

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
Elkhart Community Schools / Elkhart, Indiana
May 27, 2014

CALENDAR

May	27	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	1	1:00 p.m.	ECHS Commencement, Rice Field/North Side Gym
June	8	2:00 p.m.	EMHS Commencement , Notre Dame
June	10	7:00 p.m.	Regular Board Meeting, 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

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Entertainment: Memorial High School Jazz and All-State Choirs

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- D. GIFT ACCEPTANCE - The administration recommends the Board accept with appreciation recent donations made to the Elkhart Community Schools.
- E. STUDENT RECOGNITION
 - Pinewood Elementary Math Bowl
 - Central High School Winter Guard
- F. MINUTES - May 13, 2014 - Public Work Session
May 13, 2014 - Regular Board Meeting
May 19, 2014 - Public Work Session

G. TREASURER'S REPORT

Consideration of Claims

Textbook Rental Fees - The administration recommends a price hold on textbook rental fees for the 2014-2015 school year.

School Auction - The Business Office requests permission to conduct a school auction.

Financial Report - January 1, 2014-April 30, 2014.

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

Meal Prices - The administration recommends a price hold on meal prices for the 2014-2015 school year.

Food Service Bids - The Business office recommends Board approval of the bid award for food, commodities, fresh produce, supplies, bakery supplies, and dairy supplies.

Energy Education

H. UNFINISHED BUSINESS

Board Policy JFCB - The administration presents proposed revisions to Board Policy JFCB, Bullying Prevention, as initially presented at the Board's April 29th meeting.

I. NEW BUSINESS

Board Policy GCBA - The administration presents proposed revisions to Board Policy GCBA, Administrative Salary Schedule, and asks to waive 2nd reading.

Grant Application - The administration seeks Board approval for the submission of a grant to Indiana Youth Institute for attending National Conference on Girl Bullying and Relational Aggression.

Grant Application - The administration seeks Board approval for the submission of the Perkins Basic Grant for the Elkhart Area Career Center.

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

J. PERSONNEL

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

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

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT

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

DATE: May 21, 2014

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

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

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

Mr. Eric Irions
51217 Maplewood Dr.
Elkhart, IN 46514-6208

Sincerely,

Brian Buckley



inspiring. excellence.

CURRICULUM AND INSTRUCTION
J. C. Rice Educational Services Center
Elkhart Community Schools
2720 California Road, Elkhart, IN 46514-1220
(574) 262-5559 / 5556 fax
www.elkhart.k12.in.us

Memorandum

TO: Dr. Rob Haworth

FROM: Bruce Klonowski *BK*

DATE: May 14, 2014

RE: Gift Approval – For student field trips

Mr. Larry Huneryager former Eastwood teacher has forwarded a check in the amount of \$200.00 to support transportation costs for future field trips.

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:

Mr. Larry Huneryager
101 Homan Ave.
Elkhart, IN 46516

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

Elkhart Community Schools
Elkhart, Indiana

May 13, 2014

J.C. Rice Educational Services Bldg, 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:	Rob Haworth Robert Woods Doug Thorne	John Hill Doug Hasler
Absent		
Other	Tony Giansi	

The Board discussed: Calendar/upcoming events, Cobus Creek and Proposed Construction Schedule.

The meeting adjourned at approximately 6:40 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 REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
May 13, 2014

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

Place/Time

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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Roll Call

The Board heard a performance from Memorial High School (MHS) Speech Team. Annalyce Winkler performed an excerpt from her poetry program, Poems to My Ex; State semi-finalist - 16th place in Poetry. Elijah Efsits & Alex Kilmer performed the Book of Mormon; state semi-finalists and 12th place Memorized Duo Performance. Superintendent Dr. Rob Haworth commented on the quality of talent found in Elkhart Community Schools (ECS).

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. Isaac Stansbury is involved in track and band. Current activities at Memorial; 3 on 3 basketball tournament where food was collected for the SSAC Food Drive which collected over 25,000 pounds of food for Church Community Services; Senior Band Concert this Sunday; Softball, Baseball and Tennis teams doing well. Rachel Swanson, a sophomore from Central High School (CHS), is involved in Band and Soccer. Current activities at CHS include; End of Course Assessment (ECA) and Advanced Placement (AP) testing; Senior Band Concert Wednesday; Baseball, Tennis and Track teams competing. She expressed how amazing and fun it was to be a part of the SSAC food drive.

