center being known as the Elkhart Area Career Center and

WHEREAS, «School» is desirous as a school corporation/district to participate in their students attending said Career Center,

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, the parties mutually agree as follows:

ARTICLE I. STUDENTS AUTHORIZED TO ATTEND THE CAREER CENTER

Students from participating school corporations/districts may attend the Career Center on a full or partial day basis at the discretion of their own participating school corporation/district, and all credits toward graduation will be issued by the said home corporation/district.

Each student attending the Career Center shall be considered a student of the participating school corporation/district for the purposes of calculating the average daily attendance for the participating school corporation/district, including private, charter, and home schools.

ARTICLE II. ADMINISTRATIVE CONTROL

The Elkhart Area Career Center shall be under the administrative control of the Board of School Trustees, Elkhart Community Schools, Elkhart, Indiana, and said Board shall have authority and responsibility to determine all final decisions concerning the financing and the operation of the Center.

ARTICLE III. LOCAL ADVISORY COUNCIL FOR CAREER AND TECHNICAL EDUCATION (CTE)

A local Career and Technical Education (CTE) advisory council for career and technical education shall be approved by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana, representing broad interests in career and technical education, on an interest basis. The functions of this council shall be to provide recommendations for the operation of the Career Center and to bring these recommendations to the administration of the Career Center and the Board of School Trustees, Elkhart Community Schools. This advisory council, as nearly as possible, should represent the interests of all of the people within the area served by the Elkhart Area Career Center.

This advisory council will meet a minimum of two times each year, and the minutes of those meetings shall be emailed to all participating school corporations/districts and shall be available at the Elkhart Area Career Center at all times.

ARTICLE IV. TRANSPORTATION OF STUDENTS

Decisions regarding transportation of students to the Career Center shall be left to the discretion of the local Boards. No transportation of students to and from the Center will be provided by the Career Center.

ARTICLE V. BUDGET AND ACCOUNTING

The annual budget for the operation of the Career Center shall be prepared in accordance with the policies of the Indiana State Board of Accounts and the Superintendent of Public Instruction. Said budget will be developed on a total project basis and shall first be subject to the final approval by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana. Elkhart Community Schools shall maintain a separate Vocational Fund in the Fund Ledger and Ledger of Receipts, and shall observe all other accounting procedures required by the Indiana State Board of Accounts.

The Elkhart Community Schools, serving as the administering school, is entitled to recover costs incurred for administering the Elkhart Area Career Center program by multiplying their approved federal fund indirect cost rate times the Elkhart Area Career Center fiscal year current expenditures and prorating the costs in accordance with the provisions of ARTICLE IV, as a part of the total cost per pupil enrolled.

A copy of the projected budget shall be submitted to the participating school corporations/districts no later than February 1, for the following school year. At the end of the fiscal year, an expenditure of funds report will be submitted to each school corporation/district.

ARTICLE VI. COST TO PARTICIPATING SCHOOL CORPORATION/DISTRICT

The cost to a participating school corporation/district shall be determined in the following manner: Each participating school corporation/district will pay the net per capita cost for each of its students enrolled in the Career Center program. Said net per capita cost shall be determined on the basis of the following formula:

$$\begin{array}{l} \text{Total operating cost of program} \\ \text{Less state and federal reimbursement} \\ \hline = \text{Net cost per student enrollment in the Career Center} \end{array}$$

Utilizing this formula, the participating school corporation/district shall be billed on a monthly basis on the estimated cost per student. The final billing shall be resolved after the reimbursement is made in July and will be based on the actual net cost per capita for the students enrolled.

Any specific fees, such as book rental or student supplies shall be the responsibility of the student.

ARTICLE VII. STUDENTS TO BE ENROLLED

The following enrollment procedures will be used:

The Guidance Department of the Career Center will provide each participating school corporation/district with a list of CTE programs to be offered during the new school year on or before January 10 of each year.

Applications for enrollment will be supplied to the participating school corporations/districts on or before February 20 and the enrollment process initiated.

On or before March 31, the participating school corporation/district shall have completed the enrollment forms and returned them to the Guidance Department of the Elkhart Area Career Center.

