

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
Elkhart Community Schools / Elkhart, Indiana  
June 10, 2014

CALENDAR

June	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	10	immediately following	Executive Session, J.C. Rice Educational Services Center
June	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	10	immediately following	Executive Session, J.C. Rice Educational Services Center
June	17	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
June	24	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
July	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center



Entertainment: Central High School String Trio

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. STUDENT RECOGNITION
  - Memorial Girls Tennis Team
  - Memorial Track Members
  - Central Track Members
- D. SPECIAL RECOGNITION
  - Administrative Retirees
  - Classified Retirees
- E. MINUTES
  - May 27, 2014 – Public Work Session
  - May 27, 2014 – Regular Board Meeting

F. TREASURER'S REPORT

Consideration of Claims

Fund Loans – The Business Office reports on fund loans made on May 30, 2014.

Cash Management Bid – The Business Office seeks authorization to accept proposals for cash management services.

Fundraisers - The Business Office recommends Board approval of proposed school fundraisers in accordance with Board policy.

Public Hearing – A public hearing will be held on proposed Additional Appropriations.

Board Resolution- The Business Office recommends board approval of a resolution for proposed additional appropriations.

G. NEW BUSINESS

Board Resolution – The administration recommends Board approval of a resolution authorizing gift card purchases.

Board Policy JECBB – The administration presents proposed revisions to Board Policy JECBB, Transfers, for initial consideration.

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

Grant Application – The administration seeks Board approval for the submission of a Time Project AWARE Local Educational Agency Grant provided by SAMHSA to train school personnel at the secondary level to increase awareness of mental health issues and increase appropriate referrals to mental health services.

Grant Application- The administration seeks Board approval for the submission of a Safe Haven grant to cover the cost of the Bullying prevention program.

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

Bristol Public Library Board Appointment

J. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

May 27, 2014

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

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

The Board discussed: Construction, Transportation, Head Start Board position, IREAD, Bully Prevention Policy.

The meeting adjourned at approximately 6:00 p.m.

APPROVED:

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

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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 REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
May 27, 2014

J.C. Rice Educational Services Center, 2720 California Road – 7:00 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
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Place/Time

Roll Call

The Board heard a performance from Memorial High School (MHS) Jazz and All-State choirs. Choir Director Brenda Butler shared accolades of their department: Choir- Madrigals, earned Gold at ISSMA; 31 choir members, earned Gold at solo and ensemble contest; two jazz choirs, earned Gold at contest; Advanced Chamber Choir performed at Lincoln Center in New York. Band- Marching Band, earned Gold at Regional's; hosted 1<sup>st</sup> annual Marching Invitational - 10 bands, 1500 students and 3000+ parents; received a \$6,000.00 grant from the Municipal Band to subsidize private lessons; and tripled number of participants at solo and ensemble contest with many Gold ratings; Jazz band- earned Gold at ISSMA contest; and will be performing at the Elkhart Jazz Festival; Orchestra - hosted ISSMA Concert Contest with the Band and Choir involving over 1000 students receiving six gold ratings for MHS music. Jazz strings earned Gold at ISSMA contest. Department grew approximately 8% each year over the last 3 yrs. Numbers are growing from 550 in 2013-14 to over 600 in 2014-15. Elkhart Memorial Music Department was named as an ISSMA All-Music School for 2013-14.

Entertainment

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

Call to Order/Pledge

Mrs. Nielsen discussed the invitation to speak protocol.

Protocol

The Board welcomed Superintendent's Student Advisory Council (SSAC) representative from MHS. Eugene Moody Neukom is a varsity wrestler and a SSAC member. Activities at MHS are: ladies tennis team sectional champs; baseball team co-sectional champs; golf team has sectionals soon; track teams doing well; ladies softball lost to Central in sectionals in extra innings; food drive brought in 25,000 pounds of food for Church Community Services.

SSAC Representatives

The Board accepted with appreciation donations made to ECS: \$500.00 from Mr. Eric Irions to CHS athletic department to assist in strengthening the growth of their athletic programs; \$200.00 from Larry Huneryager, former Eastwood teacher, to Elkhart School Corporation (ESC) to support transportation costs for future field trips; \$275.00 from first Presbyterian

Gift Acceptances

Church to send 2<sup>nd</sup> grade children from Beardsley Elementary to Pottawatomie Zoo; a gift from George Thomas of Lakota Corp. to reduce the cost of three (3) MHS students to travel to Florida for their Band Trip.

The Board heard from Pinewood Principal Mindy Shaw about their Math Bowl Team that broke into the top 10 teams in the State Principal's Math Bowl. Coach Joni Peak gave certificates to Mia and Victoria Cain, Ryan Cart, Spencer Dexter, Joe Gard, Michael Huang, Emiliano Huerta Molano, Ed Johnson, Will Nolan, Sammy Sarber, Cody Scott, Tian Suggs, Elizabeth Weimer and Chrisian Yoder. Band Director Scott Garner of Central High School expressed his pride in the 2014 Winter Guard's earning 2<sup>nd</sup> place at their State competition. Coach Jen Buckholz gave certificates to Christina Berry, Daniela Cenicerros, Emma Coates, Cindy Diaz, Anna Hilliker, Kaylee Obert, Breanna Riddle, Jordan Saupe, Zack Sem, Kylie Stewart, Halie Stewart, Selena Valdez, Lauren Weirich and Jenna Williams. She then thanked the community for their support and shared with the team how proud she was of them.