SSAC Representatives

The Board watched a video put together by MHS faculty to motivate students for ECA testing. Dr. Haworth commented how proud he was of teachers who use their creativity to encourage students.

Memorial Video

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

Personnel Report

Administrative Appointment of two (2) classified employees;
Mary Teeter, Principal at Hawthorne
April Walker, Principal at Monger

Administrative Appointment

<p>Retirement of eight (8) certified employees, with years of service in parenthesis:</p> <ul style="list-style-type: none"> Dennis Gable, Engineering and Technology at Central (46) Cindy Harness, Grade 3 at Eastwood (37) Tim Harness, Grade 6 at Eastwood (36) Bruce Klonowski, Director of Community Engagement (45) Don Kominowski, Principal at Monger (17) Gary McAllister, Grade 6 at Feeser (37) Kevin Ong, English at Central (34) Patricia Reinhard, Psychologist at ESC (23) 	<p>Certified Retirement</p>
<p>Employment of eleven (11) classified employees, who have successfully completed their probationary period:</p> <ul style="list-style-type: none"> Jennifer Beer, Paraprofessional at Roosevelt; 5/5/14 Hannah Breden, Paraprofessional at Beardsley; 5/5/14 Charles Conley, Paraprofessional at Hawthorne; 5/5/14 Elizabeth Crowley, Food Service at Beardsley; 4/28/14 Stephanie Elam, Paraprofessional at Beardsley; 5/5/14 DeAnn Graham, Paraprofessional at Beardsley; 4/29/14 Julie Grosser, Bus Driver at Transportation; 5/5/14 Jennifer Hilliard, Paraprofessional at Beck; 4/22/14 LaToya Keys, Food Service at Beck; 4/28/14 Scott Stone, Paraprofessional at Hawthorne; 5/5/14 Mindy Szyarto, Food Service at Memorial; 5/5/14 	<p>Classified Employment</p>
<p>Resignation of five (5) classified employees, effective on dates indicated:</p> <ul style="list-style-type: none"> Jimmy Gates, Custodian at Beck; 5/16/14 Julia Lacy, Paraprofessional at Feeser; 5/30/14 Sunshine Lloyd, Paraprofessional at PACE; 6/6/14 Michele Miller, Bus Driver at Transportation; 4/28/14 Charlene Nelson, Bus Helper at Transportation; 4/24/14 	<p>Classified Resignation</p>
<p>Retirement of seven (7) classified employees, with years of service in parenthesis:</p> <ul style="list-style-type: none"> Vicky Grafton, Bus Driver at Transportation (32) Laura Humphrey, Secretary at ESC (24) Virginia Johnson, Bus Driver at Transportation (20) Linda Skinner, Bus Driver at Transportation (21) Lori Whisler, Secretary at Beardsley, (21) Barbara Windbigler, Bus Driver at Transportation (18) Ralph Windbigler, Bus Driver at Transportation (32) 	<p>Classified Retirement</p>
<p>Voluntary leave of two (2) classified employees:</p> <ul style="list-style-type: none"> Stacie Booher, Paraprofessional at Tipton beginning 5/1/14 and ending 6/6/14 Eva Peters, Food Service at Memorial beginning 4/28/14 and ending 6/6/14 	<p>Voluntary Leave</p>

Jon LeVan, Principal of Woodland Elementary, recognized Amareon Kemery, Regan Fletcher, Nakori Cachiguango, Hannah Keen, Matalyn Kauffman, Marissa Jackson and Johntella Higgins for standing up and speaking out again bullying at Woodland. They received t shirts and certificates. Eliot Jeremiah (Jobs for America’s Graduates-JAG Specialist) recognized Elizabeth Massaquoi, Eliseo Guerra and Steven Somerville for placing 2nd at the JAG Regional Career Development Conference competition. Steven also placed 1st at the State Competition and shared his Public Speaking presentation.

Student Recognition

By unanimous action, the Board approved the following minutes:
April 29, 2014 – Public Work Session
April 29, 2014 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$6,315,656.44 as shown on the April 15, 2014, claims listing. (Codified File 1314-110)

Payment of Claims

By unanimous action the Board approved proposed fundraisers.

Fundraisers

The Board heard proposed revisions to Administrative Regulation JFC-(1), Guidelines for Good School Order, as initially presented at the April 29th Board meeting. The Board offered no further changes or corrections.