On or before April 5, the Career Center counseling staff shall tabulate the number of applications and initiate the normal balancing procedure working with cooperating school counselors to insure reasonable and cost effective class enrollment numbers. It is understood that some variation in enrollment will take place between this spring balancing and the ADM final count; however, cooperating school agrees to have done the major portion of their screening by May 10 and only minor adjustments should occur from this point to the official ADM day.

On or before the official ADM count day for the school year of this Agreement, the participating school corporation/district does herewith enter into as a part of this contract to provide for the financial costs incurred for those student enrollees whose placement shall be determined in accordance with the procedures herewith defined for the succeeding school year.

ARTICLE VIII. EMPLOYMENT OF PERSONNEL

All personnel employed at the Elkhart Area Career Center shall be the responsibility of the Elkhart Community Schools, in accordance with licensing procedures of the State of Indiana.

ARTICLE IX. PERIOD OF AGREEMENT

This agreement shall begin on the 1st day of August, and shall continue on a fiscal year, July 1 to June 30. A new contract will be written on or before August 1 of the fiscal year.

IN WITNESS WHEREOF the parties hereto have signed this Agreement and caused their seals to be affixed and attested on the day and year indicated.

ELKHART COMMUNITY SCHOOLS

«School»

By _____
President of the Board

By _____
President of the Board

Superintendent of Schools

Superintendent of Schools

Attested:

Secretary of the Board

Attested:

Secretary of the Board

Date: _____

Date: _____

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

RECEIVED
ELKHART

School: Osolo Elementary

Class/Group: 5th Grade

AUG 29 2013

COMMUNITY SCHOOLS;
ELKHART, IN; C & I

Number of Students: 60

Date/Time Departing: Mon. Sept 30th 9:00 am. 2013

Date/Time Returning: Tuesday Oct. 1 3:00 pm. 2013

Destination: Camp Eberhart Three Rivers Michigan
City State

Overnight facility: Lodges.

Mode of transportation: School Bus - PTO funded.

Reason for trip: Students participate in activities that develop leadership and communication skills, as well as meet Academic Standards in Social Studies, Science, and Language Arts in a unique environment.

Names of chaperones: Tim Miller, Peggy Błoczynski, Kelle Price and Parents

Cost per student: 68[#] - PTO contribution will lower student cost to 47[#]

Describe Plans for Raising Funds or Funding Source: Nelsons Chicken Fundraiser.

Plans to defray costs for needy students: Camp offers scholarships/PTO Scholarships

Are needy students made aware of plans? Yes, by phone and letter.

Signature of Teacher/Sponsor: Jim Miller

Signature of Principal: Jean S. Creas Date: 8-29-13

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


Approval of Assistant Superintendent: J. R. Hee Date: 8/30/13

Approval by Board: _____

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

November 11, 2009

**ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana**

DATE: September 6, 2013
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. John Hill 
 RE: **Conference Leave Requests
 September 10, 2013 - Board of School Trustees Meeting**

The following requests for excused absences are recommended for approval:

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p>ACCUPLACER - MY FOUNDATIONS LAB WORKSHOP</p> <p>This workshop will provide training on the use of ACCUPLACER Diagnostics which provides data for teacher-driven interventions as well as the use of ACCUPLACER/MyFoundationsLab which provides targeted and student specific interventions.</p> <p>Indianapolis, IN</p> <p>September 10, 2013 (1 day's absence)</p> <p style="text-align: center;">SARA FLAGG - CENTRAL (0-0)</p>	\$188.00	\$0.00
<p>THE ADDICTIVE FAMILY: LEGACY OF TRAUMA</p> <p>This training will assist professionals in the development of a trauma-informed perspective and provide tools which enable participants to practice trauma-informed care.</p> <p>South Bend, IN</p> <p>September 10, 2013 (1 day's absence)</p> <p style="text-align: center;">KAREN ERLACHER - TIPTON (0-0) DONNA GILDEA - TIPTON (0-0)</p>	\$160.00	\$0.00
<p>TITLE I ADMINISTRATORS MEETING</p> <p>This meeting will provide information pertinent to Title I regulations, requirements, forms, and documentation.</p> <p>Indianapolis, IN</p> <p>September 13, 2013 (1 day's absence)</p> <p style="text-align: center;">BETH WILLIAMS - ESC (2-4)</p>	\$169.50	\$0.00
<p>SEPUP CURRICULUM TRAINING</p> <p>This training will provide a clear overview of the middle school science curriculum including topics such as literacy integration, assessment strategies, notebook strategies, pacing guide suggestions, and classroom management strategies.</p> <p>Elkhart, IN</p> <p>September 19, 2013 (1 day's absence)</p> <p style="text-align: center;">BRAD COGDELL - WEST SIDE (0-0)</p>	\$50.00	\$85.00
<p>INDIANA UNIVERSITY GROUPS RECOMMENDERS WORKSHOP</p> <p>This workshop is essential to giving low-income and at-risk students the opportunity to attend Indiana University through the GROUPS Program. Recommenders are required to attend in order to be eligible to recommend students.</p>	\$768.37	\$0.00