By unanimous action, the Board approved the following minutes:  
May 13, 2014 – Public Work Session (as amended)  
May 13, 2014 - Regular Board Meeting  
May 19, 2014 - Public Work Session

By unanimous action, the Board approved payment of claims totaling \$6,346,952.77 as shown on the May 27, 2014, claims listing. (Codified File 1314-112)

By unanimous action, the Board approved no change to the elementary textbook rental fees for the 2014-2015 school year. In response to Board inquiry, as to why the rates did not increase as usual, Dr. Bob Woods, Director of Business Operations, expressed no new materials were adopted to increase the cost. He further explained how Indiana is one of only a few states who purchases books and rent them to the students. Some states require the students to purchase the books while in other states the books are free, which takes the control of choosing materials away from the District.

By unanimous action, the Board granted permission for the administration to advertise for the annual auction to be held at 9 a.m. on Saturday, July 19<sup>th</sup> at the service building located at 1135 Kent Street. DD Auctioneers will again facilitate the auction.

The Board received the financial report for the period January 1-May 27, 2014, and found it to be in order.

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy.

By unanimous action, the Board approved no change to the meal prices for the 2014-2015 school year. In response to Board inquiry, Mr. Doug Hasler, Executive Director of Support Services, stated food services is generating more funds through catering. Many community organizations

Student  
Recognition

Approval of  
Minutes

Payment of  
Claims

Book Rental fees

School Auction

Financial Report

Fundraisers

Meal Prices

are now using ESC catering services. School meals are self-funded with the assistance of federal funding for free and reduced meals. As Board members shared fears of rising food prices and unsure of catering income, Mr. Hasler agreed to report regularly.

By unanimous action, the Board approved food service bid awards for food, commodities, fresh produce, supplies, bakery supplies, and dairy supplies. A Board member requested they be informed about School Lunch week. They have served lunches in the past and would like to do it again. Pam Melcher, Director of Food Services, stated she would follow up on their request. (Codified File 1314-113)

Food Service  
Bids

The Board agreed to table the Energy Education Report until the June 10<sup>th</sup> Board meeting.

Energy  
Education

By unanimous action, the Board approved proposed Board Policy JFCB, Bullying Prevention, with revisions, based upon Board Member input provided during the Board's April 29<sup>th</sup> meeting. In response to Board inquiry about the difference between the language in state law related to disciplinary provisions for false reporting and our policy's language providing that administrators "may take disciplinary action for the false reporting". Mr. Doug Thorne, Executive Director of Personnel and Legal Services, stated our policy gives staff the discretion to determine if the report of bullying behavior, while false, might not be intentional but possibly "conflict" was incorrectly identified as bullying behavior. A report such as this would need a resolution which is not disciplinary in nature. The Board asked for a report in 6 months to review documented "false reports".

Board Policy  
JFCB

By unanimous action, the Board approved proposed revisions and waived the second reading to Board Policy GCBA, Administrative Salary Schedule. Mr. Thorne explained these changes lower the salary range for Assistant Principals, adds and changes some positions at the Middle Schools and revises the administrative structures at the Career Center and Pierre Moran.

Board Policy  
GCBA

By unanimous action, the Board approved the submission of a grant to Indiana Youth Institute for attending National Conference on Girl Bullying and Relational Aggression. (Codified File 1314-114)

Grant  
Application

By unanimous action, the Board approved the submission of a Perkins Basic Grant for the Elkhart Area Career Center's 2014-2015 school year beginning on July 1, 2014 and end on June 30, 2015. In response to Board inquiry, regarding the seventh year of a five year plan, Dr. Dave Benak, Principal of Elkhart Area Career Center stated this is "version four" which has continued. This grant began in the 1960's and continued to increase until last year. The State of Indiana has tried to adjust funding to help rural areas. (Codified File 1314-115)

Grant  
Application

By unanimous action, the Board approved overnight trip request for West Side Middle School 7<sup>th</sup> graders to travel to Washington D.C. to visit nation's capital and tour the University of Virginia June 14-June 18, 2015. In response to Board inquiry, Dr. Hill, Assistant Superintendent for

Overnight Trip  
Request

Instruction, led a discussion comparing the Middle School Washington DC trip with the High School US History trip. The expectations of the students during and after the trips, what time in history they study, and forms of travel were discussed which helped explain why the High School trip counts as school credit and the Middle School trip is a learning experience.

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 27<sup>th</sup>, 2014 listing. (Codified File 1314-116)

Conference  
Leaves

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

Personnel Report

Administrative appointments effective for the 2014-2015 school year:

Administrative  
Appointment

David Benak - director of the Career Center  
Cynthia Bonner - associate principal at Pierre Moran  
Kimberly Boynton - director of grant development and Pre-K services at ESC  
Levon Johnson - chancellor for academic improvement at Pierre Moran  
William Kovach - executive director of career and alumni success at the Career Center  
Scott Sassaman - associate principal at Pierre Moran  
Matthew Werbiensky - principal at the Career Center

Continuous employment as probationary teachers for fifty-seven (57) first year teachers; continuous employment as probationary teachers for sixty-five (65) second year teachers; continuous employment as probationary teachers for thirty-four (34) third year teachers; continuous employment as established teachers for twenty-three (23) fourth year teachers and thirty-one (31) fifth year teachers upon signing a sixth regular contract with ECS, as established teachers. (Codified File 1314-117)

