

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Revised
Jan 28 2014

Elkhart Community Schools
Elkhart, Indiana

January 28, 2014

CALENDAR

Jan	28	5:30 p.m.	Public Work Session, Beardsley Elementary School
Jan	28	immediately following	Executive Session, Beardsley Elementary School
Jan	28	7:00 p.m.	Regular Board Meeting, Beardsley Elementary School
Feb	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	18	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	25	7:00 p.m.	Regular Board Meeting, North Side Middle School

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. GIFT ACCEPTANCE - The administration recommends the Board accept with appreciation recent donations made to the Elkhart Community Schools.
- D. BEARDSLEY BUILDING REPORT
Val Priller – Principal
- E. MINUTES - January 14, 2014 – Public Work Session
January 14, 2014 – Annual Board of Finance
January 14, 2014 – Regular Board Meeting
- F. TREASURER'S REPORT
Consideration of Claims
Financial Report – January 1, 2013 – December 31, 2013
- G. NEW BUSINESS
Board Policy GCBA – The administration presents proposed revisions to Board Policy GCBA, Administrative Salary Schedule, and asks to waive 2nd reading.
Overnight Trip Request – The administration seeks Board approval of overnight trip requests.

H. 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.

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT



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: January 21, 2014

TO: Dr. Rob Haworth
Board of School Trustees

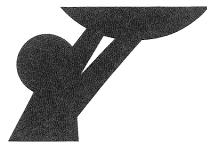
FROM: Anthony England
Director of Student Services

RE: Donation Approval

Please accept the donation of a total of 15 cases of graham crackers for distribution to Elkhart Community School children. The value as stated on the attached certificate of donation is \$368.70. These graham crackers were distributed along with 960 backpacks and granola bars in December, 2013 which Feed the Children also donated.

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



CERTIFICATE OF DONATION

NAEHCY - IN

2720 California Road
Elkhart IN USA 46514

~~Ellen Moore~~ → *Sally Krumwiede*

Shipping Number: 157/03D10128797
Date: 12/19/13
Estimated Shipping Date: 12/09/2013
Release Number:
ID Number: 12197/ 783

TO WHOM IT MAY CONCERN

This is a Certificate of Donation for the above Agency

Weight

5 CASES	HONEY GRAHAMS	77
5 CASES	CINNAMON GRAHAM CRACKERS	80
5 CASES	CHOCOLATE GRAHAMS	76

Value: 368.70

Weight: 233 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)

RECEIVED
JAN 3 2014

ELKHART COMMUNITY SCHOOLS
SUPERINTENDENT'S OFFICE

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Jan 28 2013

(Date)

TO: Board of School Trustees

FROM: Dr. Robert Haworth, Superintendent of Schools

SUBJECT: Profile of Beardsley Elementary
(Name of School)

Number of Staff: 2 22 32
 Administrators Certified Staff Classified Staff

Enrollment: 438 36.76 19.86 33.79 0 0 9.59 0 10-1-13
 Total %White %Black %Hispanic %Asian %Amer. Indian %Multi Racial %Pac. Island /Hawaiian As of Date

Previous Year Stability Rate: 58%
Stability percentage is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.

Parent Involvement: 29% (80% participation activities ex. p/t conf.)
% of Families Represented in PTA/PTO

Special Education:

Speech and Language services-Mild Disability Services-Emotional Disabilities Services

% on Free Lunches: 83% **% with Reduced Lunches:** 6.5%

Breakfast Program: 330
Average Daily Participation

Before & After School Child Care: n/a n/a
 am participation pm participation

- Special Programs
 - Special curriculum features
 - Awards/honors
- Strong church and comm partnerships-Boys & Girls Club-SWAG Mentoring/6th gr-Career & College readiness emphasis/5th & 6th gr-Minds in Motion-Sensory Diet-Gen Intervention Team-Behavioral Intervention Team. 8 Steps Progress-Math Poster Method Problem Solving-Daily Math Rev-Constructed Resp-Interventions-STAR assessment (new this month)

Attachments: School Improvement Plan Information, Standardized Test Profile, and Staffing/Class Size Report

BEARDSLEY ELEMENTARY SCHOOL
1027 McPherson St, Elkhart, 46514
Phone: 262-5575
Fax: 262-5576

Principal

Val Priller
Lori Whisler, Head Secretary

Assistant Principal

Kelly Carmichael
Tammy Grathen, Assistant Secretary

Kindergarten

Ashley Morris
Amanda Tugmon
Courtney Wesdorp

First Grade

Susan Felix
Tammy Smith
Andrea Washington

Second Grade

Todd Dowiat
Amy Mathews
Valerie Mullins

Third Grade

Sarah Felder
Donna Misura
Nicole Serge-Nemes

Fourth Grade

Jackie Beard-Green
Mike Clemons

Fifth Grade

Mirlym Milfort
Marc Thompson

BEARDSLEY ELEMENTARY - Continued

Sixth Grade

Emily Fairchild
Kim Stephens

Intervention Coach/Intervention Teacher

Micki Berry
Jennifer Doolin
Tracy Thompson

Instructional - ESL

Elena Huys

Special Education

Kasey Brenneman
Deborah Butkus

Art

Kirsten Hawn
Jody Smith

Music

Molly Bush

Physical Education

Endesha Bonner

Social Worker

Janice Beutter

Behavior Specialist

Melissa Fisher

Nurse

Lois Keisling

Speech Pathologist

Sara Mead

Psychologist

Carrie Fish

BEARDSLEY ELEMENTARY - Continued

Parent Support

Dorrene Johnson

Paraprofessionals/Technical Assistants

Laura Allard
Cynthia Andrews
Mary Bessinger
Kathy Bressler
Erika Green
Nancy Hagedorn
Alicia Harris
Mary Himebaugh
Tonjia Miller
Karen Pfister
Martha Ramos
Jan Simmons
Leticia Smith
Kim Williams