<p>Bloomington, IN September 19 - 20, 2013 (2 day's absence) CAMILLE EVANS - MEMORIAL (0-0) BONNIE KAUFFMAN - CENTRAL (0-0)</p>		
<p>POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) INDIANA COACHES FORUM This conference will provide the most current information regarding classroom management, data-based decision making, culturally responsive practices, and tier 2 systems of support. This information will be used to help better sustain the PBIS programs in Elkhart schools. Indianapolis, IN September 20, 2013 (1 day's absence) MYRA CORS - STUDENTS SERVICES (0-0) MELISSA FISHER - STUDENT SERVICES (0-0) KIM VARGA - STUDENT SERVICES (0-0)</p>	\$396.33	\$0.00
<p>HIGH SCHOOL EQUIVALENCY ASSESSMENT TRAIN-THE-TRAINER This training is being conducted by the Department of Workforce Development. Ms. Anadon has been selected to be a Region 2 trainer and will be presenting information at the Region 2 training for teachers this fall. Indianapolis, IN September 26 - 27, 2013 (2 day's absence) DEANNE ANADON - ADULT ED (0-0)</p>	\$0.00	\$0.00
<p>INDIANA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION CONFERENCE This conference will help the EACC meet the curriculum standards required by the following programs: Technology Centers That Work (TCTW) and High Schools That Work (HSTW). Indianapolis, IN September 27 - 28, 2013 (1 day's absence) CARLA HENDERSON - EACC (0-0)</p>	\$40.00	\$85.00
<p>INDIANA SCHOOL SAFETY SPECIALIST ACADEMY This training is provided by the School Safety Specialist Academy and will count towards training required by the State for the School Safety Specialist Certification renewal. Indianapolis, IN September 30 - October 1, 2013 (2 day's absence) MARK TOBOLSKI - MEMORIAL (0-0) MATT WERBIANSKY - PIERRE MORAN (0-0)</p>	\$314.50	\$0.00
<p>AUTODESK INVENTOR INTRODUCTION TO SOLID MODELING This workshop will demonstrate the best practices for guiding students in usage approaches for parametric design philosophy through a hands-on, practice-intensive curriculum. This curriculum will allow students to acquire the knowledge needed to complete the process of designing models from conceptual sketching to solid modeling, assembly design, and drawing.</p>	\$2,595.75	\$425.00

Indianapolis, IN September 30 - October 4, 2013 (5 day's absence) JEFFREY LINDKE - EACC (0-0)		
ADULT NUMERACY INSTITUTE #4 This conference will provide a review of instruction techniques for linear equations, tables, and graphs. All information learned will be presented to others during staff meetings. Indianapolis, IN October 3, 2013 (1 day's absence) JOANNE COGDELL - ADULT ED (0-0)	\$320.79	\$0.00
JUNIOR AND SENIOR ACADEMIC COACHES CONFERENCE This conference will help improve the strategies used in preparing students for Academic Quiz Bowls at West Side. Indianapolis, IN October 3, 2013 (1 day's absence) LISA MCKEE - WEST SIDE (0-0)	\$70.00	\$85.00
SPRING HIGH ABILITY COORDINATORS MEETING This conference will provide the most up-to-date information regarding High Ability Education in the State of Indiana. Indianapolis, IN October 15, 2013 (1 day's absence) FAITH SCHULTZ - ESC (1-2)	\$344.50	\$0.00
NATIONAL ASSOCIATION FOR THE GIFTED CONFERENCE This conference hosts all the national and international experts in the field of gifted education. This is the one place where all new data, curriculum, materials, etc. can be reviewed. There are many opportunities to ask questions of experts and obtain first hand information from suppliers, researchers, and high ability coordinators. The information learned will be used to run workshops, schedule speakers, make decisions for the high ability programming, and make purchases for Elkhart students. Indianapolis, IN November 7 - 10, 2013 (2 day's absence) AMANDA BALK - BRISTOL (0-0) MEGAN FITZ - PINWOOD (0-0) PHYLLIS HERCZEG - PINWOOD (0-0) JACQUELINE HILLIARD - CLEVELAND (0-0) TIM MYERS - CLEVELAND (0-0) DODIE NORRIS - CLEVELAND (0-0) BRYAN NOWAKOWSKI - CLEVELAND (0-0) FAITH SCHULTZ - ESC (0-0) MELINDA SHAW - PINWOOD (0-0) DOREEN SHELTON - PINWOOD (0-0)	\$20,427.50	\$1,700.00