Administrative Regulation JFC-(1)

The Board was presented with proposed revisions to Administrative Regulation JFC-(2), Rules for Student Conduct, as initially presented at the April 29th Board meeting. The Board offered no further changes or corrections.

Administrative Regulation JFC-(2)

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 13, 2014 listing. (Codified File 1314-111)

Conference Leaves

Dr. Haworth commented, with the passing of the referendum, we will now address transportation needs, have safer schools and catch up on some deferred maintenance issues. He thanked the community for its support. The Board is humbled by this support and does not take lightly the responsibility, and will use sound practices as they move forward. He asked Tony Gianesi, Director of Building Services to give an overview of Safety, Security and Capital Improvement Projects. By sharing the proposed construction schedule covering 2014-2016, he showed which schools, what will be done, and when it will be done.

From the Superintendent

Board president Dorisanne Nielsen also thanked all who participated in helping win the referendum. And stated “now the work begins”.

From the Board

The meeting adjourned at approximately 8:00 p.m.

Adjournment

APPROVED:

Signatures

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

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

Elkhart Community Schools
Elkhart, Indiana

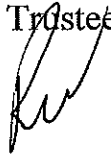
May 19, 2014

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – 6:-00 p.m.			Time/Place
<p>Board Members Present:</p> <p style="margin-left: 40px;">Dorisanne H. Nielsen</p> <p style="margin-left: 40px;">Glenn L. Duncan</p> <p>Absent:</p> <p style="margin-left: 40px;">Carolyn R. Morris</p> <p>ECS Staff:</p> <p style="margin-left: 40px;">Rob Haworth</p> <p style="margin-left: 40px;">John Hill</p>	<p style="margin-left: 40px;">Karen S. Carter</p> <p style="margin-left: 40px;">Susan C. Daiber</p> <p style="margin-left: 40px;">Jeri E. Stahr</p> <p style="margin-left: 40px;">Douglas K. Weaver</p> <p style="margin-left: 40px;">Tony England</p> <p style="margin-left: 40px;">Mary Holsopple</p> <p style="margin-left: 40px;">Jeff Komins</p>	Roll Call	
Board discussed Roosevelt’s STEAM, Olweus Bully Policy, Kindergarten Readiness and Staffing.			Topics Discussed
The meeting adjourned at approximately 8:20 p.m.			Adjournment
APPROVED:			Signatures
<p>_____</p> <p>Dorisanne H. Nielsen, President</p>	<p>_____</p> <p>Karen S. Carter, Member</p>		
<p>_____</p> <p style="text-align: center;">-absent-</p> <p>Carolyn R. Morris, Vice President</p>	<p>_____</p> <p>Susan C. Daiber Member</p>		
<p>_____</p> <p>Glenn L. Duncan, Secretary</p>	<p>_____</p> <p>Jeri E. Stahr, Member</p>		
	<p>_____</p> <p>Douglas K. Weaver, Member</p>		

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

May 8, 2014

To: Dr. Haworth
Board of School Trustees

From: Robert Woods 

Subject: Textbook Rental Fees, 2014-2015

The Business Office is recommending no change in book rental fees for the 2014-2015 school year. Book rental fees will remain as follows:

	Current fees
Kindergarten:	\$60.00
Grades 1-6:	\$106.00


The middle school and high school book rental fees will be based on the subjects in which the student is enrolled.

The Book Rental Fund is a fund that has struggled over the years to remain self-supporting. With the continual uncertainty in the legislature over "new money" for the school corporation, it appears this fund will need to remain as self-supporting as possible in the foreseeable future.

ELKHART COMMUNITY SCHOOLS
Elkhart, IN

May 22, 2014

TO: Dr. Haworth
Board of School Trustees

FROM: Robert Woods 

SUBJECT: School Auction

The administration is asking permission to hold our school auction of surplus materials on Saturday, July 19, 2014.

“Double D” is the auctioneer that will be responsible for the advertisements related to this auction and also be the auctioneer. This is the same accompany we have used for our past auctions.

The auction will be held at the Service Building, 1135 Kent Street, beginning at 9:00 a.m.