Lunch Paraprofessional
Instructional Paraprofessional
Lunch Paraprofessional
Instructional Paraprofessional
Library Paraprofessional
Instructional Paraprofessional
Special Needs Paraprofessional
Lunch Paraprofessional
MiMH Paraprofessional
Instructional Paraprofessional
ESL Technical Assistant
Mild Disabilities Paraprofessional
Translator Paraprofessional
Keyboarding Paraprofessional

Cafeteria

Judy Bass
Sylvester Brown
Connie Davis

Custodian

George Morehouse III

Head Custodian

Beardsley ELA Action Plan 2013-14

Supporting Professional Development and Assessment							
Begin Date	Teacher Action Steps	Person(s) Response.	Begin Date	Professional Development	Person Respond. For PD	Evidence of Implementation	Evidence of Impact
<p>GOAL (SUMMATIVE GOALS)</p> <ul style="list-style-type: none"> By spring of 2014 80% of students in grades K-2 will read at or above grade level as measured by the final TRC progress monitoring. By spring of 2015 85% of students in grades K-2 will read at or above grade level as measured by the final TRC progress monitoring By spring of 2016 90% of students in grades K-2 will read at or above grade level as measured by the final TRC progress monitoring <p>All grade 3 students will pass IREAD.</p> <ul style="list-style-type: none"> By spring of 2014 90% of students in grades 3-6 will score proficient as measured by ISTEP+. By spring of 2015 95% of students in grades 3-6 will score proficient as measured by ISTEP+. By spring of 2016 100% of students in grades 3-6 will score proficient as measured by ISTEP+. <p>BENCHMARKS (FORMATIVE GOALS)</p> <ul style="list-style-type: none"> Students in grades K-2 will achieve benchmarks at building expectation levels DIBELS NEXT/TRC for each individual grade level at the percentages listed above. Students in grade 3 will achieve benchmarks DIBELS NEXT at the percentages listed above. Students in grades 3-6 will achieve 65% of items correct on ACUITY reading standards each quarter at the percentages listed above. 							
Strategies							
Fall 2011	<p>GENERAL - TIER 1</p> <p>Implement Journeys reading program with fidelity following district instructional calendar during ELA block. 90 min. is reading and 45 minutes is writing</p> <p>Progress monitor all students K-3 on DIBELS.</p> <ul style="list-style-type: none"> Intensive – 2X per month Strategic – 1X per month Benchmark – mid-semester <p>Learning log teams meet every 4 weeks with building administrators to organize students into SUCCESS period groups based on data.</p> <p>Provide SUCCESS period daily only for non-proficient students for 30 min. for remediation</p> <p>Use MCLASS for K-2 for data.</p>	All K-6 teachers	Fall on-going	Ongoing coaching and support	District & building coaches	District walk-through form and observation	MCLASS/TRC ACUITY District Window assessment data
Fall 2011		Interventionists and Paras	Sept. 2013	Review TRC scores and how to improve results	Sherry Keesler	Learning log notes	MCLASS District Window assessment data

Fall 2011	Begin Date	Teacher Action Steps	Interventionists and Paras	Fall 2013	Interventionists meet with Vicki Hayes to learn intervention strategies	Vicki Hayes	Data team instructional plan Data displays/folders Evidence of Implementation	BURST data
Fall 2011	1	<p>LOW ACHIEVERS – Tier 3 Provide daily 30-min. interventions on target skills for intensive and strategic K-3 in addition to 90-min. reading block and in addition to SUCCESS using BURST.</p>	<p>Person(s) Respons.</p>	Begin Date	Professional Development	Person Respon. For PD		Evidence of Impact
Fall 2011	3	<p>Progress monitor students in Tier 1 and 2 as measured by ACUITY in grades 3-6 using A-Z</p> <p>GEI process for students not showing growth</p> <p>Monitor individual students who are not on grade level</p> <p>Implement Minds in Motion daily</p>	<p>K-6 teachers</p> <p>K-6</p> <p>Librarian Computer Asst.</p>		Show teachers how to administer and use A to Z data	Interventionist	GEI minutes	MCLASS
Fall 2011	3	<p>LOW ACHIEVERS CARES volunteers provide additional support for targeted low achievers</p> <p>Boys and Girls Club provide after school support</p> <p>Explore Therapeutic Listening for bottom 25%</p> <p>Provide daily Minds in Motion for low achievers</p>	<p>CARES volunteers</p> <p>Bldg. Admin.</p> <p>Special Area Teachers Speech Pathologist</p>		Provide guidelines and materials for CARES volunteers to choose from aligned with standards and instructional calendar	Grade level teams Parent Support Coordinator Administra. Interventionist Special Ed.	Materials appropriate for each grade level stored in the parent resource room.	Pre/Post data
8/11	8/11	<p>HIGH ACHIEVERS:</p> <ul style="list-style-type: none"> Provide daily 30-minute interventions to provide challenge learning following 8-step process in addition to 90-min reading block. Cluster groups in grades 1-6 provide challenging literacy curriculum. CARES volunteers provide additional enrichment for high ability students Team meetings to develop individual plans 	<p>K-6 teachers</p> <p>Cluster teachers</p>		Teacher collaboration in cluster meetings to identify challenging learning for SUCCESS period.			MCLASS ACUITY