MARTHA STRICKLER - CLEVELAND (0-0) JILL SZYARTO - PINWOOD (0-0) HAROLD WALT - EASTWOOD (0-0) RITA WALT - BRISTOL (0-0)		
INTERNATIONAL BULLYING PREVENTION ASSOCIATION This conference will provide networking opportunities and current information and resources to continue the Olweus Bullying Prevention efforts in Elkhart Community Schools. This is branded with the Positive Behavior Intervention and Supports (PBIS) initiative. Nashville, TN November 8 - 13, 2013 (4 day's absence) MARY YODER HOLSOPPLE - ESC (0-0)	\$0.00	\$0.00
TOTAL	\$25,845.24	\$2,380.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$12,970.04	\$1,275.00
2013 YEAR-TO-DATE OTHER FUNDS	\$106,236.70	\$8,635.00
GRAND TOTAL	\$119,206.74	\$9,910.00

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

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

ADDENDUM

The following requests for excused absences are recommended for approval:

2013-2014 CONFERENCES	Expenses	Substitutes
CENTER OF EXCELLENCE IN LEADERSHIP AND LEARNING (CELL): EARLY COLLEGE NETWORK MEETING This meeting will provide additional information regarding effective practices for the implementation of the Early College Program. Indianapolis, IN September 25, 2013 (1 day's absence) TINA DAVIDHIZAR - MEMORIAL (1-0) GAIL DRAPER - CENTRAL (0-0) HEATHER FELLOWS - MEMORIAL (2-0) ERIN HARTMAN - MEMORIAL (0-0) SUMMER RUNYAN - CENTRAL (1-1)	\$405.75	\$255.00
ADVANCED PLACEMENT - TRAINING AND INCENTIVE PROGRAM IN INDIANA (AP-TIP IN) This conference is designed for Advanced Placement teachers in English. The institute will focus on academic content along with the teaching skills necessary to build a strong AP program. Indianapolis, IN September 27 - 28, 2013 (1 day's absence) MARGARET DEBOER - MEMORIAL (1-0)	\$0.00	\$0.00
	\$405.75	\$255.00

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



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

Certified

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

Vanessa Jackson	Daly/Grade 1
Todd Kelly	Central~Memorial/Behavior Support
Miriam Troup	Eastwood/Grade 1
Ryan Wixon	Memorial/Science

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

Taryn Dias De Leon	Bristol/Grade 4
Begin: 10/14/13	End: 11/22/13

Classified

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

Paul Kitt Began: 6/27/13	Memorial/Custodian PE: 8/28/13
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b. **Resignation** – We report the resignation of the following classified employees:

Mayra Adame Began: 1/23/13	Monger/Paraprofessional Resign: 8/30/13
Jessica Hanback Began: 3/14/11	North Side/Paraprofessional Resign: 9/13/13
Pearlene Sheppard Began: 8/16/10	West Side/Food Service Resign: 9/9/13

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

Susan Estes Began: 1/5/81	Beardsley/Paraprofessional Retire: 9/3/13 32 Years of Service
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d. **Medical Leave** – We recommend a medical leave for the following classified employee:

Ursula Dukes Begin: 9/3/13	Transportation/Bus Driver Ends: 12/2/13
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e. **Death** – We regretfully report the death of the following employee:

Jet Fites Deceased: 8/27/13	Memorial/Paraprofessional 6 months of service
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