Continuous  
Teacher  
Employment

A consent agreement regarding employee compensation and three consent agreements regarding unpaid time. (Codified File 1314-118)

Consent  
Agreement

Resignation of two (2) certified employees effective on dates indicated;

Certified  
Resignation

Marilyn Cregier - counselor at Pierre Moran 6/10/14  
Sarah Steltzer - grade 1 at Riverview 6/7/14

Regular employment for the following three (3) classified employees, who have successfully completed their probationary periods on dates indicated:

Classified  
Employment

Wyatt Ritchie - paraprofessional at West Side, 5/21/14  
Jennifer Sharp - paraprofessional at Cleveland, 5/14/14  
Connie Swearengin - bus driver unassigned at Transportation, 5/21/14

Resignation of the following fourteen (14) classified employees effective on dates indicated

- Pamela Borsa - food service at West Side 5/9/14
- Mark Bowers - paraprofessional at Hawthorne 5/20/14
- Michelle Campanello - secretary at Central 6/6/14
- Josephine Cohen - paraprofessional at Daly 6/6/14
- Carol Dickinson - secretary at Central 5/23/14
- Crystal Douglass - secretary at Beck 6/17/14
- Ira Gamble - bus helper at Transportation 6/6/14
- Irene Garcia - bus helper at Transportation 6/6/14
- Marlene Gaspar - paraprofessional at Roosevelt 5/14/14
- Carrie Gee - custodian at Memorial 4/28/14
- Jennifer Hayes - paraprofessional at Pinewood 6/6/14
- Priscilla Jamora - paraprofessional at Pinewood 6/6/14
- Alice Shelko - paraprofessional at Central 6/6/14
- Ashley Turner - speech therapist at Eastwood 7/1/14

Classified  
Resignation

Retirement of four (4) classified employees – effective on dates indicated with years of service in parenthesis:

- Gary Andrews - custodian at Central 7/31/14 (24)
- Nancy Hagedorn - paraprofessional at Beardsley 6/6/14 (28)
- Susan McKibbin - bus driver at Transportation 7/3/14 (20)
- Herbert Ulery Sr. - technical assistant/EACC 6/6/14 (20)

Classified  
Retirement

Termination of two (2) classified employees:

- Latoya Keys at Beck, in accordance with Board Policy GDPD Section 1 b, c, f and g, effective 5/9/14
- Tiana Joiner, food service at Pinewood, in accordance with Board Policy GDPD Section 1 b, c, f and g, effective 5/27/14.

Termination of  
Classified  
Employees

The Board heard from a concerned parent who questioned the book rental rate not changing. She stated the packet showed the cost being \$106.00 for 2014-15 and she paid \$100.00 this year. After a brief discussion, the Board stated they would look into the matter and report at the next meeting.

From the  
Audience

The Board heard from Dr. Haworth who commented positively about the new administrative positions at EACC and Pierre Moran. He also reported the Head Start Consortium Board had met and passed a resolution to recommend to its member School Corporations that the Consortium's Board include one parent representative. He asked that our Corporation agree to this change. The Board approved the change.

From the  
Superintendent

Board member Karen Carter announced upcoming graduations for GED, Central High School and Memorial High School and all are invited. She also expressed sorrow in the passing of Craig Fulmer who had been a good friend and supporter of Elkhart Community Schools. Board member Glen Duncan asked how insurance costs rising across the nation will affect ECS. Mr. Hasler stated he would look into the issue and report at a later date.

From the Board



The meeting adjourned at approximately 8:30 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

Adjournment

Signatures

**ELKHART COMMUNITY SCHOOLS**

**DATE: 05/30/14**

**TO: MR. DOUGLAS A. HASLER**

**FROM: DIANA STAMPER**

**RE: LOANS - ONE FUND TO ANOTHER**

**THE FOLLOWING LOANS WERE MADE ON 05/30/14:**

**\$410,000 TO FUND 0350 CAPITAL PROJECTS FROM 0100 GENERAL FUND**

**\$575,000 TO FUND 0410 TRANS-OPERATING FROM 0100 GENERAL FUND**



**BUSINESS SERVICES**  
J. C. Rice Educational Services Center  
Elkhart Community Schools  
2720 California Road, Elkhart, IN 46514-1220  
(574) 262-5563 / 5565 fax  
www.elkhart.k12.in.us

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## INTEROFFICE MEMO

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**DATE: JUNE 3, 2014**

**TO: ELKHART COMMUNITY SCHOOL BOARD**

**FROM: DEBORAH S. SHOUP, CPA  
SUPERVISOR OF ACCOUNTING, AUDITING, & INVESTMENT**

**RE: CASH MANAGEMENT BID**

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Indiana Code 5-13-11 provides that a political subdivision may contract with a depository for the operation of an investment cash management system. Elkhart Community Schools does contract for these services. The law requires that contracts be rebid every two years.

On Monday, June 23, 2014, Elkhart Community Schools will issue its Request for Proposal (RFP) for Cash Management Services to our local banks. The RFP will be advertised two times; once on Monday, June 23<sup>rd</sup> and a second time on Monday, July 1<sup>st</sup>.

The bids are required to be delivered to the business office by 2:00 pm on July 22, 2014. A decision for the award of our Cash Management Services will be presented to the School Board at last board meeting in August 2014.