	for high achieving students								
Fall 2011	WRITING Follow Journeys instructional focus calendar for writing using writers' workshop process. 45 min addition to 90-min reading block. At end of each unit publish the type of writing for that unit and score it using Journeys rubric. Begin collecting data on non-fiction writing each month. Monitor student needs and growth.	All K-6 teachers	Fall 2013	Review 2013 ISTEP writing Collaboratively score product at end of unit. Teacher survey on writing	Person Respon. For PD	Collaboration discussion summary/reflec Class display of finished products	Writing Assessment Results		
Begin Date	Teacher Action Steps	Person(s) Respons.	Begin Date	Professional Development	Person Respon. For PD	Evidence of Implementation	Evidence of Impact		
Fall 2013	Incorporate Common Core writing standards into the Journeys curriculum.		Fall 2013	Focus on common core writing standards in-depth					
9/11	PARENT INVOLVEMENT <ul style="list-style-type: none"> K-3 explain results of DIBELS reading assessment at parent-teacher conference Parents to sign they received letter at conf. Send 2nd letter after Jan. Benchmark Students who are still intensive (red) in Jan. -refer to GEI which requires a parent meeting Hold pre-school parent/child meetings Invite KG parents to KG rooms once a month for classroom activities and learning 	K-3 teachers and Admin. Parent Coordinator				Parent letters log	Parent involvement DIBELS		
9/13									
Fall 2013	PARENT INVOLVEMENT <ul style="list-style-type: none"> Provide an interpreter Hold in conjunction with parent game night; provide child care & snack Survey parents for needs at academic nights Parent Academic Advisory Committee mo. 	Parent support coordin. Teachers and Admin.	Oct.	Parent session on how to help child at home. K-3		Number of Parents in attendance Parent survey results	Parent survey		
Fall 2013	CULTURAL COMPETENCY <ul style="list-style-type: none"> Understand cultural differences in students' communicate, cultural diff, code-switching Monitor African Americans' data for 	All staff members Admin and Data teams	Fall 2011						

	growth	SIP team PBS team	Attend PBIS trainings	SIP team	Parent contact logs	
Begin Date	Teacher Action Steps	Person(s) Respons.	Professional Development	Person Respon. For PD	Evidence of Implementation	Evidence of Impact
8/1 3	<ul style="list-style-type: none"> ▪ Monitor/disaggregate discipline referral data ▪ Implement PBS with fidelity ▪ Ask parents to come to school to talk about their culture with teachers ▪ Teacher communicate with 5 parents/mo. <p>TRANSITIONS</p> <ul style="list-style-type: none"> ▪ KG teachers meet with Head Start parents and teachers and students each spring to share KG standards and behavior expectations. Visit KG rooms. ▪ MS transition guide for 6th grade students ▪ Hold orientation for parents at 6th grade grad ▪ Former Beardsley students visit with our 6th grade students to explain MS. ▪ Investigate 6th grade students being able to visit the MS 	Instructional Para		District		Products related to Common core standards
	<p>TECHNOLOGY</p> <ul style="list-style-type: none"> ▪ All students will attend 50 minutes technology class weekly that aligns with curriculum and the common core standards in ELA. ▪ Use computer lab time to build learn word processing skills and to publish writing products. ▪ SMARTBOARDS 3-6, Spec. Ed., PEP ▪ ACUITY study skills 3-6 remediation ▪ IPODs for MCLASS 					

