

ELKHART COMMUNITY SCHOOLS  
BOARD OF SCHOOL TRUSTEES  
Elkhart, Indiana

Board of Finance Annual Meeting  
January 14, 2014

**AGENDA**

1. CALL TO ORDER
2. Election of President and Secretary
3. Adoption of Resolution

BE IT RESOLVED that the Board of Finance does hereby authorize the Treasurer of the Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9-6.

4. Review 2013 Investment History
5. Adjournment

**ELKHART COMMUNITY SCHOOLS  
2013  
INVESTMENT HISTORY**

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<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Institution</b>	<b>Principal</b>	<b>Interest</b>
1-15-13	6-25-13	.11%	1 <sup>st</sup> State Bank	\$ 68,600.00	\$ 33.29
7-12-13	12-23-13	.32%	1 <sup>st</sup> State Bank	\$ 67,000.00	\$ 96.36

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AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

January 14, 2014

CALENDAR

Jan	14	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	14	immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	14	7:00 p.m.	Board of Finance Annual Meeting
Jan	14	immediately following	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	14	immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	21	7:00 a.m.	Public Work Session, West Side Middle School
Jan	28	7:00 p.m.	Regular Board Meeting, Beardsley Elementary School

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- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- D. BOARD CONFLICT OF INTEREST- Indiana law requires public disclosure of potential conflicts of interest.
- E. GIFT ACCEPTANCE - The administration recommends the Board accept with appreciation recent donations made to the Elkhart Community Schools.
- F. MINUTES - December 10, 2013 – Public Work Session  
December 10, 2013 – Regular Board Meeting  
December 17, 2013 – Business Meeting/Public Work Session  
January 6, 2014 – Special Board Meeting/1028 Hearing
- G. TREASURER'S REPORT

Consideration of Claims

Financial Report – January 1, 2013 – November 30, 2013

Appropriation Transfers – The Business Office reports on the transfer of appropriations for the 2013 tax funds.

Resolution for Transfer of Funds – The Business Office recommends Board Approval of a resolution authorizing the transfer of funds during the calendar year 2014.

2014 Budget Order – Update on approved Budget Order

Broker Selection for Property, Liability, and Worker’s Compensation Insurance – The Business Office recommends the appointment of Gibson Insurance to serve as broker for property, liability, and workers compensation insurance.

H. UNFINISHED BUSINESS

I. NEW BUSINESS

Grant Application – The administration recommends Board approval for submission of a grant application to 21<sup>st</sup> Century Learning Community Learning Center.

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

Custodial Agreement – The administration recommends Board approval of the proposed agreement with the American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925) to pay a one-time stipend.

Classified Stipend - The administration recommends Board approval to pay a one-time stipend for the following classified pay groups: Food Service Employees, Mechanics, Bus Drivers, Bus Helpers, Secretarial/Business, Executive Assistants, Paraprofessionals, Technical Assistants, Registered Nurses, Social Workers, Employees in Miscellaneous Positions, Therapists, and Employees in Technology Services Positions.

J. PERSONNEL

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

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

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff  
Administrator Stipend

From Board

L. ADJOURNMENT



# UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236  
STATE BOARD OF ACCOUNTS

## Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Karen S. Carter  
3026 Crabtree Lane, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** \_\_\_\_\_  
\_\_\_\_\_
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages could affect my insurance premiums.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the \_\_\_\_\_ of  
(Title of Officer or Name of Governing Body)

\_\_\_\_\_ and having the power to appoint  
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

\_\_\_\_\_ Date Submitted (month, day, year)

\_\_\_\_\_ Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: \_\_\_\_\_  
(Signature of Public Servant)

Date (month, day, year): January 14, 2014

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.



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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: December 18, 2013  
TO: Dr. Rob Haworth  
Board of School Trustees  
  
FROM: Valerie Priller  
  
RE: Donation Approval

Elks 425 presented a gift of \$250.00 to be used for Beardsley children 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

Elks 425 Charity Fund  
116 W. Bristol Street  
Elkhart, In 46514



# Elkhart Central High School Athletics



1 Blazer Blvd, Elkhart, IN 46516 \* 574-295-4720 \* fax 574-295-4726  
[www.elkhartblazersports.com](http://www.elkhartblazersports.com) / Facebook: Elkhart Central Blazers / Twitter: @BlueBlazers

DATE: December 23, 2013

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Brian Buckley  
Elkhart Central Athletic Department

RE: Donation Approval

An anonymous donation in the amount of \$643.24 has been given to the Elkhart Central High School athletic department. 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. An appropriate letter of acknowledgement and appreciation will be sent from our office.

Sincerely,

Brian Buckley

**BRIAN BUCKLEY**  
ATHLETIC DIRECTOR

**TRUDY BATTJES**  
ASST. ATHLETIC DIRECTOR

**BETSY DELKS**  
ATHLETIC SECRETARY





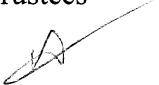
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**STUDENT SERVICES**

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: December 27<sup>th</sup>, 2013

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Anthony England   
Director of Student Services

RE: Donation Approval

The donation of 16 cases of granola bars and 960 Elementary Backpacks with supplies for distribution to Elkhart Community School children. The value as stated on the attached certificate of donation is \$7,852.80.

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:

Feed The Children  
Attn: Erin Carlstrom  
PO Box 36  
Oklahoma City, OK 73101-0036



P.O. Box 36, Oklahoma City, OK 73101-0036

Office: 405-942-0228 • Fax: 405-945-4177

FTC@FeedTheChildren.org

FeedTheChildren.org

# CERTIFICATE OF DONATION

NAEHCY - IN

2720 California Road  
Elkhart IN USA 46514  
Ellen Moore

**Shipping Number:** 157/51D10128592  
**Date:** 12/12/13  
**Estimated Shipping Date:** 12/03/2013  
**Release Number:**  
**ID Number:** 12197/ 783

## TO WHOM IT MAY CONCERN

This is a Certificate of Donation for the above Agency

Weight

16 CASES	GRANOLA BARS	139
960 EACH	ELEMENTARY BACKPACK KITS	2,487

**Value:** 7,852.80

**Weight:** 2,626 lbs.

These items are charitable donations. The only request is that these commodities be distributed Or disposed of by your organization in a way most beneficial to the needs of the people in your area. These donated items may not be sold, bartered or exchanged.

(This Certificate of Donation is for your records)



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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: December 13<sup>th</sup>, 2013

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Anthony England

RE: Donation Approval

Please accept the donation of approximately 200 coats for distribution to Elkhart Community School students and families from Ziker Cleaners. These coats were donated by individuals in the community. Ziker cleaned them and delivered them to us for distribution.

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:

Ziker Cleaners  
Attn: Mr. Dave Fischgrund  
251 E Sample St  
South Bend IN 46601



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**HAWTHORNE ELEMENTARY SCHOOL**  
Elkhart Community Schools  
501 West Lusher Avenue, Elkhart, IN 46517-1822  
(574) 295-4820 / 4828 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: 12/20/13  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Arlene Silba  
RE: Donation Approval

A donation of \$1000 has been made to the Hawthorne PTO from Mike Violi to be used for enriching the education of our 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:

Mike Violi  
P.O. Box 1931  
Elkhart, In 46515-1931

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

Elkhart Community Schools  
Elkhart, Indiana

December 10, 2013

J. C. Rice Educational Services Center, 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:

Doug Hasler  
Rob Haworth  
John Hill

Doug Thorne  
Bob Woods

The Board received updates on parent concerns and possible request for proposal on property, casualty, liability, and workers compensation insurance. The Board discussed Board Policy IGBD and financial limitations to making the necessary capital improvements to enhance the safety and security of school buildings and to provide transportation services.