ACCOUNT BALANCES/INVESTMENT DETAIL

APRIL 2014

PETTY CASH	\$ 500.00
GENERAL ACCOUNTS:	
Lake City Bank	120,600.21
Teachers Credit Union	20,559,614.79
SCHOOL LUNCH ACCOUNTS:	
Teachers Credit Union	389,392.81
Change Fund	2,130.00
TEXTBOOK RENTAL ACCOUNTS:	
Chase Bank	1,752,375.91
PAYROLL ACCOUNTS:	
Teachers Credit Union-Payroll Account	881,827.11
Teachers Credit Union - Flex Account	62,960.31
INVESTMENTS:	
First State Bank Certificate of Deposit To mature 06/25/14 at .21%	68,300.00
	\$ 23,837,701.14

Elkhart Community Schools
Proposed School Fundraising Activities
May 27, 2014 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
West Side Middle School Art Club	7th and 8th grade art show will be asking for donations to help fund awards and supplies for the next art show	5/15/2014 - 5/21/2014	Heather Hall
Elkhart Memorial baseball, football, softball and track teams	2014 Fall Flower Carpet in collaboration with City of Elkhart. Proceeds will go towards two building projects that the athletic department is planning.	9/28/2014	C. Sears, S. Rost, A. Homo, B. Roggeman, J. Rost

May 20, 2014

To: Rob Haworth & Board of School Trustees
From: Pam Melcher
Re: Recommendation to Hold Meal Prices

The Business office is recommending to hold meal prices for the 2014-2015 school year.

Breakfast

Elementary	\$1.40
Secondary	\$1.65
Reduced	\$0.30
Elementary Staff	\$2.00
Secondary Staff	\$2.35 Middle School \$2.40 High School

Lunch

Elementary	\$2.30
Secondary	\$2.55 Middle School \$2.60 High School
Reduced	\$0.40
Elementary Staff	\$3.10
Secondary Staff	\$3.50 Middle School \$3.55 High School

May 21, 2014

At the May 27, 2014 Board meeting I will recommend Board approval of the following bids.

- a) Food Service Department received 4 food bids from Gordon Food Service, Stanz Food Service, Commercial Foods and 7-Up Snapple Group. The lowest, most responsive and responsible bidders were:

Gordon Food Service	\$873,233.70
Stanz Food Service	\$672,107.41
Commercial Foods	\$316,962.77
7-Up Snapple Group	<u>\$ 7,282.50</u>
Total	\$1,869,586.38

- b) Food Service Department received 2 commodities bids from Gordon Food Service and Stanz Food Service.

The lowest most responsive and responsible bidders were:

Gordon Food Service	\$172,211.80
Stanz Food Service	<u>\$506,086.90</u>
Total	\$678,298.70

- c) Food Service Department received 2 Fresh produce bids from Gordon Food Service and Piazza Produce. The lowest responsive and responsible bidders were:

Gordon Food Service	\$141,474.23
Piazza Produce	<u>\$275,433.00</u>
Total	\$416,907.23

- d) Food Service Department received 5 supply bids from Gordon Food Service, Stanz Food Service, and Wallace Packaging. The lowest most responsive and responsible bidders were:

Gordon Food Service	\$153,096.42
Stanz Food Service	\$ 87,162.31
Wallace Packing	<u>\$ 17,574.70</u>
Total	\$257,833.43

- e) Food Service Department received 4 bakery bids from Kreamo Bakers, Gordon's Food Services, CEM (Café Favorites), Sysco and Aunt Millie's. The lowest most responsive and responsible bidders were:

Alpha Kremo Bakers	\$44,713.00
Aunt Millie's	<u>\$ 5,731.97</u>
Total	\$50,444.97

- f) Food Service Department received 1 dairy bid from Prairie Farms Dairy. They were the lowest most responsive and responsible bidder.

Prairie Farms	\$742,731.18 Escalating / De Escalating
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Grand Total of all Bids \$4,015,801.89

A summary of the bids received in all of the bid categories, vender overview, costing breakdown, commodity and bid comparison is attached for your reference. If you would like to review the detailed bids for any (or all) bid categories prior to next Tuesday's board meeting, these documents are available in my office. Please contact me at 262-5523 if you would like to make arrangements to review this information, or if you have any questions concerning the bids.