Beardsley Math Action Plan 2013-14

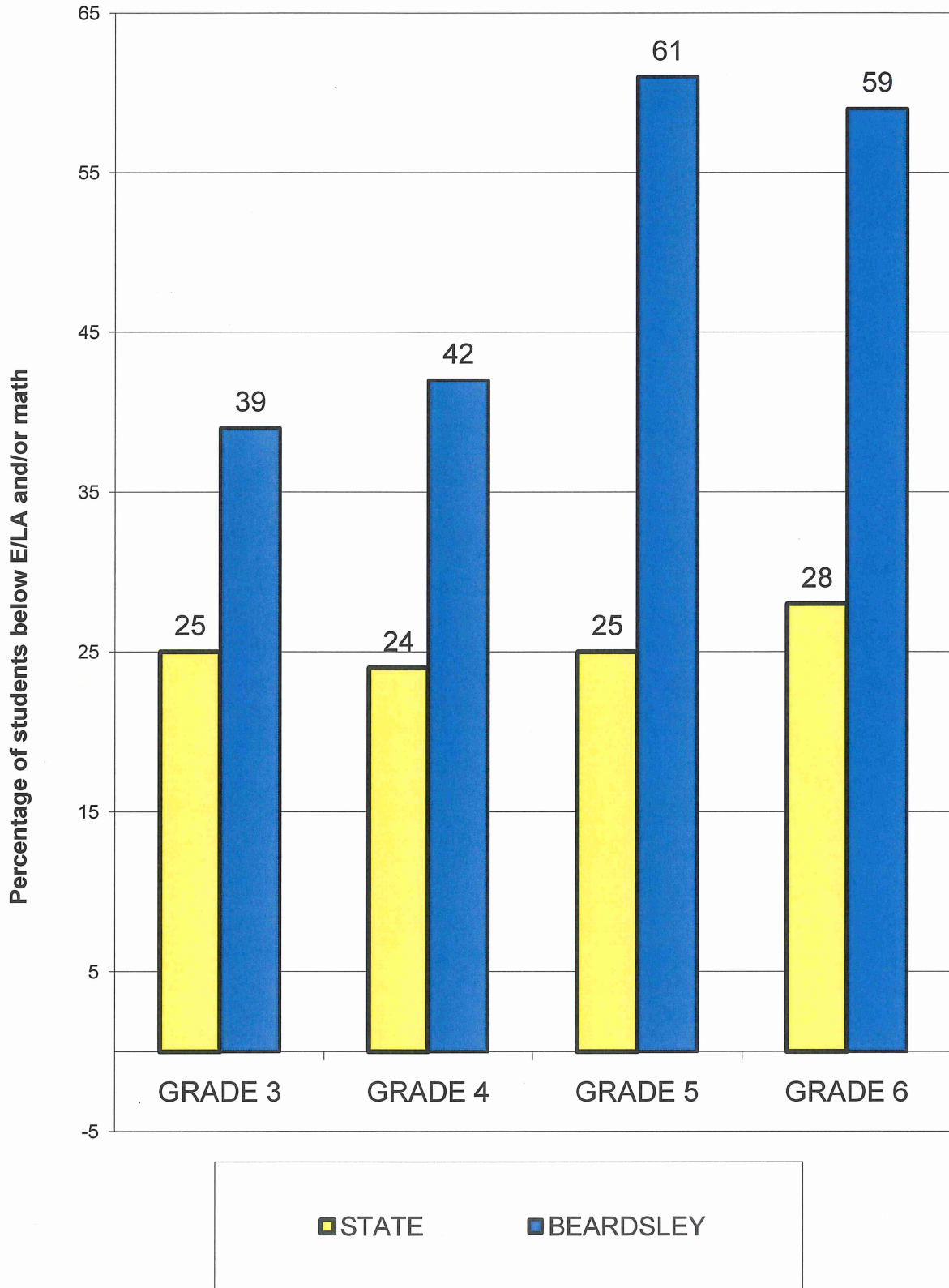
GOAL	<ul style="list-style-type: none"> By spring of 2014 80% of students in grades K-2 will score proficient or above as measured by MCLASS math By spring of 2015 85% of students in grades K-2 will score proficient or above as measured by MCLASS math By spring of 2016 90% of students in grades K-2 will score proficient or above as measured by MCLASS math. By spring of 2014 80% of students in grades 3-6 will score proficient as measured by ISTEP+. By spring of 2015 85% of students in grades 3-6 will score proficient as measured by ISTEP+. By spring of 2016 90% of students in grades 3-6 will score proficient as measured by ISTEP+.
	<p>BENCHMARKS (FORMATIVE GOALS)</p> <ul style="list-style-type: none"> Students in grades K-2 will achieve benchmarks at building expectation levels MCLASS for each individual grade level at the percentages listed above. Students in grades 3-6 will achieve 65% of items correct on ACUITY each quarter.

		Supporting Professional Development and Assessment					
Strategies		Person Respon	Begin Date	Professional Development	Person Responsible For PD	Evidence of Implementation	Evidence of Impact
8/13	<p>GENERAL: Teachers will be responsible following the district instructional calendar with fidelity.</p> <ul style="list-style-type: none"> Math Fact Strategy Daily Review Poster problem 2X per month Problem solving Assessment 1X per mo. One additional problem solving per month 	K-6 teachers	8/13 monthly ongoing	<ul style="list-style-type: none"> 5 Easy Step Training Modeling & coaching in classroom Review new rubric and data team strategies 	Jenny Hinman Bldg. Admin.	District Coaches' Observations Data Teams Mlnutes	MCLASS ACUITY Data Team Pre and Post data
8/13	<p>LOW AND HIGH ACHIEVERS K-6 will students participate in SUCCESS groups 30 minutes 4 times per week grouped based on data team results, ACUITY (matrix), MCLASS probes.</p>	K-6 Teachers and Interventionists	Fall 2013	Math data team forms and process Review: K-5 MathTeachingResources.com	Jenny Hinman Bldg. Admin.	Data Teams Mlnutes	Data Team Pre and Post data
9/13	<p>Teachers will develop daily math review for each of their SUCCESS groups tailored to the students' needs/data. Use at the first part of SUCCESS.</p>		Fall 2013				