Topics  
Discussed

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

Adjournment

APPROVED:

Signatures

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

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

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

\_\_\_\_\_  
Susan C. Daiber Member

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

\_\_\_\_\_  
Glenn L. Duncan, Member

\_\_\_\_\_  
Douglas K. Weaver, Member

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
December 10, 2013

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

Place/Time

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

President Jeri Stahr called the regular meeting of the Board of School Trustees to order. 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 \$120.00 from First Presbyterian Church to Beardsley Elementary for a Kindergarten fieldtrip to Shipshewana; various tools valued at \$900.00 from Richard LaFree to the machine trades program at the Elkhart Area Career Center (EACC); a 2000 Ford Explorer valued at \$2,580.00 from Zeno Ladas to the automotive program at the EACC; 8,859 pounds of steel valued at \$1,506 from MOR/ryde to the welding program at the EACC; a Bundy trombone valued at \$150.00 from David Benak to the ECS music program; a check for \$5,000.00 from Barracuda LLC to the Central Athletic program in recognition of the positive attitude and sportsmanship displayed by the girls basketball coaching staff and players during a game earlier this season; \$1,000.00 in gift cards (20 - \$50 cards) from Wal-Mart in Goshen to be distributed to staff at Monger for the holidays; and 100 hand knit scarves for distribution to ECS children from First Congregational Church.

Gift Acceptance

Superintendent's Student Advisory Council Representatives were welcomed and introduced themselves. Juan Gonzales, a senior at Memorial, shared the winter formal is this weekend, end of course assessment (ECA) testing is taking place this week, various sporting events, and held a successful blood drive last week. Juan hopes to major in biology and attend Goshen College. Jessica Gorden, a senior at Central, reported various athletic events, students have raised over \$3,000.00 for the family of Eunice Pena who passed away last month, and ECA is taking place at Central also. Jessica wants to attend Ball State and major in telecommunications.

SSAC Representatives

Pierre Moran band director, Dan Burton, introduced new Pierre Moran Orchestra director Kyle Miller. Mr. Miller recognized the students who were selected to participate in the All Region Orchestra held November 16<sup>th</sup> at Penn High School: Gillian Smith, Sadie Knepper, Diana Castillo, Madeline Congdon, Jessica Fraser, Annie Logan, Courtney Gin, Sayra Resendiz, and Nevaeh Prater. Board member Doug Weaver presented the students with

Student Recognition

certificates. Mr. Burton shared the amount of extra rehearsal hours the band students devoted to the concert. He recognized the band members selected to participate in the 2013 Indiana Band Masters Association All Region Honor Band on November 23 and 24: Sarah Al-Hasnawi, Mariana Garcia, Madison Burke, Andrew Crowell, Nick Conner, Jessica Dulworth, and Aliza Anderson. Board member Carolyn Morris presented certificates to the students.

By unanimous action, the Board approved the following minutes:  
November 12, 2013 – Corrected Regular Board Meeting  
November 26, 2013 – Public Work Session  
November 26, 2013 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$6,344,689.14 as shown on the December 10, 2013, claims listing. (Codified File 1314-47)

Payment of Claims

Doug Hasler, executive director of support services, reported the following fund loans were made on November 27, 2013: \$525,000.00 from Debt Service Fund to Transportation Operating Fund.

Fund Loan

By unanimous action, the Board approved an extracurricular purchase of cheerleading uniforms for Pierre Moran Middle School in the amount of \$1,350.34.

Extra Curricular Purchase

President Stahr opened a public hearing on the proposed 2014 Budget Hearing with no comments from the audience members, President Stahr declared the hearing was closed.

Public Hearing

By unanimous action, the Board adopted a resolution for additional appropriations in the rainy day fund for 2013. Doug Hasler, executive director of support services, stated ECS will not know until the final weeks of December when the final distribution of property taxes are received if these additional appropriations will be necessary. (Codified File 1314-48)

Resolution for Additional Appropriations

By unanimous action, the Board approved proposed new Board Policy IGBD, Employee use of Social Media and Guidelines for School-Related Social Media Sites, with changes suggested at the November 26<sup>th</sup> Board meeting.

Board Policy IGBD

By unanimous action, the Board approved the proposed 2014-2015 school year calendar as initially presented at the November 26<sup>th</sup> Board meeting. In response to Board inquiry, Dr. John Hill, assistant superintendent for instruction, reported he reviewed calendars from the last nine years and only one year were all three emergency make up days used and four of the nine years 2 emergency make up days were used. The days selected as emergency make up days have always been a combination of Mondays and Fridays. The extension of fall break to two days and Thanksgiving break to three days were accomplished without compromising the state's requirement for 180 student attendance days and the ETA Master Contract's requirement for 184 teacher work days. (Codified File 1314-49)

2014-2015 School Calendar

By unanimous action, the Board adopted a resolution amending the provisions of Board Policy GCBC, Professional Staff Fringe Benefits (Administrators) with regards to retirement eligibility. Doug Thorne, executive director of personnel and legal services, indicated this is no cost to the district, but allows administrators with years of service in other school districts to retire sooner if they choose. (Codified File 1314-50)

Resolution to Amend Board Policy GCBC

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the December 10, 2013 listing. (Codified File 1314-51)

Conference Leaves

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

Personnel Report

Four consent agreements regarding unpaid time. (Codified File 1314-52)

Consent Agreements

Memorandum of understanding regarding Professional Learning Communities. (Codified File 1314-53)

Memorandum of Understanding

Joint agreement regarding Contract Construction (Codified File 1314-54)

Joint Agreement

Resignation of Kara Oxner, art teacher at Central, effective 12/20/13.

Certified Resignation

A maternity leave of absence for Jennifer Aires, math teacher at Memorial, beginning 1/21/14 and ending on 5/30/14.

Certified Maternity Leave

Regular employment for the following thirteen (13) classified employees who have successfully completed their probationary periods, on dates indicated:

Classified Employment

Ryan Barnbrook - support tech I at ESC, 11/25/13  
Dorothy Dempster - bus driver at Transportation, 12/4/13  
Allison Fites - paraprofessional at Osolo, 11/25/13  
Kerry Gianesi - paraprofessional at Daly, 11/25/13  
Betty Lester - bus driver at Transportation, 12/4/13  
Marcia Meehan - paraprofessional at Daly, 12/5/13  
Tavarus Perry -unassigned bus driver at Transportation, 11/25/13  
Rebekah Schooley - food service at Central, 11/25/13  
Keidrick Stout - paraprofessional at Central, 11/20/13  
Christian Sutton - custodian at North Side, 11/25/13  
Nina White - paraprofessional at Memorial, 12/4/13  
Geraldine Wilkey - food service at Monger, 12/4/13  
Angela Wisniewski -paraprofessional at Pierre Moran, 11/25/13

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

Classified Resignation

Edry Danner - bus driver at Transportation, 12/20/13  
Myra Munoz - paraprofessional at Hawthorne, 12/12/13  
Allison Rummel - registered nurse at Pierre Moran, 12/20/13  
William Swearengin -bus driver unassigned at Transportation, 11/26/13



Retirement of the following two (2) classified staff members on dates indicated with years of service in parenthesis:

Shirley Kunkel – secretary at ESC, 3/28/14; (21)  
Rosa Staltari - food service at Memorial/Riverview, 12/20/13; (10)

Classified Retirement

The Board heard from a concerned parent regarding book rental fees.