Sincerely,

Pam Melcher

MEMORANDUM

Date: May 27, 2014

To: Dr. Robert Haworth, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Food Bid

On Tuesday, April 29th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Food/Cleaning Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Food Bid** from **August 2, 2014 through July 31, 2015** to the following company:

Gordon Food Service	\$873,233.70
Stanz Foodservice	\$672,107.41
Commercial Foods	\$316,962.77
7-UP/Snapple	\$ 7,282.50

Total	\$1,869,586.38
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Revised May 21, 2014

MEMORANDUM

Date: May 27, 2014

To: Dr. Robert Haworth, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Commodity Bid

On Tuesday, April 29th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Commodities.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Commodity Bid** from **August 2, 2014 through July 31, 2015** to the following company:

Gordon Food Service	\$172,211.80
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Stanz Foodservice	\$506,086.90
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Total	\$678,298.70
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Revised May 21, 2014

MEMORANDUM

Date: May 27, 2014

To: Dr. Robert Haworth, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Fresh Produce Bid

On Tuesday, April 29th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Fresh Produce.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Fresh Produce Bid** from **August 2, 2014 through July 31, 2015** to the following company:

Gordon Food Service	\$141,474.23
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Piazza Produce	\$275,433.00
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Total	\$416,907.23
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Revised May 21, 2014

MEMORANDUM

Date: May 27, 2014

To: Dr. Robert Haworth, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Supply Bid

On Tuesday, April 29th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Supply Bid** from **August 2, 2014 through July 31, 2015** to the following company:

Gordon Food Service	\$153,096.42
Stanz Foodservice	\$ 87,162.31
Wallace Packaging	\$ 17,574.70

Total	\$257,833.43
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Revised May 21, 2014

MEMORANDUM

Date: May 27, 2014

To: Dr. Robert Haworth, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Bakery Bid

On Tuesday, April 29th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Bakery Bid** from **August 2, 2014 through July 31, 2015** to the following company:

Alpha, Kreamo Bakers	\$44,713.00
Aunt Millie's Bakeries:	\$ 5,731.97

Totals	\$50,444.97
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MEMORANDUM

Date: May 27, 2014

To: Dr. Robert Haworth, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Dairy Bid

On Tuesday, April 29th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Dairy Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Dairy Bid** from **August 2, 2014 through July 31, 2015** to the following company:

Prairie Farms	\$742,731.18
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Total	\$742,731.18 (Esc/De-Esc)
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Revised May 21, 2014

Companies that received bid packets 2014-2015	Submitted Bid	Declined to Bid	No Response
Gordon Food Service	X		
Stanz Foodservice	X		
Fox River Food Service		X	
Commercial Foods	X		
US Food Service			X
Sysco			X
7-Up/Snapple Group	X		
Wallace	X		
Par Pack			X
Berk Paper & Supply			X
Central Poly Corp			X
Webco Packaging	X		
All American Poly Corp			X
Daxwell	X		
Ecolab			X
Serv-Pak Products			X
Piazza Produce	X		
Caito Foods			X
Dean Foods		X	
Prairie Farms Dairy	X		
Scholl Dairy		X	
Alpha/Kreamo Bakery	X		
Aunt Millies	X		
CEM (Café Favorites)	X		
24 bids sent/12 submitted, 3 declined and 9 no response			

**Elkhart Community Schools
Food Service
Bid Comparison**

Food/Paper Supplies

Food/Cleaning Supplies 2010-2011	GFS	\$388,073.06		
2011-2012	GFS	\$589,845.69	Increase:	\$201,772.63
2012-2013	GFS	\$703,012.23	Increase:	\$113,166.54
Food 2013-2014	GFS	\$645,337.79	Savings:	\$57,674.44
Food 2014-2015	GFS	\$873,233.70	Increase:	\$227,895.91

Food/Cleaning Supplies 2010-2011	Stanz	\$283,454.67		
2011-2012	Stanz	\$336,652.36	Increase:	\$53,197.69
2012-2013	Stanz	\$311,601.64	Saving:	\$25,050.72
Food 2013-2014	Stanz	\$419,448.91	Increase:	\$107,847.27
Food 2014-2015	Stanz	\$672,107.41	Increase:	\$252,658.50

Food 2013-2014	Commercial Foods	\$27,327.85		
Food 2014-2015	Commercial Foods	\$316,962.77	Increase:	\$289,634.92

Food 2014-2015	7-UP/Snapple	\$7,282.50		
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Commodity

2010-2011	GFS	\$134,155.41		
2011-2012	GFS	\$257,283.63	Increase:	\$123,128.22
2012-2013	GFS	\$41,329.58	Saving:	\$215,954.05
2013-2014	GFS	\$45,378.14	Increase:	\$4,048.56
2014-2015	GFS	\$172,211.80	Increase:	\$126,833.66