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
June 10, 2014 Meeting of Board of School Trustees

<b>School/Organization</b>	<b>Fundraising Activity Description/Purpose</b>	<b>Date(s) of Activity</b>	<b>Sponsor(s)</b>
EACC	South Bend Medical will make donations (money to fund EACC scholarship and turkey vouchers for local food pantries) for each person that donates blood during the scheduled blood drives.	9/12/14; 12/5/14; 4/24/15	Nicole Dyer

ELKHART COMMUNITY SCHOOLS  
Elkhart, IN

June 6, 2014

TO: Board of School Trustees  
Dr. Robert Haworth

FROM: Douglas A. Hasler *DH*

SUBJECT: Public Hearing/Additional Appropriation Resolution

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Legal notice has been published of a public hearing on an additional appropriation to occur during the June 10<sup>th</sup> Board meeting. This proposed additional appropriation relates to the issuance of \$19 million of lease-rental bonds to finance the capital improvements authorized in the recently approved referendum. As part of the lease-rental process, school properties will be transferred to the Elkhart School Building Corporation upon payment of the appraised value of those properties. Such funds received by ECS will then be subject to the additional appropriation that results from the public hearing. All such funds will be used to pay for construction, equipment, and other improvement related costs.

I am including a copy of the proposed appropriation resolution that will be recommended for your approval following the public hearing.

If you have any questions concerning this matter prior to Tuesday, please call me at 262-5563.

**APPROPRIATION RESOLUTION OF THE BOARD OF SCHOOL  
TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS,  
ELKHART COUNTY, INDIANA**

WHEREAS, the Elkhart Community Schools, Elkhart County, Indiana (the "School Corporation"), exists and operates under the provisions of Indiana Code 20-26-1, as amended from time to time (the "Act"); and

WHEREAS, the Board of School Trustees of the School Corporation (the "Board"), adopted a resolution on January 6, 2014 (the "January 6 Resolution"), that preliminarily approved the 2014 Multi-Facility Safety, Security and Basic Building Restoration Project (as defined and described in detail in the January 6 Resolution) and the financing of the 2014 Multi-Facility Safety, Security and Basic Building Restoration Project by entering into a lease or leases or an amendment or amendments to an existing lease or leases (collectively, the "Lease") with the Elkhart Community School Building Corporation (the "Building Corporation"); and

WHEREAS, the 2014 Multi-Facility Safety, Security and Basic Building Restoration Project and the financing of the 2014 Multi-Facility Safety, Security and Basic Building Restoration Project by entering into the Lease with the Building Corporation was approved by a majority of the voters residing in the geographical boundaries of the School Corporation and voting with respect to such matters; and

WHEREAS, the School Corporation anticipates the Building Corporation will be issuing one or more series of first mortgage bonds in an aggregate principal amount not to exceed Nineteen Million Thirty Thousand Dollars (\$19,030,000), the proceeds of which will be used by the Building Corporation to acquire certain real property owned by the School Corporation and the facility or facilities located thereon (collectively, the "Premises"), to fund a portion of the 2014 Multi-Facility Safety, Security and Basic Building Restoration Project and pay the costs of issuing such first mortgage bonds (the "2014 Building Corporation Project"); and

WHEREAS, the School Corporation intends to use the money it receives from the Building Corporation in connection with the acquisition of the Premises by the Building Corporation to undertake a portion of the 2014 Multi-Facility Safety, Security and Basic Building Restoration Project and the portion of the 2014 Building Corporation Project not paid by the Building Corporation (collectively, the "2014 School Corporation Project"); and

WHEREAS, the costs of the 2014 School Corporation Project include, without limitation, all expenses necessarily incurred in connection with the proceedings, together with a sum sufficient to pay the costs of supervision and inspection during the period of the 2014 School Corporation Project, all expenses of every kind actually incurred by the Building Corporation or the School Corporation preliminary to acquisition of certain property by the Building Corporation and the 2014 School Corporation Project, such as costs of necessary records, engineering expenses, publication of notices, salaries and other expenses and the costs of land, rights-of-way and other property to be acquired or retained for the 2014 School Corporation Project; and

WHEREAS, the Board has found that there are not sufficient funds available or provided for in the existing budget and tax levy which may be applied to the costs of the portion of the 2014 School Corporation Project and has heretofore authorized the Building Corporation to issue its first mortgage bonds in the amount not to exceed the principal amount set forth above; and

WHEREAS, notice of a hearing on said appropriation has been duly given by publication and posting as required by law, and the hearing on said appropriation has been held, at which all taxpayers had an opportunity to appear and express their views as to such appropriation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, AS FOLLOWS:

SECTION 1. There is hereby appropriated a sum not to exceed Nineteen Million Two Hundred Thousand Dollars (\$19,200,000) out of the proceeds received by the School Corporation from the Building Corporation in connection with the sale of the Premises to the Building Corporation together with all investment earnings thereon. The School Corporation shall use such funds for the purpose of paying for all or a portion of the costs of any of the 2014 School Corporation Project.

SECTION 2. Such appropriation shall be in addition to all appropriations provided for in the existing budget and levy, and shall continue in effect until the completion of the 2014 School Corporation Project. Any surplus of such proceeds shall be credited to the proper fund as provided by law.

SECTION 3. A certified copy of this resolution, together with such other proceedings and actions as may be necessary, shall be filed by the fiscal officer of the School Corporation, who shall report the appropriation to the State of Indiana Department of Local Government Finance.