From the Audience

Superintendent Haworth announced the Board’s next meeting is December 17<sup>th</sup> at 7:00 a.m. at the J. C. Rice Educational Services Center and will be a business meeting and public work session.

From the Superintendent

Board member Doug Weaver announced he appreciated the great sportsmanship represented by both high schools at the Central/Memorial boy’s basketball game Friday night.

From the Board

Board member Sue Daiber stated we are all mourning the loss of Sarah Crane and her strength and all she accomplished in her fifteen years has changed our community.

The meeting adjourned at approximately 7:50 p.m.

Adjournment

APPROVED:

Signatures

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

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

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

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

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

\_\_\_\_\_  
Glenn L. Duncan - Member

\_\_\_\_\_  
Douglas K. Weaver - Member

MINUTES OF THE  
BUSINESS MEETING/PUBLIC WORK SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

December 17, 2012

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart - 7:00 a.m.	Time/Place			
<table border="0"> <tr> <td data-bbox="181 590 568 661">Board Members Present:</td> <td data-bbox="568 590 909 695">Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris</td> <td data-bbox="909 590 1295 695">Susan Daiber Glenn L. Duncan Douglas K. Weaver</td> </tr> </table>	Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Susan Daiber Glenn L. Duncan Douglas K. Weaver	Roll Call
Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Susan Daiber Glenn L. Duncan Douglas K. Weaver		
Board Member Absent:	Karen S. Carter			
ECS Personnel Present:	Doug Hasler Rob Haworth			
President Jeri Stahr called the regular meeting to order at 7:05 a.m.	Call to Order			
By unanimous action, the Board approved payment of claims totaling \$5,480,120.42 as shown on the December 17, 2013 claims listing and an additional memo. (Codified File 1213-55)	Consideration of Claims			
By unanimous action, the Board awarded the bid for the purchase of fuel during the calendar year 2014 to Petroleum Traders at a cost of \$.0417 above the lowest available dock price. In response to Board inquiry, Dr. Robert Woods, director of business operations, reported Petroleum Traders has been awarded fuel bids in years past and Elkhart Community Schools (ECS) has been satisfied with their services and the bid is a little higher than last year. (Codified File 1213-56)	Fuel Bids			
Doug Hasler, executive director of support services, reported the following fund loans will be repaid effective December 20, 2013: \$475,000.00 from Debt Service Fund to Capital Projects Fund; \$500,000.00 from Debt Service Retirement/Severance Fund to Capital Projects Fund; \$525,000.00 from Debt Service Fund to Transportation Operating Fund; and \$300,000.00 from Capital Projects Fund to Transportation Operating Fund.	Fund Loan Repayment			
By unanimous action, the Board approved an extracurricular purchase of a track timing system for Central High School in the amount of \$6,945.00 to be paid out of the athletic account. A Board member commended the effort of Central's athletic office for seeking bids for the purchase of the equipment.	Extra Curricular Purchase			

By unanimous action, the Board approved an agreement with TransPar to provide transportation management services. In response to Board inquiry, Doug Hasler, executive director of support services, reported Terry Chomer is stepping down as director of Transportation to become full time director of safety and security. Transpar will provide ECS with a Transportation Director to manage and direct the operations of the Transportation department but will not have the authority to make changes without Board approval. Mr. Hasler indicated bus drivers and all other Transportation department employees are ECS employees. (Codified File 1213-57)

Agreement for Management Services

By unanimous action, the Board authorized a 1028/Preliminary Determination public hearing to consider a facilities improvement project, including proposed financing of the project on January 6, 2014 at 7:00 p.m. and to publish notice of this hearing.

Authorization for 1028/Preliminary Determinations Public Hearing

By unanimous action, the Board adopted a resolution authorizing the transfer and reduction of appropriations in certain 2013 tax supported funds in order to balance Elkhart Community Schools' 2013 budget. Mr. Hasler indicated this resolution replaces the resolution adopted at a previous Board meeting due to changes which did not occur in the legislation. (Codified File 1213-58)

Tax Neutrality Resolution

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the December 17, 2013 listing. (Codified File 1213-59)

Conference Leave Report

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

Personnel Report

Retirement of two (2) certified staff effective on dates indicated with years of service in parenthesis:

Certified Retirement

Joy Rogers, intervention at Osolo; 1/17/14, (23)  
Barbara Wadzinski, GED examiner at Adult Ed; 12/20/13, (15)

Resignation of Terilyn Montague, special education at Pierre Moran, effective 12/20/13

Certified Resignation

Employment of Joshua Kinder, math at Pierre Moran, effective 12/9/13.

Certified Employment

Change in maternity leave of absence for Michelle McClintic, third grade at Osolo, beginning on 1/6/14 and ending on 3/28/14.

Change to Maternity Leave of Absence

Maternity leave of absence for Mirlym Milfort, fifth grade at Beardsley, beginning on 1/21/14 and ending on 5/30/14.

Maternity Leave of Absence

Retirement of Nancy Clarke, paraprofessional at Hawthorne with 26 years of service, effective 12/20/13

The business portion of the meeting adjourned at 7:40 a.m.

The Board discussed 1028/Preliminary Determination hearing on January 6, 2014.

The meeting adjourned at approximately 8:50 a.m.

APPROVED:

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

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

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

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

\_\_\_\_\_  
Susan C. Daiber, Member

\_\_\_\_\_  
Glenn L. Duncan, Member

\_\_\_\_\_  
Douglas K. Weaver, Member

Classified  
Retirement

Business  
Meeting  
Adjourned

Public  
Work Session

Adjournment

Signatures

MINUTES OF THE  
SPECIAL MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
January 6, 2014

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

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

Time/Place

Roll Call

President Jeri Stahr called the meeting to order and the pledge was recited.

Call to  
Order/Pledge

By unanimous action, the Board elected Dorisanne Nielsen as President, Carolyn Morris as vice president, and Glenn Duncan as secretary of the Board of School Trustees for 2014. Mrs. Nielsen presided over the meeting.