Begin Date	Teacher Action Steps	Person Respon	Begin Date	Professional Development	Person Responsible For PD	Evidence of Implementation	Evidence of Impact
	Differentiate math using Vanderwalle strategies and math games in small groups during SUCCESS.						
8/13	<p>LOW ACHIEVERS: Diagnostic interview with low achievers to determine the underlying issue to address in re-teaching for the bottom 25%</p> <p>K-1 Progress monitor strategic (1X/mo.) and intensive (2X/mo.) Progress monitor ALL 2nd grade students 2X/mo.</p> <p>LOW ACHIEVERS</p> <ul style="list-style-type: none"> ▪ Provide CARES mentors for math support ▪ Work with Boys and Girls Club personnel <p>HIGH ACHIEVERS:</p> <ul style="list-style-type: none"> ▪ Provide Navigation activities for cluster groups grades 1-6 ▪ CARES mentors for math enrichment 	K-2 teachers	8/12 monthly ongoing	Diagnostic Interview	Jenny Hinman		Progress monitoring data
8/12		K-6 teachers	Fall 2013	Provide PD for CARES and Boys and Girls Club in fact strategies	Interventionists	Jan Beutter	Progress monitoring data
8/12		K-6 teachers				Cluster teachers	MCLASS ACUITY

**BEARDSLEY ELEMENTARY
ISTEP+ SPRING 2013**

**PERCENT OF STUDENTS SCORING BELOW
LANGUAGE ARTS AND/OR MATHEMATICS STANDARDS**



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

Elkhart Community Schools
Elkhart, Indiana

January 14, 2014

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

Board Members
Present:

Dorisanne H. Nielsen
Carolyn R. Morris
Glenn L. Duncan

Karen S. Carter
Susan C. Daiber
Jeri E. Stahr
Douglas K. Weaver

ECS Personnel Present:

Doug Hasler
Rob Haworth
John Hill

Doug Thorne
Bob Woods

The Board received updates on 8th grade PE 1; new AP Computer Science A course; and IREAD interventions. The Board discussed property, liability and worker's compensation insurance; final tax distributions; local income tax; and the snow days from January 6-8, 2014.

The meeting adjourned at approximately 6:35 p.m.

APPROVED:

Dorisanne H. Nielsen, President

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

Time/Place

Roll Call

Topics
Discussed

Adjournment

Signatures

MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools
Elkhart, Indiana
January 14, 2014

J. C. Rice Educational Services Center, 2720 California Road, Elkhart -7:30 p.m.

Time/Place

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

Roll Call

By unanimous action, the following officers were elected for 2014:
President - Dorisanne H. Nielsen
Secretary - Glenn L. Duncan

Election of Officers

By unanimous action, the Board adopted the following 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.

Adoption of Resolution

Board members were provided with an investment history report listing the investment and maturity dates, interest rate, institution, principal amount, and interest paid for two investments made during the 2013 calendar year.

2013 Investment History

By unanimous action, the meeting was adjourned at approximately 7:35 p.m.

Adjournment

APPROVED:

Signatures

Dorisanne H. Nielsen, President

ATTESTED:

Glenn L. Duncan, Secretary

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
January 14, 2014

<p>J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – approximately 7:35 p.m.</p>	<p>Place/Time</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members Present:</td> <td style="width: 33%;">Dorisanne H. Nielsen Carolyn R. Morris Glenn L. Duncan</td> <td style="width: 33%;">Karen S. Carter Susan C. Daiber Jeri E. Stahr Douglas K. Weaver</td> </tr> </table>	Board Members Present:	Dorisanne H. Nielsen Carolyn R. Morris Glenn L. Duncan	Karen S. Carter Susan C. Daiber Jeri E. Stahr Douglas K. Weaver	<p>Roll Call</p>
Board Members Present:	Dorisanne H. Nielsen Carolyn R. Morris Glenn L. Duncan	Karen S. Carter Susan C. Daiber Jeri E. Stahr Douglas K. Weaver		
<p>President Dorisanne Nielsen called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.</p>	<p>Call to Order/Pledge</p>			
<p>Mrs. Nielsen discussed the invitation to speak protocol.</p>	<p>Protocol</p>			
<p>Superintendent’s Student Advisory Council Representatives from both high schools were welcomed and introduced themselves. Alexandra Brown-Anderson from Central High School, a cheerleader, class vice president, student council member, and SSAC member, shared Central is currently working on a gently used clothing drive and a large food drive. Recent events included cheerleaders and pep band subbing at a Notre Dame girl’s basketball game and 25 Central students are receiving Scholastic Art awards. In closing, she reported winter athletics are underway and invited all to come to support Central. Krystal Grubb from Memorial High School serves on student government and SSAC and plays on the tennis and volleyball team. She reported second semester is off to a great start and winter sports are doing great. Memorial swim team has won the past four meets and is swimming against Plymouth tonight; girl’s basketball also has a game this evening. Memorial is also working on a large food drive in an effort to get students involved.</p>	<p>SSAC Representatives</p>			
<p>Board member Karen Carter publicly disclosed potential conflict of interest. (Codified 1314-65)</p>	<p>Conflict of Interest</p>			
<p>By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): \$250.00 from Elks 425 to Beardsley Elementary for children in need; \$643.24 from an anonymous donor to Central High School Athletics to assist in strengthening the growth of the athletic program; 16 cases of granola bars and 960 elementary backpacks with supplies with a value of \$7,852.80 from Feed the Children for ECS children; approximately 200</p>	<p>Gift Acceptance</p>			

coats from Ziker Cleaners to be distributed to ECS students and families; and \$1,000.00 from Mike Violi to the Hawthorne PTO to be used to enrich the education of students.