SECTION 4. The President, Vice President, any other officer or member of the Board, the Superintendent of the School Corporation or the Executive Director of Support Services of the School Corporation are hereby authorized to take any and all such actions and to execute all such instruments as are desirable to carry out the transactions contemplated by this resolution, in such forms as such officer or member executing the same shall deem proper, to be conclusively evidenced by the execution thereof and any and all actions previously taken, or documents previously executed, in connection with the transactions contemplated by this resolution, including but not limited to, publication of the notice of the public hearing held in connection with this appropriation, be, and hereby are, ratified and approved.

This Resolution hereby is ADOPTED by the Board of School Trustees of the Elkhart Community Schools, Elkhart County, Indiana, this 10<sup>th</sup> day of June, 2014.

BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS,  
ELKHART COUNTY, INDIANA

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ATTEST: \_\_\_\_\_  
Secretary of the Board of School Trustees



**RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

WHEREAS, the award of gift cards to students can be beneficial in the efforts of our schools to reward good behavior; and

WHEREAS, it has been determined from time to time, necessary to purchase gift cards to meet the needs of students and families when deemed appropriate; and

WHEREAS, these gift cards may be purchased using funds contained in a school's extra-curricular account;

BE IT FURTHER RESOLVED, gift cards may be purchased by schools using funds contained in the school's extra-curricular accounts as rewards for positive behavior and to meet the basic needs of students and families.

Signed this 10<sup>th</sup> day of June 2014

AYE

NAY

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BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: \_\_\_\_\_, Secretary  
Board of School Trustees

TRANSFERSSection 1. In General

- A. Transfers from or to Elkhart Community Schools shall be as provided by law and as incorporated in Elkhart Community Schools Administrative Regulations.
- B. Regular Resident Transfers within the Elkhart Community Schools attendance area may be granted by the Director of Student Services or designee for a period not to exceed the current school year. Successive transfers may be granted. **Transfer approvals for students in grades ten through twelve do not guarantee athletic participation. The Athletic Director at each high school shall determine if a student is eligible to participate in athletics.** ~~(Athletes in grades 10 through 12 need to be checked for IHSAA regulations as to the impact of the transfer.)~~
- ~~C. Successive transfers may be designated as Permanent Resident Transfers for the duration of a student's enrollment at the elementary, middle school, or high school level, provided the student has maintained satisfactory attendance and behavior as a student on Regular Resident Transfer and has been approved by the building principal and the Director of Student Services/Designee for Permanent Resident Transfer.~~
- ~~DC.~~ A transfer shall not be granted for the purpose of participating in any extra-curricular activity in the school to which the transfer is requested; incoming ninth grade students transferring pursuant to this policy shall not be eligible to participate in extra-curricular activities during the student's ninth grade year unless the Principals at both high schools approve the request. Students transferring for the student's tenth, eleventh, or twelfth grade year shall be subject to the IHSAA's rules for transferring students.

Section 2. Requests for Transfer

All **initial** requests for transfer ~~from one attendance area to another~~ within the Elkhart Community Schools district shall be filed with the Director of Student Services or designee. The request shall specifically state the reasons for the ~~requested~~ transfer and provide such documentation as the Director or designee may require.

- A. Parent(s)/Guardian(s) (or emancipated student) requests are to be acted upon within two weeks after receiving them.
- B. Parent(s)/Guardian(s) (or emancipated student) requests to extend an existing transfer for the subsequent year may be submitted during the second semester of the current school year.
- C. Parent(s)/Guardian(s) (or emancipated student) must complete an initial transfer for students promoted to middle school or high school if they wish their child to attend a different school outside their attendance area.**

Section 3. Reasons for Transfer

Transfers may be granted for any of the following reasons in accordance with the procedures in administrative regulation JECBB:

- A. To accommodate parent(s)/guardian(s) (or emancipated student) requests encompassed in Section 2A, students residing in the school corporation but not within the attendance area of a specific school as described in Administrative Regulation JC may be granted a transfer as students in another school in the district on an annual basis after considering 1, 2, 3, 4, 5, 6, and 7:
  1. the request is for valid educational reasons;
  2. the student is in good standing in their school in the Elkhart Community Schools or other institution (private or parochial school) most recently attended;
  3. no section or class will be overcrowded by their attendance **as determined by the Director of Student Services or designee;**
  4. enrollment of the student will not adversely affect the programming of student in the school requested;
  5. no increase of staff will be required;
  6. parents, guardians, or custodians agree to provide transportation to and from school; and
  7. the request is not for athletic or any other extracurricular purposes.
  