Election of  
Officers

Four board members - Mr. Duncan, Mrs. Nielsen, Ms. Stahr, and Doug Weaver publicly disclosed potential conflicts of interest. (Codified 1314-60)

Conflicts of  
Interest  
Disclosed

Mrs. Nielsen opened the 1028 Public Hearing

Opened 1028  
Hearing

Doug Hasler, executive director of support services, presented the Board with a report on the transportation/operating referendum. Mr. Hasler indicated Indiana law allows the governing body of a school corporation to place a question on a ballot if the school board determines that a referendum levy should be imposed to replace property tax revenue that the school corporation will not receive because of the application of circuit breaker tax cap credits. The goal of this referendum is to replace property tax revenue and maintain a quality education. The year to year loss of property tax revenue has increased; in 2013, the loss to all tax funds totaled \$5.2 million, while the Transportation Fund loss was in excess of \$1 million, in 2014 it is expected to see a \$2 million loss. Mr. Hasler indicated the operating referendum would be \$4 million each year for seven years. The tax impact would be \$.1315 per \$100 of assessed value. Mr. Hasler listed the project scope and summary to be funded for the transportation, programming, and operating referendum: replace loss of revenue in transportation fund; eliminating two mile walk zone for secondary students; eliminating bus rides in excess of one hour; restructuring the elementary day; maintaining the elementary band and orchestra programs; maintaining PEP transportation; returning to school-sponsored field trips; assisting extracurricular programming with transportation costs; maintaining current student teacher ratios; and maintaining current academic programming.

School Levy-  
Transportation/  
Operating  
Presentation

Tony Gianesi, director of building services, gave a presentation on safety-building repairs projects. Mr. Gianesi listed safety and security priority projects district wide: enclose open concept classrooms; enclose unsecured cafeteria; classroom security locks; interior access limitations; relocate or realign main offices in schools; secure entrances in schools; secure main vestibule office entry; security system upgrades district wide; PA system replacements; and exterior lighting improvements. Mr. Gianesi listed capital improvement priorities district wide: complete roof replacement on some buildings; partial roof replacement on some buildings; physical plant improvements; masonry repairs; and asphalt repairs.

Safety-  
Building  
Repairs  
Presentation

Mr. Hasler presented the financing and tax impact of the proposed Capital Referendum projects by Mr. Hasler. He started the presentation by showing the current debt service/lease rental payments for 2013-2026; beginning in 2015 the debt for Elkhart Community Schools (ECS) begins to decline. Mr. Hasler indicated to finance the Capital Referendum projects bonds in the amount of \$19,030,000 would be issued. The estimated maximum annual lease rental payment would be \$1.6 million and the estimated maximum tax impact would be \$.0545 per \$100 of assessed value. Mr. Hasler explained the associated costs of issuing bonds and the net amount available for safety and building projects would be \$17,492,000. Mr. Hasler showed a chart of the ECS existing and proposed debt service/lease rental payments for capital referendum projects over time; examples of estimated tax impact for the \$19,030,00 Capital Referendum Projects and the \$4,000,000 Operating Referendum on property owners; and the estimated net change in ECS tax rate for operating referendum. Mr. Hasler concluded the presentation by showing a chart of the ECS debt rolling off for existing and proposed debt with the combined Operating Referendum and Capital Referendum, beginning in 2016 even with the additional bonds, ECS debt will be below the 2014 tax rate and declining each year through 2033. Mr. Hasler indicated this indicates ECS stability moving forward. He also submitted a schedule of indebtedness for the official minutes. (Codified 1314-61)

Financing and  
Tax Impact  
Presentation

The Board heard from:

Public  
Comment

Rick Rudy, citizen, who is opposed to the referenda. Mr. Rudy stated he has paid his taxes and hasn't had children in school for ten years. He reported findings from an internet search including the salary of Superintendent Haworth, stating Dr. Haworth is over paid and doesn't put his life on the line; the waste of money in administration costs, asking why Memorial High School needs four assistant principals. Mr. Rudy stated from his internet search, the cost per student is the third highest in the state and the average class size in ECS is 16 students. He encouraged the audience to search the internet themselves and find this information.

Ryon Wheeler, executive director of the Boys and Girls Club of Elkhart, in support of the referenda. Mr. Wheeler stated it is not just

the 1,000 ECS students enrolled in the Boys and Girls Club he is concerned for, it is all ECS students. He stated students should be able to attend school in a building that is safe, without leaking ceilings, and not have to ride a bus for over an hour.

Alex Holtz, Elkhart Teacher's Association (ETA) President, in support of the referenda. Mr. Holtz listed ECS budget reductions since January 1, 2010. He clarified the list was compiled and presented as the ETA President. He highlighted the salary of a first year teacher is approximately \$36,000.00; with the increase in insurance premiums and deductibles, their salary could drop as low as \$24,000.00 if they have family coverage. Mr. Holtz shared the story of a first grader who watched a movie about a farm instead of taking a field trip to an actual farm, and told his teacher he had never seen a cow before. Mr. Holtz stated his greatest memory as a student at Bristol Elementary was the end of the year field day at Bonneville Mill, and wants all students to have experiences outside of the classroom.

Tanzie Nielsen, parent of ECS students, in support of the referenda. Mrs. Nielsen stated with the violence in schools across the country, at the end of the school day, she has a sense of relief when she picks up her children they are safe and nothing happen to them while in school. She indicated she may sound paranoid, but those are her babies and the referendum can provide the extra safety measures. Mrs. Nielsen also stated the children are our future, and we need to keep them safe.

Lou Pace, parent of a current ECS student and three graduates, in support of the referenda. Mr. Pace directed everyone's attention to the banner in the board room highlighting it is Elkhart "Community" Schools, and if the schools are not strong it affects the entire community.

Amish Shah, local business owner, in support of the referenda. Mr. Shah stated he is the first generation born in the United States, and is proud to call Elkhart home. His father started a business in Elkhart forty-three years ago and he has started a business in Elkhart. He believes in the community and said the community begins and ends in education. Mr. Shah stated he relies on the school corporation to supply him with an educated work force and when he recruits employees to Elkhart, the first question they have is, "how are the schools?" He stated these changes need support to make the schools better.

Mrs. Nielsen closed the public hearing.

By unanimous action, the Board adopted a Referendum Tax Levy Resolution. A referendum question will be placed on the ballot asking voters to vote on the following: "For the seven (7) calendar years

Closed 1028  
Hearing  
Tax Levy  
Resolution

immediately following the holding of the referendum, shall the school corporation impose a property tax rate that does not exceed \$0.1315 on each one hundred dollars of assessed valuation and in addition to all other property tax levies imposed by the school corporation?" (Codified 1314-62)

By unanimous action, the Board adopted a resolution of Safety-Capital Projects referendum. The referendum question will be placed on the ballot in May 2014 asking voters to vote on the issuance of bonds in the amount of \$19,030,000.00 for multi-facility safety, security, and basic building restoration projects and is estimated to increase the property tax rate for debt service by \$0.0545 per \$100 of taxable assessed valuation. (Codified 1314-63)

By unanimous action, the Board adopted a Tax Neutrality Resolution confirming the 2015 Budget year tax rate will not exceed the 2014 tax rate of \$1.2861 per \$100 of taxable assessed valuation. Mr. Hasler indicated the resolution is not required as part of the referendum process, but ECS wants to demonstrate to taxpayers fiscal responsibility. (Codified 1314-64)

The meeting was adjourned at approximately 8:10 p.m.