By unanimous action, the Board approved the following minutes:

- December 10, 2013 – Public Work Session
- December 10, 2013 – Regular Board Meeting as amended
- December 17, 2013 – Business Meeting/Public Work Session
- January 6, 2014 – Special Board Meeting/1028 Hearing

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$19,352,170.05 as shown on the January 14, 2014, claims listing. (Codified File 1314-66)

Payment of Claims

The Board received a financial report for the period January 1, 2013-November 30, 2013 and found it to be in order.

Financial Report

Mr. Hasler reported on the transfer of appropriations for the 2013 tax funds. In response to Board inquiry, Mr. Hasler explained the large amount of general fund transfers were caused by staffing appropriations being under budgeted; when those line items were short, appropriations from under budgeted accounts were transferred.

Appropriation Transfers

By unanimous action, the Board adopted a resolution for adopted a resolution authorizing the transfer of funds between funds during the 2014 calendar year. Mr. Hasler explained this is necessary because property tax distributions occur in June and December, rather than being distributed in every month of the year. This makes it necessary to borrow from other funds to avoid interest expense which would result from entering into temporary loans. All fund loans are repaid in full at the end of June and December. (Codified File 1314-67)

Resolution for Transfer of Funds

Mr. Hasler reported 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. In 2014, the total school tax rate for Elkhart Community Schools will be \$1.2861 (per \$100 of taxable assessed valuation). In 2013, ECS did not receive their full distribution of property taxes, with a short fall of over \$5 million.

2014 Budget Order

By unanimous action, the Board approved the selection of Gibson Insurance to serve as ECS designated broker for property, liability, and worker's compensation insurance. (Codified File 1314-68)

Broker Selection

By unanimous action, the Board approved submission of a grant application to the 21st Century Learning Community Learning Center (21st CCLC) Cohort 7 Grant. The grant will allow for the addition of services at St. Vincent De Paul Elementary School along with current after school services at Monger Elementary School, Pierre Moran Middle

Grant Application

School and Central High School. The grant is a four year grant and will be awarded March 2014. The requested funds are \$1,095,000.00. (Codified File 1314-69)

By unanimous action, the Board approved overnight trip request for members of the Memorial High School All State Choir to travel to Ft. Wayne, IN on January 24-25, 2014, for rehearsal and performance with the All State Choir.

Overnight Trip Request

By unanimous action, the Board approved a tentative agreement with American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925) to pay a one-time stipend to Custodial employees. (Codified File 1314-70)

Custodial Agreement

By unanimous action, the Board approved 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. Stipends will be paid to employees hired prior to January 1, 2013. Board members Glenn Duncan and Doug Weaver abstained from the vote. (Codified File 1314-71)

Classified Stipend

By unanimous action, the Board approved a one-time stipend to administrators. Superintendent Haworth reported this administrator stipend is consistent with stipends received by all other employment groups who have not received a salary increase since the 2009 school year. Stipends will be paid to administrators hired prior to January 1, 2013. In response to Board inquiry, Doug Thorne, executive director of personnel and legal services, responded the issuance of performance awards authorized by the Superintendent have not been issued for at least five years. (Codified File 1314-74)

Administrator Stipend

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the January 14, 2014 listing and the January 14, 2014 addendum. (Codified File 1314-72)

Conference Leaves

By 5-2 vote, the Board approved the following personnel recommendations of the administration:

Personnel Report

Two consent agreements regarding unpaid time. (Codified File 1314-73)

Consent Agreements

Resignation of three (3) certified staff members - effective on dates indicated:

Certified Resignation

Tricia Miller - health teacher at Central, 12/31/13

Amber Salo - second grade at Beck, 1/3/14

Ian Salo - industrial tech teacher at Memorial, 1/3/14

<p>Retirement of the following two (2) certified staff members effective at the end of the 2013-14 school year, with years of service in parenthesis:</p>	<p>Certified Retirement</p>
<p>Brenda Bryan - special education at Riverview, (29) Tamie Herr - science at Pierre Moran, (30)</p>	
<p>Employment of the following four (4) certified staff members effective on dates indicated:</p>	<p>Certified Employment</p>
<p>Victoria Culp - first grade at Eastwood, 1/6/14 Jessica Miles - art at Central, 1/6/14 Alisha Rocha - intervention at Osolo, 1/21/14 Eric Shipp - science at Memorial, TBD</p>	
<p>A change in maternity leave for Brandy Hill, intervention at Roosevelt, beginning 11/8/13 and ending on 5/30/14</p>	<p>Change in Maternity Leave</p>
<p>Regular employment for the following seven (7) classified employees who have successfully completed their probationary periods, on dates indicated:</p>	<p>Classified Employment</p>
<p>Kimberly Barone - food service at Pierre Moran, 12/20/13 Earline Childress - paraprofessional at Hawthorne, 12/11/13 Brian Conwell - bus driver at Transportation, 12/20/13 Amanda Fisher - paraprofessional at Memorial, 12/11/13 Priscilla Jamora - paraprofessional at Pinewood, 12/12/13 Kristen Smit - secretary at Transportation, 12/11/13 Brigid Steinhagen - food service at Feeser, 12/16/13</p>	
<p>Resignation of four (4) classified employees - effective on dates indicated:</p>	<p>Classified Resignation</p>
<p>Kathy Bressler - paraprofessional at Beardsley, 1/6/14 Victoria Culp - paraprofessional at Pinewood, 12/20/13 Ellen Janowsky - Public Relations and Volunteer Coordinator at ESC, 1/31/14 Alisha Rocha - paraprofessional at Osolo, 1/17/14</p>	
<p>Retirement of Diana Stamper, executive assistant at ESC effective 8/29/14 with 41 years of service and approved a waiver of Board Policy GDBA-5a regarding notification.</p>	<p>Classified Retirement</p>
<p>By unanimous action, the Board confirmed the Superintendent's Administrative appointment of April Walker as the assistant principal at Monger Elementary School, effective 1/6/14.</p>	<p>From the Superintendent</p>
<p>Dr. Haworth announced ECS will be hosting a State robotics competition in May 2014 at North Side gym.</p>	