- B. To prevent undue personal hardship for any student or student's family as determined by the Director of Student Services or designee after considering 1, 2, 3, and 4:
  1. hardship reasons as stated on the request and shall be defined as follows:
    - a. the need for child care before or after school for the impacted student(s);
    - b. family conflict;
    - c. compliance with a court order;
    - d. demonstrable evidence of a physical and/or psychological risk of harm to student(s) (applications stating the foregoing as a reason for the transfer must be accompanied by a statement from the student(s)' treating physician or **mental health professional.** ~~psychologist setting forth the basis and~~ **This statement should include** the need for the request, the duration of treatment, including information regarding the number of occasions where these issues were addressed by the treatment provider and the student); and
    - e. other circumstance of a similar nature.
  2. enrollment numbers in the class(es) and programs at the receiving school;
  3. information obtained as a result of the Director's or designee's consultation with the principal or other designated staff person from each building or program; and
  4. ~~when a transfer is requested due to the risk of physical and/or psychological harm to the student, the applicant's~~ **the parent/guardian (or emancipated student)** shall provide a signed written release authorizing the Director of Student Services or designee to obtain information, including medical and treatment records, ~~from the student's treating physician or psychologist.~~

~~C. For the purpose of greater integration in elementary schools. Parent(s)/Guardian(s) must make a request prior to the last day of school of the preceding school year. Bus service is provided for transfers approved for greater integration in grades K—6, only for those applications approved prior to the beginning of the 2008-2009 school year.~~

DC. To provide educational continuity in the following instances of transfer within the Elkhart Community Schools district:

1. students in any grade who, along with their family, change residence after the first grading period has ended;
2. sixth grade students who, along with their family, change residence after the school year has begun;
3. eighth grade students who, along with their family, change residence after the school year has begun;
4. high school students who, along with their family, change residence after the school year has begun or who change residence after completing the eleventh grade; or
5. special circumstances such as
  - a. siblings of students who, by virtue of special needs, are assigned to a school other than their school of residence;
  - b. maintaining continuity of family affiliation for students residing within district boundaries whose siblings are currently attending or recently completed at the school for which the transfer is being requested; or
  - c. students meeting the definition of homeless under the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) who wish to continue attending their school of origin for the duration of their homelessness.

#### Section 4. Conditions of Transfers

All transfers are conditional upon the transferred student maintaining satisfactory attendance and behavior. The Director of Student Services or designee may rescind transfers at any time if satisfactory attendance ~~and behavior~~ is not maintained **as identified by:**

- 1. attendance rate below 95% and/or**
- 2. ten (10) or more tardies during the school year.**

Before a transfer is rescinded, the principal **or designee** shall provide written notice to the parent(s)/guardian(s) (or emancipated student) of the need to meet to address attendance ~~and/or behavior~~ concerns. **If, after three (3) attempts to conduct a meeting,** the parent(s)/guardian(s) (or emancipated student) fails to meet with the principal or **designee,** ~~following meeting, if efforts to address concerns do not result in satisfactory attendance and/or behavior,~~ the principal shall **request** notify the Director of Student Services or designee to rescind the transfer. The Director of Student Services or designee shall provide the parent(s)/guardian(s) (or emancipated student) with written notice of the rescinding of the transfer.

**The Director of Student Services or designee may rescind a transfer at year end if**

**satisfactory behavior is not maintained. Before a transfer is rescinded, the principal or designee shall provide written notice to the parent(s)/guardian(s) (or emancipated student) of the need to meet to review all behavior and all interventions.**

**If, after three (3) attempts to conduct a meeting, the parent(s)/guardian(s) (or emancipated student) fails to meet with the principal or designee, the principal shall request the Director of Student Services or designee to rescind the transfer. The Director of Student Services or designee shall provide the parent(s)/guardian(s) (or emancipated student) with written notice of the rescinding of the transfer.**

Section 5.     Transportation

Parents/Guardians (or emancipated students) are responsible for transportation when resident transfers, either regular or permanent, are approved, unless exceptions are set forth in other sections of this policy, or under state or federal law.

Section 6.     Appeals

Parents/Guardians (or emancipated students) may appeal, in writing, within 10 days of the receipt of notice of the action taken, the decision of the Director of Student Services to the Assistant Superintendent of ~~Instruction~~. The Assistant Superintendent of ~~Instruction~~ shall determine whether an abuse of discretion by the Director of Student Services has occurred when a transfer request has been denied, and that determination shall form the basis for the Assistant Superintendent's decision regarding the appeal.

Parents/Guardians (or emancipated students) have the right to appeal the decision of the Assistant Superintendent of ~~Instruction~~ to the school board within 10 days of the receipt of notice of the action taken. The appeal to the school board must be in writing. If an appeal is properly made, the board may consider the appeal unless the board votes not to consider the appeal. If the board considers the appeal, it will consider the written arguments of the school administration and the student and/or the student's parent(s)/guardian(s). The board will then take any action deemed appropriate.

**June 10, 2014** ~~April 24, 2012~~

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Central  
Class/Group: Boys Track  
Number of Students: 2  
Date/Time Departing: June 6 2:30 pm  
Date/Time Returning: June 7 8:00 pm  
Destination: Indiana University Bloomington IN  
City State  
Overnight Facility: Best Western Atrea  
Mode of Transportation: White Activity Bus  
Reason for Trip: State Track meet

Names of Chaperones: Jacob Balch, Tom Adams, Mike Mitchell


Cost per Student: 0

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

Plans to Defray Costs for Needy Students: N/A

Are Needy Students Made Aware of Plans? N/A

Signature of Teacher/Sponsor: 

Signature of Principal:  Date: 5/4/14

\*\*\*\*\*

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

Approval of Assistant Superintendent:  Date: 6/5/14

Approved by Board: \_\_\_\_\_  
(All overnight trips require prior approval by Board Policy IICA.)