APPROVED:

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

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

\_\_\_\_\_  
Carolyn R. Morris, Vice President

\_\_\_\_\_  
Susan C. Daiber Member

\_\_\_\_\_  
Glenn L. Duncan, Secretary

\_\_\_\_\_  
Jeri E. Stahr, Member

\_\_\_\_\_  
Douglas K. Weaver, Member

Safety-Building  
Repairs  
Referendum  
Resolution

Tax Neutrality  
Resolution

Adjournment

Signatures



ACCOUNT BALANCES/INVESTMENT DETAIL

NOVEMBER 2013

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank 140,550.82  
Teachers Credit Union 25,655,159.65

SCHOOL LUNCH ACCOUNTS:

Teachers Credit Union 427,065.38  
Change Fund 2,130.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank 1,058,848.50

PAYROLL ACCOUNTS:

Teachers Credit Union-Payroll Account 1,100,158.88  
Teachers Credit Union - Flex Account 70,911.28

INVESTMENTS:

1<sup>st</sup> State Bank - Scholarship Investment to  
mature 12/23/13 at .32% 67,000.00

\$ 28,522,324.51

**TRANSFER OF APPROPRIATIONS  
2013**

GENERAL FUND	DECREASED	INCREASED
• 11000 INSTRUCTIONAL		1,178,140.04
• 12000 INSTRUCTIONAL	386,866.70	
• 13000 INSTRUCTIONAL	12,674.99	
• 14000 INSTRUCTIONAL		265,900.08
• 15000 INSTRUCTIONAL		3,130.84
• 16000 INSTRUCTIONAL	263,214.55	
• 17000 INSTRUCTIONAL	934,237.77	
• 21000 SUPPORTING SERVICES		140,335.56
• 27000 SUPPORTING SERVICES		9,487.49
	<b>-1,596,994.01</b>	<b>+1,596,994.01</b>

DEBT SERVICE FUND	DECREASED	INCREASED
• 51000 GENERAL OBLIGATION BOND	170,712.00	
• 52000 DEBT SERVICE INTEREST	108,283.75	
• 53000 LEASE RENTAL DEBT		150,400.00
• 54000 COMMON SCHOOL		128,595.75
	<b>-278,995.75</b>	<b>+278,995.75</b>

CAPITAL PROJECTS FUND	DECREASED	INCREASED
• 22000 SUPPORTING SERVICES		769,882.23
• 25000 SUPPORTING SERVICES		122,276.42
• 26000 SUPPORTING SERVICES		591,158.78
• 41000 NON PROGRAM CHARGES	100,000.00	
• 43000 NON PROGRAM CHARGES		309,558.90
• 45000 NON PROGRAM CHARGES	1,232,330.88	
• 47000 NON PROGRAM CHARGES	331,293.52	
• 49000 NON PROGRAM CHARGES	129,251.93	
	<b>-1,792,876.33</b>	<b>+1,792,876.33</b>

TRANSPORTATION FUND	DECREASED	INCREASED
• 26000 SUPPORTING SERVICES		636.74
• 27000 SUPPORTING SERVICES	636.74	
	<b>-636.74</b>	<b>+636.74</b>

**RESOLUTION TO TRANSFER FROM ONE FUND TO ANOTHER**

WHEREAS, it is necessary from time to time to borrow money to enhance the General, Transportation, Bus Replacement, Debt Service, Capital Projects; and,

WHEREAS, there is from time to time, on deposit to the credit of the General, Transportation, Bus Replacement, Debt Service, and Capital Projects Funds of the Elkhart Community Schools sufficient balances available for temporary advancement and transfer;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the Elkhart Community Schools is authorized to effect transfers to depleted funds for a period not to extend beyond the 2014 Budget Year;

RESOLVED, FURTHER, that any funds so advanced and transferred shall become a report of public record at the next regular meeting of the Board of School Trustees.

ELKHART COMMUNITY SCHOOLS  
Board of School Trustees

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President

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Secretary

DATED THIS 14TH DAY OF JANUARY, 2014.

Resolutiontrf

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

January 9, 2014

TO: Board of School Trustees  
Dr. Haworth

FROM: Douglas A. Hasler

SUBJECT: 2014 Budget Order

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The Indiana Department of Local Government Finance issued a 2014 Budget Order certifying appropriations, tax rates, and tax levies for all Elkhart County taxing units on December 31, 2013. I am including a copy of the "Fund Report" which summarizes total budget appropriations (Line 1), 2014 tax levies (Line 16), and 2014 tax rates (below Line 16) for all of our state approved funds.

Total budget appropriations were reduced for General Fund, Debt Service Fund, and the Bus Replacement Fund. These reductions were necessary due to funding limits (General Fund), actual debt costs (Debt Service Fund), and levy neutrality (Bus Replacement Fund).

In 2014, the total school tax rate for Elkhart Schools will be \$1.2861 (per \$100 of taxable assessed valuation). This compares to the 2013 school tax rate of \$1.2383.

Our 2014 tax levies will be subject to reduction due to circuit breaker tax caps. We will not have a good estimate of these losses until after Elkhart County has issued tax bills for the first installment of property taxes in the Spring.

**Fund Report Pay 2014**

FR 4

2042305 ELKHART COMMUNITY SCHOOL CORPORATION  
WORK DRAFT

12/26/2013 03:14PM

**FUND:** 0061

**FUND:** 0101

**FUND:** 0180

AV:	\$2,688,693,674	AV:	\$2,688,693,674	AV:	\$2,688,693,674
1. Budget Estimate	2,500,000		84,639,486		15,051,633
2. Expenditures J1-Dec	0		36,007,320		7,474,737
3. Add App J1 - Dec	0		0		0
4A. Temporary Loans	0		0		0
4B. Loans Not Pd 12/31	0		0		0
5. TOTAL EST EXP	2,500,000		120,646,806		22,526,370
6. Cash Balance 6/30	9,477,093		(4,019,763)		3,821,828
7. Dec Tax Collection	0		0		7,183,301
8A. Misc Rev Jul - Dec	0		42,643,539		763,262
8B. Misc Rev Total	0		82,023,030		982,659
9. TOTAL FUNDS	9,477,093		120,646,806		12,751,050
10. NET AMT REQ	(6,977,093)		0		9,775,320
11. Operating Balance	6,977,093		0		5,001,010
12. TOTAL (10+11)	0		0		14,776,330
13A. PTRC	0		0		593,471
13B. LOIT	0		0		0
14. NET AMT TO RAISE	0		0		14,182,859
15. Levy Excess	0		0		0
16. TAX LEVY	0		0		14,182,859
TAX RATE	0.0000		0.0000		0.5275

**FUND:** 0186

**FUND:** 1214

**FUND:** 6301

AV:	\$2,688,693,674	AV:	\$2,688,693,674	AV:	\$2,688,693,674
1. Budget Estimate	2,190,155		12,426,509		7,558,450
2. Expenditures J1-Dec	1,147,766		7,451,764		5,024,500
3. Add App J1 - Dec	0		0		0
4A. Temporary Loans	0		0		0
4B. Loans Not Pd 12/31	0		0		0
5. TOTAL EST EXP	3,337,921		19,878,273		12,582,950
6. Cash Balance 6/30	653,252		2,309,566		1,447,090
7. Dec Tax Collection	766,181		5,588,778		2,696,968
8A. Misc Rev Jul - Dec	58,783		593,836		528,588
8B. Misc Rev Total	191,502		725,770		955,894
9. TOTAL FUNDS	1,669,718		9,217,950		5,628,540
10. NET AMT REQ	1,668,203		10,660,323		6,954,410
11. Operating Balance	1,095,774		253,153		502,385
12. TOTAL (10+11)	2,763,977		10,913,476		7,456,795
13A. PTRC	0		438,325		299,492
13B. LOIT	0		0		0
14. NET AMT TO RAISE	2,763,977		10,475,151		7,157,303
15. Levy Excess	0		0		0
16. TAX LEVY	2,763,977		10,475,151		7,157,303
TAX RATE	0.1028		0.3896		0.2662