2010-2011	Stanz	\$336,434.50		
2011-2012	Stanz	\$198,645.29	Saving:	\$137,789.21
2012-2013	Stanz	\$464,024.65	Increase:	\$265,379.36
2013-2014	Stanz	\$526,159.10	Increase:	\$62,134.45
2014-2015	Stanz	\$506,086.90	Saving:	\$20,072.20

2013-2014	Commercial Foods	\$10,715.00		
2014-2015	Commercial Foods	\$0.00		

Ice Cream

2010-2011	Hershey	\$26,550.20	Increase:	\$26,550.20
2011-2012	Hershey	\$28,712.64	Increase:	\$2,162.44
2012-2013	Hershey	\$24,719.19	Saving:	\$3,993.45
2014-2015	NO ICE CREAM BID			

Beverage/Ala-Carte

2010-2011	GFS	\$63,270.29		
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2011-2012	GFS	\$39,191.90	Savings:	\$24,078.39
2012-2013	GFS	\$33,477.33	Savings:	\$5,714.57
2010-2011	Stanz	\$7,880.70		
2011-2012	Stanz	\$7,945.05	Increase:	\$64.35
2012-2013	Stanz	\$16,776.96	Increase:	\$8,831.91
2013-2014	Stanz	\$91,166.65	Increase:	\$74,389.69
2010-2011	7-Up Snapple	\$3,785.00		
2011-2012	Dr.Pepper/Snapple	\$24,389.00	Increase:	\$20,604.00
2012-2013	Dr.Pepper/Snapple	\$3,575.00	Saving:	\$20,814.00
2011-2012	Commercial Foods	\$14,118.88	Increase:	\$14,188.88
2012-2013	Commercial Foods	\$24,566.75	Increase:	\$10,447.87
2013-2014	Commercial Foods	\$6,024.00	Savings:	\$18,542.75
2014-2015	NO BEVERAGE/ALA-CARTE			

Produce

2010-2011	GFS	\$134,057.21	Increase:	\$134,057.21
2011-2012	GFS	\$75,803.56	Savings:	\$58,253.65
2012-2013	GFS	\$56,248.62	Savings:	\$19,554.94
2013-2014	GFS	\$115,175.34	Increase:	\$58,926.72
2014-2015	GFS	\$141,474.23	Increase:	\$26,298.89

2010-2011	Stanz	\$51,643.35	Increase:	\$51,643.35
2011-2012	Stanz	\$8,382.00	Savings:	\$43,261.35
2012-2013	Stanz	\$15,499.50	Increase:	\$7,117.50

2011-2012	Piazza Produce	\$143,058.05	Increase:	\$143,058.05
2012-2013	Piazza Produce	\$226,649.24	Increase:	\$83,591.19
2013-2014	Piazza Produce	\$286,125.50	Increase:	\$59,476.26
2014-2015	Piazza Produce	\$275,433.00	Savings:	\$10,692.50

Supplies

2010-2011	GFS	\$50,260.72	Increase:	\$50,260.72
2011-2012	GFS	\$17,979.69	Savings:	\$32,281.03
2012-2013	GFS	\$21,142.21	Increase:	\$3,162.52
2013-2014	GFS	\$34,286.38	Increase:	\$13,144.17
2014-2015	GFS	\$153,096.42	Increase:	\$118,810.04

2010-2011	Stanz	\$18,993.16	Increase:	\$18,993.16
2011-2012	Stanz	\$27,939.75	Increase:	\$8,946.59
2012-2013	Stanz	\$30,798.49	Increase:	\$2,858.74
2013-2014	Stanz	\$63,994.82	Increase:	\$33,196.33
2014-2015	Stanz	\$87,162.31	Increase:	\$23,167.49