Board member Sue Daiber announced the Elkhart Area Career Center (EACC) will be holding an open house on Sunday, January 26, 2014 from 1:30 – 3:30 p.m. Board member Karen Carter elaborated EACC offers a great variety of specialized, high tech programs and it is well worth the time to see all they have to offer.

The meeting adjourned at approximately 8:03 p.m.

APPROVED:

Dorisanne H. Nielsen - President

Carolyn R. Morris - Vice President

Glenn L. Duncan - Secretary

Karen S. Carter - Member

Susan C. Daiber - Member

Jeri E. Stahr - Member

Douglas K. Weaver - Member

From the Board

Adjournment

Signatures

MONTHLY FINANCIAL REPORT DECEMBER 2013

The attached Financial Report contains several sections. Following is a brief description of each which should assist you in reviewing the financial activity for the month.

Page 2 - ACCOUNT BALANCES / INVESTMENT DETAIL

Ending balances in each bank account are shown. Funds which are invested are detailed. Interest rates and maturity dates are shown for each investment. Investments are made in accordance with I.C.5-13-1 and State Board of Accounts direction which requires that competitive quotations be solicited for funds invested.

Page 3 - UNENCUMBERED PERCENTAGES

General Fund unencumbered percentages are shown for the year to date. These percentages can be compared with percentages from the same period for the past five years as well as the five year average. The unencumbered percentage reflects the balance in the General Fund after deducting expenditures for the year to date and funds obligated on purchase orders.

SUPPLEMENTARY PAGES - RECEIPTS AND EXPENDITURES

The supplementary pages detail financial balances, monthly activity, and year to date totals for each fund of the school corporation.

ACCOUNT BALANCES/INVESTMENT DETAIL

DECEMBER 2013

PETTY CASH \$.00

GENERAL ACCOUNTS:

Lake City Bank 146,327.71
Teachers Credit Union 33,982,646.29

SCHOOL LUNCH ACCOUNTS:

Teachers Credit Union 898,328.43
Change Fund .00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank 1,074,123.66

PAYROLL ACCOUNTS:

Teachers Credit Union-Payroll Account 249,499.75
Teachers Credit Union - Flex Account 78,761.70

INVESTMENTS:

\$ 36,429,687.54

ADMINISTRATIVE SALARY SCHEDULE
Elkhart Community Schools
Elkhart, Indiana

<u>Factor</u>	<u>2010-2011 Salary Range*</u>	<u>Length</u>	<u>Position</u>
51-62	65,645-79,805	10	High School Assistant Athletic Director
51-66	65,645-84,955	12	Director of Food Services
		12	Assistant Director of Transportation and School Safety
55-67	70,795-86,240	10.5	Elementary Assistant Principal
58-69	74,655-88,815	12	Director of Community Education
		12	Supervisor of Accounting, Audits, and Investments
58-70	74,655-90,105	10.5	Middle School Assistant Principal
60-71	77,230-91,390	12	High School Athletic Director
60-72	77,230-92,675	11	High Ability Program Supervisor
61-73	78,520-93,965	10.5	Elementary Principal
		11	High School Assistant Principal
		12	Director of Talent Recruitment and Management
		12	Supervisor of Student Services for Special Education
		12	Supervisor of Curriculum and Instruction
		12	Supervisor of Federal Programs
60-74	77,230-95,250	12	Director of Transportation and School Security
		12	Director of Building Services
<u>51-69</u>	<u>65,645-88,815</u>	<u>12</u>	<u>Director of School Safety and Security</u>
65-76	83,665-97,825	12	Alternative Programs Principal
65-77	83,665-99,115	12	Director of Special Education/Assistant Director of Student Services
		12	Principal Elkhart Area Career Center
67-79	86,240-101,685	11	Middle School Principal
69-80	88,815-102,975	12	Director of Business Operations
			Sr. Director of Communication and Data
			Sr. Director of Technology
72-83	92,675-106,835	12	Director of Career and Technical Education
73-84	93,962-108,120	12	Director of Student Services
76-88	97,825-113,270	12	High School Principal
78-89	100,400-114,560	12	Assistant Superintendent for Instruction
76-90	97,825-115,845	12	Executive Director of Personnel and Legal Services
77-91	99,115-117,135	12	Assistant Superintendent for Business or Executive Director of Support Services **

*Apply factor to \$128,715

**Plus car benefit. Add four factor points if benefit is not used.

Corporation contributes 3% of administrator's salary to TRF/PERF.