**Fund Report Pay 2014**

2042305 ELKHART COMMUNITY SCHOOL CORPORATION  
 WORK DRAFT

FR 4  
 12/26/2013 03:14PM

**FUND:** 6302

AV:	\$2,688,693,674
1. Budget Estimate	567,965
2. Expenditures J1-Dec	0
3. Add App J1 - Dec	0
4A. Temporary Loans	0
4B. Loans Not Pd 12/31	0
5. TOTAL EST EXP	567,965
6. Cash Balance 6/30	150,000
7. Dec Tax Collection	362,975
8A. Misc Rev Jul - Dec	54,990
8B. Misc Rev Total	0
9. TOTAL FUNDS	567,965
10. NET AMT REQ	0
11. Operating Balance	0
12. TOTAL (10+11)	0
13A. PTRC	0
13B. LOIT	0
14. NET AMT TO RAISE	0
15. Levy Excess	0
16. TAX LEVY	0
TAX RATE	0.0000

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FUND	ASSESSED VALUE	RATE	LEVY	CNTRL
0061 RAINY DAY	2,688,693,674	0.0000	0	0
0101 GENERAL	2,688,693,674	0.0000	0	0
0180 DEBT SERVICE	2,688,693,674	0.5275	14,182,859	0
0186 SCH PENSION DEB	2,688,693,674	0.1028	2,763,977	0
1214 SCHOOL CPF	2,688,693,674	0.3896	10,475,151	0
6301 TRANSPORTATION	2,688,693,674	0.2662	7,157,303	ST
6302 BUS REPLACEMENT	2,688,693,674	0.0000	0	SB
	<b>TOTAL</b>	<b>1.2861</b>	<b>34,579,290</b>	

**SCHOOL BUS REPLACEMENT**

Normal Max Levy:	1,197,874
Plus Charter School Levy:	0
Minus PTRC:	0
Minus LOIT:	0
Minus Levy Excess:	0
Plus Misc Changes:	0
Working Max Levy:	1,197,874

**SCHOOL TRANSPORTATION**

Normal Max Levy:	7,679,014
Plus Charter School Levy:	0
Minus PTRC:	299,492
Minus LOIT:	0
Minus Levy Excess:	0
Plus Fin Inst Tax:	7,428
Plus Misc Changes:	0
Working Max Levy:	7,386,950

CTL SB Working MAX 1,197,874 Under Max by 1,197,874

CTL ST Working MAX 7,386,950 Under Max by 229,647

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

January 9, 2014

TO: Board of School Trustees  
Dr. Haworth

FROM: Douglas A. Hasler

SUBJECT: Broker Selection for Property, Liability, and Workers Compensation Insurance

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During the 2013-14 plan year (which begins on March 1), Elkhart Schools has had two designated brokers for our “non-employee benefit” insurance programs. TCU Insurance served as our broker on property and liability insurance, while Gibson Insurance was our broker for workers compensation insurance. In my experience, Elkhart Community Schools had not conducted a comprehensive RFP process for broker selection on these insurance programs. In order to assure that Elkhart Schools is receiving the high quality broker services necessary to properly run these insurance programs, I worked with Kurt Deichmann from Educational Services Company to issue a Request for Proposal (RFP) to nine brokers for property, liability, and workers compensation insurance on November 27<sup>th</sup>. Brokers were invited to submit proposals by December 13<sup>th</sup>.

Proposals were received from the following brokers: A.J. Gallagher, Cassady Neeser & Brasseur, Gibson Insurance, Marsh, Old National Insurance, and Teachers Credit Union Insurance. Three brokers elected not to submit proposals (Berends, Hendricks & Stuit, CoLiance Risk Advisors, and Hylant Group). Following a review of the proposals, three firms were selected to participate in an interview process conducted on January 3<sup>rd</sup>. The firms invited into the final round were A.J. Gallagher, Cassady Neeser & Brasseur, and Gibson Insurance.

The RFP specified that Elkhart Schools would select a broker for our property, liability, and workers compensation insurance programs based on criteria that would include (but not be limited to) the following:

- Relevant broker experience
- Breadth of knowledge of team members proposed to work on the account
- Service and marketing capacity and capabilities
- Demonstrated expertise and knowledge of the insurance marketplace
- Proposed broker scope of services and annual fee
- References
- General responsiveness to the RFP

After conducting the interviews, and reviewing the proposals, I believe that Gibson Insurance should be selected to serve as the designated broker for our property, liability, and workers compensation insurance programs. While the programs offered by the other two brokers were strong, Gibson offers outstanding loss prevention and claims consulting services.

Since October 2012, Gibson has served as the ECS broker for workers compensation insurance, and has acted as consultant on our property and liability insurance programs. Prior to working with Gibson, our insurance broker was compensated on a commission basis (totaling \$120,500). Beginning in 2013-14, Elkhart Schools structured its broker compensation as fixed fees rather than commissions, such fees totaling \$93,000. Under Gibson's proposal, total broker fees will be \$86,750. To provide the Board with full transparency, the broker fees quoted by the other firms were less – Gallagher at \$55,000, and Cassidy Neeser at \$80,000. Elkhart Schools pays premium (property/liability) and claims (workers compensation) costs exceeding \$1 million annually. While the fee that we pay our broker contributes toward the total cost of our program, most of our cost is represented by our insurance premium and claims costs. I believe that Gibson is best able to assist me in managing the risks involved in these insurance programs, and will be focused on controlling, and perhaps even reducing, our total premium and claims costs.

I will be recommending your approval of Gibson Insurance to serve as our designated broker in the January 14<sup>th</sup> Board meeting. I am including a copy of an Insurance Services Agreement with Gibson. If you have any questions prior to the Board meeting, please contact me at 262-5563.



**INSURANCE SERVICES AGREEMENT**

THIS AGREEMENT is made of as of January 8, 2014, by and between Gibson Insurance Agency, Inc. ("Agent") and Elkhart Community School Corporation ("Client").

1. APPOINTMENT

Client hereby engages Agent to provide advisory and brokerage services to Client for the purposes of assistance in the procurement and placement of Client's property and casualty insurance needs with appropriate insurers, and/or other services as needed: Gibson Protection System, Property & Casualty Insurance & Risk Management, Workers Compensation Insurance & Risk Management, Management of Third Party Claims Administration, Claims Consulting Services, Crisis Management & Security Services, Loss Prevention Services, and RiskNAV.

2. TERM OF AGREEMENT

This Agreement shall run from January 8, 2014 through March 1, 2017. This Agreement shall terminate upon ninety (90) days written notice by either party to the other.

3. STATUTORY COMPLIANCE

Agent shall comply with all applicable insurance laws, including but not limited to Indiana Code § 27-1-15.6.