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: June 3, 2014

To: Dr. Rob Haworth  
Board of School Trustees

From: Mary Jo Sartorius 

RE: Grant Application

The Now is the Time Project AWARE Local Educational Agency Grant opportunity provided by SAMHSA provides an opportunity for acquiring grant funding to train school personnel, parents, caregivers, and youth-serving staff in Youth Mental Health First Aid (YMHFA). Providing this training will increase awareness and identification of mental health issues and services that can benefit youth in need of mental health services. Training will assist personnel in appropriate identification and referral for youth mental health issues. Providing necessary education related to mental health has the ability to make a positive impact on the overall school climate, decrease school violence, and increase mental health access.

The focus of the training in the event that Elkhart Community Schools' is awarded the grant will be to train school personnel at the secondary level to increase awareness of mental health issues and increase appropriate referrals to mental health services.

The grant amount is up to \$50,000 each year for up to two years. The grant deadline is June 16, 2014.

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



inspiring. excellence.

**STUDENT SERVICES**

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2720 California Road, Elkhart, IN 46514-1220  
(574) 262-5540 / 5548 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: June 6, 2014

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Mary Yoder Holsopple

RE: Grant Application

I am requesting approval from the Board of School Trustees to submit a grant application for Safe Haven funds in the amount of \$85,680. These funds will cover the cost of the bullying prevention program including, the Olweus Bullying Questionnaires from which we gather data to evaluate our efforts; the anonymous reporting system; new personnel training; work sessions for building planning committees; John Halligan providing assemblies for our middle school students; a delegation to attend the International Bullying Prevention Association conference; and training for administrators and other personnel charged with investigating bullying reports.

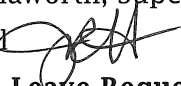
I have been informed this grant will open sometime in June with a due date shortly after. The awards will be granted in mid August. These dates may be delayed if the grant does not open until later this summer.

*Mary Yoder Holsopple*

Mary Yoder Holsopple  
Bullying Prevention Coordinator  
Elkhart Community Schools  
201 West Wolf Street  
Elkhart, IN 46516



**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

DATE: June 6, 2014  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. John Hill   
 RE: **Conference Leave Requests**  
**June 10, 2014 - Board of School Trustees Meeting**

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

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<b>ACCUPLACER NATIONAL CONFERENCE 2014</b> Participants will be trained how to use of ACCUPLACER Diagnostics which provides data for teacher-driven interventions as well as targeted, student specific interventions. Indianapolis, IN June 11 - 13, 2014 (0 Day's absence) DEANNE ANADON - ADULT EDUCATION (2-3) KIM DEHAVEN - ADULT EDUCATION (0-0)	\$856.52	\$0.00
<b>EVERYDAY MATH LEADERSHIP SYMPOSIUM</b> This confrence will provide new ideas to help students develop an understanding of how numbers are used in the world and to tighten instructional methods. They will also be covering changes to the Everyday Math curriculum for grades K-6. Santa Fe, NM June 18 - 19, 2014 (0 day's absence) JENNIFER HINMAN - ESC (0-0)	\$0.00	\$0.00
<b>ALL WRITE COMMUNITY HIGH SCHOOL</b> This conference will provide an opportunity for teachers to gain new ideas and strategies to use in the classroom. Warsaw, IN June 19 - 20, 2014 (0 day's absence) JULIE KELLY - WOODLAND (0-0)	\$295.00	\$0.00
<b>NONVIOLENT CRISIS INTERVENTION TRAINING PROGRAM</b> This program is considered the worldwide standard for crisis prevention and intervention training. With a core philosophy of providing for the Care, Welfare, and Security <sup>SM</sup> of everyone involved in a crisis situation, the programs proven strategies give service providers and educators the skill to safely and effectively respond to anxious, hostile, behavior while balancing the responsibilities of care. Indianapolis, IN July 15 - 18, 2014 (4 day's absence) DENNY TRIGG - LIFE (0-0)	\$3,185.00	\$0.00
<b>TOTAL</b>	<b>\$4,336.52</b>	<b>\$0.00</b>

<b>2013 - 2014 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
2013 YEAR-TO-DATE GENERAL FUNDS	\$18,405.16	\$2,340.00
2014 YEAR-TO-DATE GENERAL FUNDS	\$14,691.96	\$2,585.00
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	\$64,120.49	\$7,905.00
2014 YEAR-TO-DATE ADJUSTMENTS	(\$2,213.00)	\$0.00
<b>GRAND TOTAL</b>	<b>\$220,201.63</b>	<b>\$24,100.00</b>

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



Date: June 10, 2014  
To: Dr. Robert Haworth  
From: Mr. W. Douglas Thorne  
Subject: Personnel Recommendations

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**Certified**

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2014-15 school year:

<b>Amber Butler</b>	<b>TBD/Elementary</b>
<b>Bradley Cogdell</b>	<b>West Side/Science</b>
<b>Susan Corbett</b>	<b>Cleveland/Grade 6 P.E.P</b>
<b>Holly DuBois</b>	<b>TBD/Elementary</b>
<b>Aileen Hurd</b>	<b>Monger/Speech Pathologist</b>
<b>Kris Miller</b>	<b>Central/Special Education</b>
<b>Douglass Saylor</b>	<b>Memorial/Industrial Technology</b>
<b>Savannah Smith</b>	<b>Riverview/Special Education</b>