June 25, 2013 **January 28, 2014**

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Pinewood Elementary
Class/Group: Entire 6th Grade (Pinewood)
Number of Students: 108
Date/Time Departing: March 27 - March 28, 2014 - 9:00 a.m.
Date/Time Returning: March 28, 2014 - 2:30 p.m. / return 3:00.
Destination: Camp Friedenswald ^{From Friedenswald} Cassopolis, MI.
15406 Watercrossway, City State 49031
Overnight facility: Camp Friedenswald Cabins
Mode of transportation: Elkhart Comm^{BUS} Service/Transportation
Reason for trip: 6th grade class trip
Studying various skills/standards in science
Team building
Names of chaperones: Mrs. Shelt, Mr. Smaka, Mrs. Peak, Seth Schoetzow
Parent chaperones -
Cost per student: \$60.00
Describe Plans for Raising Funds or Funding Source: Chicken BBQ fall, remainder is student responsibility.
Plans to defray costs for needy students: PTO: Pinewood PTO will assist w/ students in need.
Are needy students made aware of plans? yes. They are told they may write a letter to the PTO asking for assistance.
Signature of Teacher/Sponsor: Doreen Shelt
Signature of Principal: Melinda Shaw Date: 1/21/14

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


Approval of Assistant Superintendent: John R. Hie Date: 1/23/14

Approval by Board: _____

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

November 11, 2009

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: January 23, 2014
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. John Hill 
 RE: **Conference Leave Requests**
January 28, 2014 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
RACIAL/ETHNIC DISPARITIES REDUCTION This training will provide information on essential components to a successful and sustainable effort to reduce racial and ethnic disparities. An essential step in these efforts is the capacity to identify and analyze decision points and how current policies and practices might contribute to disparities. Participants will receive information regarding methodologies and practical advice on how to identify and analyze cross cutting policies and practices which contribute to disparities. Indianapolis, IN February 18 - 19, 2014 (2 day's absence) DENNIS TRIGG - TIPTON (2-4)	\$273.60	\$0.00
2014 STATE ENGLISH LEARNER CONFERENCE This conference will provide new tools and instructional ideas for teaching English Language Learners. West Lafayette, IN February 20, 2014 (1 day's absence) ELENA HUYS - BEARDSLEY (0-0) MARTHA RAMOS - BEARDSLEY (0-0)	\$220.00	\$0.00
EXECUTIVE SUMMIT This is a business executive conference offered through the Credit Union industry which will provide the opportunity to hear from expert speakers who will cover topics such as business ethics, marketing, inspiring Generation Y and Z, and economic updates. Vail, CO March 10 - 13, 2014 (4 day's absence) ROD DONIGAN - MEMORIAL (0-0)	\$0.00	\$340.00
CHOIR NEW YORK TRIP 2014 Ms. Adams will serving as a chaperone for the Memorial Choir on their trip to New York over Spring Break. New York, NY April 7 - 11, 2014 (0 day's absence) JENEVA ADAMS - MEMORIAL (1-1)	\$1,175.00	\$500.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
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 April 22 - 23, 2014 (2 day's absence) BERNADETTE TAYLOR - MEMORIAL (0-0)	\$184.04	\$0.00
TOTAL	\$1,852.64	\$840.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$18,405.16	\$2,340.00
2014 YEAR-TO-DATE GENERAL FUNDS	\$1,421.60	\$1,650.00
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	\$9,564.63	\$2,210.00
2014 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$154,588.41	\$17,470.00

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



Date: January 28, 2014
To: Dr. Robert Haworth
From: Mr. W. Douglas Thorne
Subject: Personnel Recommendations

Certified

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

Raymond Callahan	Pierre Moran/Interventions
Amanda Cregier	Memorial/Spanish
Jennifer Pummill	Roosevelt/Interventions
Christina Snider	Beck/Grade 2

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

Shaun McAllister	Beck/Physical Education
Begin: 3/11/14	End: 3/31/14

- c. **Retirement** – We report the retirement of the following employees at the end of the 2013-14 school year:

Kay Hanft	Cleveland/Music	28 Years of Service
Carol Pfeiffer	Central/Special Ed	18 Years of Service
Richard Rushlow	Daly/Grade 6	42 Years of Service
Jean Ziolkowski	Riverview/Grade 2	35 Years of Service

Classified

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

Bernayia Bonner Began: 11/4/13	Cleveland/Food Service PE: 1/23/14
Christina Buss Began: 11/4/13	Feeser/Paraprofessional PE: 1/23/14
Carmen Olinger Began: 10/29/13	Osolo/Paraprofessional PE: 1/17/14
Gary Sawtelle Began: 10/28/13	ESC/Support Manager IV PE: 1/6/14

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

Cristina Amador Corona Began: 9/10/13	Osolo/Paraprofessional Resign: 1/31/14
Kathy Bressler Began: 10/16/06	Beardsley/Paraprofessional Resign: 1/6/14
Brian Conwell Began: 10/16/13	Transportation/Bus Driver Unassigned Resign: 1/14/14
Patricia Moore Began: 9/12/11	Roosevelt/Registered Nurse Resign: 1/31/14
Roger Sullivan Began: 8/14/12	Riverview/Food Service Resign: 1/15/14
Alexa Valdez Began: 8/31/01	Transportation/Bus Driver Resign: 1/24/14
Tiffany Vos Began: 3/8/12	Transportation/Bus Driver Unassigned Resign: 1/31/14

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

Delcena Lambdin Began: 11/3/97	Transportation/Bus Driver Retire: 3/28/14 16 Years of Service
Pamela Walker Began: 5/8/97	Riverview/Secretary Retire: 6/6/14 17 Years of Service