4. AGENT'S DUTIES

Agent shall serve with objectivity and complete loyalty solely the insurance interests of Client; however, all decisions related to Client's business shall be made by Client in its sole and absolute discretion, for which Client hereby assumes the sole responsibility. Agent shall receive and have access to information that is considered proprietary and confidential to Customer. Both during and after the term of this Agreement, Agent agrees to preserve and protect reasonably the confidential nature of this information.

5. AGENT'S COMPENSATION AND EXPENSES

For all services rendered by the Agent under this Agreement, Client shall pay the Agent the Fixed Annual Fee identified on Exhibit "A" attached hereto and made a part hereof.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto as of the date first written above.

"Client"

"Agent"

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Attachment:

Exhibit A – Compensation Disclosure

Date Printed: January 8, 2014

**INSURANCE SERVICES AGREEMENT - EXHIBIT A**

<b>Insured:</b>		<b>Elkhart Community Schools</b>	
<b>Insurance Services Fee:</b>	\$	86,750.00	<b>Payment Terms:</b>
			<input checked="" type="checkbox"/> 50% due 3/1; 25% due 6/1; 25% due 9/1

The Annual Fee is 50% earned upon contract inception, 75% at 90 days and 100% at 180 days. Non-payment will result in collections procedures. Unpaid balances are subject to late fees based on 12% APR.

<u>Service</u>	<u>14-15 Premium</u>	<u>14-15 Commission</u>	<u>14-15 Fee</u>
Insurance & Risk Management Services			\$ 72,000.00
Loss Prevention			\$ 14,750.00
	\$ <u>TBD</u>	0 % equals	\$ <u>0.00</u>
<b>Totals</b>			\$ <u>86,750.00</u>

**IMPORTANT INFORMATION ON COMMISSIONS AND FEES**

Commissions on auditable policies are adjusted at audit based on the exposures reported for the policy period. The annual compensation Gibson receives, can, therefore, either increase or decrease based upon final audit results and the commission percentage(s) applicable to each respective auditable line of coverage.

Some commissions, for certain types of coverage, primarily workers' compensation, may be developed and based upon a sliding scale commission plan. If, for any line of coverage, Gibson's commission is developed on a sliding scale basis, we have reflected the resulting earned percentage at inception.

Commissions, as a filed portion of an insurance company's expenses, are an indivisible part of the insurance premium.

Commissions cannot be legally reduced unless the insurance company maintains a filed expense reduction plan with the state insurance department.

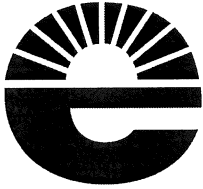
Commissions are not paid to Gibson on mandatory state surcharges and assessments, excess and surplus lines taxes and fees, nor on service charges made by third parties.

Commissions may be paid by Premium Financing companies to an agency. Gibson will disclose all such payments when arranging premium financing for our clients.

Gibson may from time to time receive or accept from insurance organizations or other vendors non-monetary rewards or tokens of appreciation for the business relationships we develop. These non-monetary rewards or tokens of appreciation may consist of: business lunches or dinners, logo gift items or prizes, trips, cultural or sporting event invitations or sponsorships, etc.

The Directors, Officers and Employees of Gibson as a matter of corporate policy are obligated to avoid any potential conflicts of interest, and do not accept non-monetary rewards or tokens of appreciation that may or could be construed to be linked to the specific placement of our accounts.

Gibson may also receive compensation through incentive arrangements with insurance companies with which we place business. Eligibility for and the amount of contingent compensation is based upon pre-established thresholds that consider the overall profitability of the business we place with insurers and other factors. This incentive compensation is not tied to any individual policyholder, and there is no meaningful method to determine the impact that any particular policy has on these payments. Contingent commissions vary, but amount to approximately 1% of all premiums written through Gibson.



inspiring. excellence.

**ADULT AND COMMUNITY EDUCATION**  
Elkhart Community Schools  
2424 California Road, Elkhart, IN 46514-1226  
(574) 262-5678 / 5675 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: January 8, 2014

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Deb Weaver, Director of Community Education

RE: 21<sup>st</sup> Century Learning Community Learning Center (21<sup>st</sup> CCLC) Grant

This memo is to request approval to apply for the 21<sup>st</sup> CCLC Cohort 7 grant. Monger Elementary, Pierre Moran Middle and Elkhart Central High School currently receive after school services from the 21<sup>st</sup> CCLC Cohort 5 grant. The Cohort 7 grant will allow for those services to continue with the addition of services to St. Vincent De Paul Elementary School students. The predicted outcomes from this grant are improved academic achievement, improved student behavior, and increase parental involvement. The Cohort 7 grant would be awarded March, 2014. It is a four year grant. The requested funds are \$1,095,000.00.

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Memorial H.S.

Class/Group: 2014 All-State Choir Members

Number of Students: 4

Date/Time Departing: 7 A.M. 1/24/14

Date/Time Returning: 7 PM 1/25/14

Destination: Fort Wayne, IN

Overnight facility: Hotel Fort Wayne City Fort Wayne State IN

Mode of transportation: Car (Parent Chaperone)

Reason for trip: Three students were selected, by audition, for the All State Choir. Rehearsals + performances in Allums.

Names of chaperones: Everlyn Alliy

Cost per student: \$180

Describe Plans for Raising Funds or Funding Source: N/A

Plans to defray costs for needy students: Scholarships in full from ICOA + EMHS Choir

Are needy students made aware of plans? \_\_\_\_\_

Signature of Teacher/Sponsor: Bruce Bogle

Signature of Principal: Mark Hill Date: 12/16/13

\*\*\*\*\*

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

Approval of Assistant Superintendent: John R. Hill Date: 12/18/13


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

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

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

DATE: January 8, 2014

TO: Board of School Trustees  
Rob Haworth, Superintendent

FROM: W. Douglas Thorne   
Executive Director of Personnel and Legal Services

RE: Tentative Agreement with AFSCME Local #2925

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On December 19, 2013, the administration reached a tentative agreement with AFSCME Local #2925 ("AFSCME") regarding stipends for Custodial employees. The purpose of this memorandum is to outline the criteria for the stipends and request the Board's approval of this tentative agreement.

- Employees who have not received an increase in the last five (5) years will receive a stipend of \$500; employees who have received an increase as a result of a promotion during this period shall not be excluded from this group.
- Employees who have received one (1) increase in the last five (5) years shall receive a stipend of \$250; employees who have received an increase as a result of a promotion during this period shall not be excluded from this group.
- All other employees will receive a stipend of \$115.

This agreement was ratified by AFSCME on January 4, 2014, and the administration is now recommending your approval of this tentative agreement.


Pending Board approval, all stipends shall be paid in the last pay period of January 2014.

WDT/dls

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

DATE: January 8, 2014

TO: Board of School Trustees  
Rob Haworth, Superintendent

FROM: W. Douglas Thorne   
Executive Director of Personnel and Legal Services

RE: Stipends for Classified Employee Groups

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On December 19, 2013, the negotiations team for the district reached a tentative agreement with AFSCME Local #2925, representing the district's custodial employees. This tentative agreement was submitted for ratification to AFSCME's membership on January 4, 2014 and was approved by the members. I will be making a recommendation to the Board on January 14, 2014 seeking approval of this agreement. I would like this agreement to establish a pattern for stipends to be paid to our classified employee groups, as well.