2010-2011	Wallace Packaging	\$90,842.40	Increase:	\$90,842.40
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2011-2012	Wallace Packaging	\$64,353.80	Savings:	\$26,488.60
2012-2013	Wallace Packaging	\$38,508.52	Savings:	\$25,845.28
2013-2014	Wallace Packaging	\$4,023.00	Savings:	\$34,485.52
2014-2015	Wallace Packaging	\$17,574.70	Increase:	\$13,551.70
2012-2013	Webco	\$520.35		
2010-2011	Par-Pak	\$106,521.05	Increase:	\$106,521.05
2011-2012	Par-Pak	\$73,273.79	Savings:	\$32,247.26
2012-2013	Par-Pak	\$60,961.40	Savings:	\$12,312.39
2013-2014	Par-Pak	\$103,871.36	Increase:	\$42,909.96
2013-2014	Daxwell	\$53,074.80		
2013-2014	Central Poly	\$880.25		
Bakery				
2010-2011	Nickles	\$43,960.80		
2011-2012	IBC Sales	\$29,521.72		
2011-2012	Kreamo	\$13,206.00		
2013-2014	Kreamo	\$21,364.11	Increase:	\$8,158.11
2014-2015	Alpha/Kreamo	\$44,713.00	Increase:	\$23,348.89
2012-2013	Aunt Millie's	\$69,656.58		
2013-2014	Aunt Millie's	\$2,082.80	Savings:	\$67,573.78
2014-2015	Aunt Millie's	\$5,731.97	Increase:	\$3,649.17
2012-2013	CEM	\$3,380.15		
2013-2014	GFS	\$1,329.12		
Dairy				
2010-2011	Prairie Farms	\$332,945.00		
2011-2012	Prairie Farms	\$458,358.22	Increase:	\$125,413.22
2012-2013	Prairie Farms	\$379,898.94	Savings:	\$78,459.28
2013-2014	Prairie Farms	\$741,849.02	Increase:	\$361,950.08
2014-2015	Prairie Farms	\$742,731.18	Increase:	\$882.16
Totals:				
2010-2011		\$2,072,827.52		
2011-2012		\$2,408,661.02	Increase:	\$335,833.50
2012-2013		\$2,526,347.42	Increase:	\$117,686.40
2013-2014		\$3,243,169.89	Increase:	\$716,822.47
2014-2015		\$4,015,801.89	Increase:	\$772,632.00

Commodity Comparison

Company	Year	Pounds	Money Saved
K12 Foodservice			
	2007-2008	468,961.05	\$162,767.64
	2008-2009	316,171.49	\$209,936.87
	2009-2010	252,279.99	\$216,715.45
	2010-2011	203,054.10	\$144,662.62
	2011-2012	187,621.67	\$235,239.44
	2012-2013	161,362.10	\$217,032.50
	2013-2014	142,837.92	\$191,758.92
Processor Link			
	2007-2008	1,715.10	\$8,328.84
	2008-2009	4,965.04	\$13,465.84
	2009-2010	7,256.04	\$58,840.56
	2010-2011	80,811.00	\$64,326.21
	2011-2012	115,466.38	\$58,785.27
	2012-2013	177,808.11	\$110,895.83
	2013-2014	190,869.02	\$128,738.94

USDA/Brown Box	Total Entitlement	Entitlement Used	Remaining Balance
2007-2008	349,511.97	185,459.25	164,052.72
2008-2009	298,279.92	272,115.30	26,164.62
2009-2010	317,011.81	301,830.49	15,181.32
		Including bonus buys	
2010-2011	309,345.47	311,533.06	(2,187.59)
		Including bonus buys	
2011-2012	402,307.85	404,929.73	(2,621.88)
		Including bonus buys	
2012-2013	434,833.65	447,566.55	(12,732.90)
2013-2014	426,789.18	424,173.88	2,615.30