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

<b>Kathleen Barrier</b> Began: 8/17/09	<b>Central/Math</b> Resign: 6/7/14
<b>Chaz-Lit Doyle</b> Began: 8/12/13	<b>Woodland/Grade 1</b> Resign: 6/7/14
<b>Emily Fairchild</b> Began: 8/12/13	<b>Beardsley/Grade 6</b> Resign: 6/7/14
<b>Britny Jimenez</b> Began: 8/11/08	<b>Cleveland/Grade 2</b> Resign: 6/7/14

**Robyn Kubsch**  
Began: 8/14/06

**Memorial/FACS**  
Resign: 6/7/14

d. **Parental Leave** – We recommend the approval of a parental leave for the following employee:

**Brandy Hill**  
Begin: 8/13/14

**Roosevelt/Intervention**  
End: 6/5/15

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

**Janet Hagglund**

**Woodland/Special Education 24 Years of Service**

**Classified**

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

**Alainea Carter**  
Began: 3/27/14

**EACC/Paraprofessional**  
PE: 6/5/14

**Jeannine Daly**  
Began: 3/18/14

**Osolo/Food Service**  
PE: 5/27/14

**Cheryl DeJohn**  
Began: 3/17/14

**Daly/Paraprofessional**  
PE: 5/27/14

**Ramona Donaldson**  
Began: 3/19/14

**Beck/Food Service**  
PE: 5/28/14

**Amanda Hepner**  
Began: 4/2/14

**Central/Custodian**  
PE: 6/4/14

**Rodney Herron**  
Began: 3/17/14

**Memorial/Food Service Truck Driver**  
PE: 5/27/14

**Theodora Martin**  
Began: 3/17/14

**Feeser/Food Service**  
PE: 5/27/14

**Dana Oberg**  
Began: 3/17/14

**Monger/Registered Nurse**  
PE: 5/21/14

**Nicole Thompson**  
Began: 3/24/14

**West Side/Food Service**  
PE: 6/2/14

**Cheri Wenzel**  
Began: 4/2/14

**Pinewood/Custodian**  
PE: 6/4/14

**Sylvester Wheeler**  
Began: 3/17/14

**Transportation/Bus Helper**  
PE: 5/27/14

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

<b>Robert Buss</b> Began: 8/16/06	<b>Central/Paraprofessional</b> Resign: 6/6/14
<b>Cammie Staples</b> Began: 9/10/12	<b>Central/Paraprofessional</b> Resign: 6/6/14

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

<b>Edna Nunemaker</b> Began: 9/5/78	<b>Central/Paraprofessional</b> Retire: 6/6/14 35 Years of Service
<b>Lester Perry</b> Began: 8/6/79	<b>Central/Custodian</b> Retire: 6/20/14 35 Years of Service
<b>Jacqueline Swartzell</b> Began: 12/7/87	<b>Transportation/Bus Driver</b> Retire: 7/31/14 26 Years of Service

**d. The following 2013/14 Classified retirees will be presented with Certificates of Service:**

Judith Brown	Transportation/Bus Helper	31 Years of Service
Sue Clark	Riverview/Paraprofessional	21 Years of Service
Nancy Clarke	Hawthorne/Paraprofessional	29 Years of Service
Sally Coddens	Transportation/Bus Driver	29 Years of Service
Evelyn Culbreath	Memorial/Food Service	20 Years of Service
Ann Eshenfelder	Beck/Secretary	21 Years of Service
Susan Estes	Beardsley/Paraprofessional	32 Years of Service
Monda Fields	Memorial/Paraprofessional	17 Years of Service
Sheila Gerou	Pierre Moran/Paraprofessional	12 Years of Service
Vicky Grafton	Transportation/Bus Driver	32 Years of Service
Loretta Gregory	Career Center/Technical Assistant	33 Years of Service
Nancy Hagedorn	Beardsley/Paraprofessional	28 Years of Service
Dorothy Harris	Transportation/Bus Helper	34 Years of Service
Carolyn Holmes	North Side/Secretary	18 Years of Service
Francine House	Transportation/Bus Driver	16 Years of Service
Lester Jackson	Pierre Moran/Custodian	27 Years of Service
Shirley Kunkel	ESC/Secretary	21 Years of Service
Lin Ladd	Memorial/Secretary	16 Years of Service
Delcena Lambdin	Transportation/Bus Driver	16 Years of Service
Susan McKibbin	Transportation/Bus Driver	20 Years of Service
Edna Nunemaker	Central/Paraprofessional	35 Years of Service
Lester Perry	Central/Custodian	35 Years of Service
Mary Shupert	Transportation/Bus Driver	25 Years of Service
Rosa Staltari	Memorial/Food Service	10 Years of Service
Herbert Ulery Sr	Career Center/Technical Assistant	20 Years of Service
Cathy VanDerGriff	Transportation/Bus Driver	31 Years of Service
Pamela Walker	Riverview/Secretary	17 Years of Service
Kathleen Watson	Transportation/Bus Driver	16 Years of Service
Carol West	Career Center/Secretary	35 Years of Service
Lori Whisler	Beardsley/Secretary	21 Years of Service

Kathleen Williams	Transportation/Bus Driver	22 Years of Service
Sue Williams	Feeser/Paraprofessional	11 Years of Service
Janet Williamson	Woodland/Paraprofessional	20 Years of Service
Barbara Windbigler	Transportation/Bus Driver	18 Years of Service
Ralph Windbigler	Transportation/Bus Driver	32 Years of Service
Sherry Wisler	Osolo/Paraprofessional	33 Years of Service