- \$500 for employees who have not received an increase in the last five (5) years.
- \$250 for employees who have received one (1) increase in the last five (5) years.
- \$115 for employees who have received two (2) or more increases in the last five (5) years.

Employees who have received an increase as a result of a promotion or the reassignment of additional duties shall not be excluded from either the \$500 or \$250 stipend as a result of the increased level of compensation.

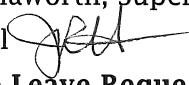
Pending Board approval, I would like for the stipends to be paid in the last pay period of January.

Please let me know if you have any questions.

WDT/dls

# ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: January 9, 2014  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. John Hill   
 RE: **Conference Leave Requests**  
**January 14, 2014 - Board of School Trustees Meeting**

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

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>INDIANA MUSIC EDUCATION ASSOCIATION (IMEA) CONVENTION</b></p> <p>This conference will include many great performances, reading sessions, and clinics regarding best practices in music education. It provides a great "recharge" for all music teachers.</p> <p>Fort Wayne, IN                      January 23 - 25, 2014 (1 day's absence)                      SCOTT GARNER - CENTRAL (0-0)</p>	\$411.00	\$85.00
<p><b>INDIANA HIGH SCHOOL BASEBALL COACHES ASSOCIATION</b></p> <p>This conference will provide information regarding the latest coaching techniques which will be used to enhance the baseball program at Central High School.</p> <p>Indianapolis, IN                      January 23 - 25, 2014 (1 day's absence)                      STEVE STUTSMAN - CENTRAL (0-0)</p>	\$0.00	\$85.00
<p><b>GLAZIER COACHING CLINIC</b></p> <p>This conference is an opportunity to hear from several respected high school, college, and professional football coaches over a variety of topics, such as motivational strategies; formative and summative performance assessments; instructional strategies; and many other skills and techniques which will help create a better football program for our student athletes.</p> <p>Indianapolis, IN                      February 28 - March 2, 2014 (1 day's absence)                      JOHN PLETCHER - MEMORIAL (0-0)</p>	\$0.00	\$85.00
<p><b>NOTRE DAME FOOTBALL COACHES CLINIC</b></p> <p>This clinic is an opportunity to learn from the entire Notre Dame coaching staff as well as other professional football coaches.</p> <p>South Bend, IN                      March 20 - 22, 2014 (1 day's absence)                      JOHN PLETCHER - MEMORIAL (1-1)</p>	\$0.00	\$85.00
<p><b>BOILERMAKER REGIONAL F.I.R.S.T. (FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY) ROBOTICS</b></p> <p>Mr. Kraus and ElksLogic's members will be participating in this regional competition which challenges teams of young people and their mentors to solve a common problem in a 6-week timeframe using a standard "kit of parts" and a common set of rules. Each team builds a robot from the parts and competes with other teams around the world.</p> <p>Lafayette, IN                      March 20 - 22, 2014 (2 days absence)                      JOHN KRAUS - EACC (0-0)</p>	\$249.64	\$170.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>INDIANA DEPARTMENT OF HOMELAND SECURITY (IDHS) - EMERGENCY MANAGEMENT SYSTEMS (EMS) EDUCATION WORKING GROUP</b> Indiana Department of Homeland Security EMS Preparedness, Training, and Education Section has created a Working Group which enables select participants to discuss EMS education standards, develop and review test questions, and address EMS educational issues within Indiana. This is a great opportunity for the EACC to have a voice regarding future changes which will affect the EMT classes. Indianapolis, IN January 8, February 12, March 12, and May 14, 2014 (4 day's absence) MICHELE ZACHARY - EACC (1-2)	\$0.00	\$0.00
<b>AMERICAN FOOTBALL COACHES ASSOCIATION NATIONAL CONVENTION 2014</b> This conference will provide an opportunity to listen to and learn from some of the best college and high school coaches in the country. This information will be used to help build the football program at Central High School. Indianapolis, IN January 12 - 15, 2014 (3 day's absence) DANIEL LOTH - MEMORIAL (1-0)	\$0.00	\$170.00
<b>TOTAL</b>	<b>\$660.64</b>	<b>\$680.00</b>
2013 YEAR-TO-DATE GENERAL FUNDS	\$18,405.16	\$2,340.00
2014 YEAR-TO-DATE GENERAL FUNDS	\$453.00	\$470.00
2013 YEAR-TO-DATE OTHER FUNDS	\$125,197.02	\$11,270.00
2013 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2014 YEAR-TO-DATE OTHER FUNDS	\$7,705.59	\$2,210.00
2014 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$151,760.77</b>	<b>\$16,290.00</b>

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





**Alisha Rocha**

**Osolo/Intervention**

**Eric Shipp**

**Memorial/Science**

- f. **Change to Maternity Leave** – We recommend a change in a maternity leave for the following employee:

**Brandy Hill**

Begin: 11/8/13

**Roosevelt/Intervention**

End: 5/30/14

<b>Classified</b>
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- a. **New Employees** - We recommend regular employment for the following classified employees:

**Kimberly Barone**

Began: 10/16/13

**Pierre Moran/Food Service**

PE: 12/20/13

**Earline Childress**

Began: 10/7/13

**Hawthorne/Paraprofessional**

PE: 12/11/13

**Brian Conwell**

Began: 10/16/13

**Transportation/Bus Driver Unassigned**

PE: 12/20/13

**Amanda Fisher**

Began: 10/7/13

**Memorial/Paraprofessional**

PE: 12/11/13

**Priscilla Jamora**

Began: 10/8/13

**Pinewood/Paraprofessional**

PE: 12/12/13

**Kristen Smit**

Began: 10/7/13

**Transportation/Secretary**

PE: 12/11/13

**Brigid Steinhagen**

Began: 10/10/13

**Feeser/Food Service**

PE: 12/16/13

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

**Kathy Bressler**

Began: 10/16/06

**Beardsley/Paraprofessional**

Resign: 1/6/14

**Victoria Culp**

Began: 10/27/11

**Pinewood/Paraprofessional**

Resign: 12/20/13

**Ellen Janowsky**

Began: 12/7/98

**ESC/Public Relations and Vol Coord**

Resign: 1/31/14

**Alisha Rocha**

Began: 3/12/13

**Osolo/Paraprofessional**

Resign: 1/17/14

- c. **Retirement** – We report the retirement of the following classified employee and request a waiver of Board Policy GDBA-5a 3 (B) regarding notification:

**Diana Stamper**  
Began: 11/13/73

**ESC/Executive Assistant**  
Retire: 8/29/14  
41 Years of Service

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

DATE: January 9, 2014  
TO: School Board  
FROM: Rob Haworth, PhD  
Superintendent of Schools  
RE: Administrative Stipends

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This memorandum services notice that I will be making a recommendation regarding administrative stipends. I will recommend the board authorizes the payroll department to issue a onetime stipend to administrators. Administrators will receive a \$200 dollars stipend each year for those years beginning in the 2010 school year through the beginning of the 2013 school year in which they did not receive a pay increase caused be added responsibilities. All employees are important. This action is consistent with stipends received by all other employment groups who have not received a salary increase since the 2009 school year.