**Elkhart Community Schools
Food Service Department
2014-2015 BIDS**

Bid Period from August 2, 2014 through July 31, 2015

Category	Gordon's	Stanz	Comm. Foods	7-UP Snapple	Piazza Produce	Wallace Packaging	Aunt Millie's	Alpha Kreamo	Prairie Farms
Food									
Allergy	\$14,624.25	\$9,314.95							
Beverage/Ala-Carte	\$36,374.00	\$136,841.20	\$42,045.00	\$7,282.50					
Breakfast/Frozen Bread	\$32,450.39	\$23,031.50							
Breakfast/Frozen Entrée	\$179,944.20	\$133,140.00							
Breakfast/Frozen Meat	\$11,755.00								
Breakfast/Grain-Cereal	\$109,013.10	\$79,304.55	\$20,154.00						
Condiment/Condiment	\$9,568.96	\$11,179.39							
Condiment/Sauce	\$1,442.00								
Condiment/Salad Dressing	\$1,189.70	\$23,257.05	\$5,585.70						
Condiment/Spice/Flavoring	\$1,829.95	\$1,906.23	\$296.00						
Bread/Cookie/Pretzel	\$31,129.74	\$2,136.00							
Bread/Cookies-Cookies	\$43,334.84	\$961.75							
Fruit/Bowls			\$51,977.50						
Fruit/Bagged	\$337.80	\$1,968.85							
Fruit/Canned	\$25,090.00	\$65,564.40							
Sherbet/Slushies/Juice		\$41,895.00							
Meats/Entrée-Beef	\$25,038.00								
Meats/Entrée-Entrée	\$90,327.45								
Meats/Entrée-Pork	\$513.90	\$1,696.00							
Meats/Entrée-Poultry	\$5,070.25	\$34,668.60							
Misc./Gelatin & Pudding	\$188.19	\$23,245.20							
Misc./Misc.	\$2,649.12	\$24,699.52							
Misc./Soup-Base-Gravy	\$2,898.15								
Misc Snack/Misc. Snack	\$137,660.17	\$24,303.20	\$193,608.67						
Refrigerator/Cheese	\$3,772.80								
Refrigerator/Meat	\$1,667.60	\$2,442.00							
Refrigerator/Egg	\$395.25								
Refrigerator/Other Dairy	\$27,360.18	\$18,196.50							
Refrigerator/Pasta	\$2,229.80	\$215.82							
Staples/Grains	\$20,724.19		\$2,404.15						
Staples/Shortening & Oils		\$1,051.95							
Staples/Staples	\$2,586.16	\$1,159.21	\$891.75						
Vegetable/Can	\$44,486.510	\$592.75							
Vegetable/Frozen	\$7,582.05	\$9,335.79							

Bullying Prevention

The following policy has been established by the Board of School Trustees of the Elkhart Community Schools (“Board”) regarding efforts to prevent incidents of bullying occurring in the school district.

I. ~~Policy Statement~~

The Board prohibits acts of bullying of a student. The Board has determined a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be **expected and** commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or similar bullying behaviors.

II. Definitions

1. Bullying

- a. As defined by the Board, bullying means intentional behaviors involving unwanted negative actions which are often repeated over time and involve an imbalance of power.
- b. As defined by Indiana Code, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, which are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, and create for the targeted student, an objectively hostile school environment which:
 - i. places the targeted student in reasonable fear of harm to the targeted student’s person or property;
 - ii. has a substantially detrimental effect on the targeted student’s physical or mental health;
 - iii. has the effect of substantially interfering with the targeted student’s academic performance; or
 - iv. has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - i. participating in a religious event;

- ii. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- iii. participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both;
- iv. participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults;
- v. participating in an activity undertaken at the prior written direction of the student's parent; or
- vi. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Policy Provisions Procedures

1. ~~The Superintendent shall adopt discipline rules in compliance with the Indiana Code which~~ **Elkhart Community Schools has adopted rules which** prohibits bullying **behavior** and includes provisions concerning education, parental involvement, and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred (i.e., the bully and the targeted student are students at a school within the school corporation); the bullying has created, for the targeted student, an objectively hostile school environment; and disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school shall implement procedures which are consistent with the Guidelines for Good School Order and Rules for Student Conduct and ensure both appropriate consequences and remedial measures be provided for students who commit one or more acts of bullying. Appropriate consequences and remedial measures are those which vary according to the severity of the offenses, and consider both the developmental ages of the student offenders as well as the students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal at each school shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All school employees, ~~volunteers and contracted service providers~~ who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee ~~on the same day as~~ **in an expedited manner after an** incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report (e.g., Sprigeo, email, memo, etc.) of the incident shall also be ~~submitted to the school principal or~~

principal's designee **prepared by the school** within one (1) school day of submitting **receiving** the verbal report.

5. Students, ~~faculty and staff~~, parents, and visitors of a school are encouraged to ~~submit a written report of alleged policy violations to the principal (or principal's designee) on the same day the incident was witnessed or reliable information regarding the occurrence of the incident was received~~ **in an expedited manner. A written report shall be prepared by the school following receipt of this information.** Such a report may be made ~~anonymously~~ using Sprigeo.

Students, parents, and visitors may also make anonymous reports through Sprigeo. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. ~~Any school employee, volunteer, or contracted service provider who promptly reports an incident of harassment, intimidation, or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.~~
76. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying **behavior** received. The investigation shall be initiated by the principal or the principal's designee within one school day of the submission of the written incident report. The principal may appoint additional personnel to assist the in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying behavior. The principal shall submit a report of confirmed ~~bullying~~ incidents **of bullying behavior** to the superintendent or designee within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation confirming incidents of bullying **behavior** to the Board on a quarterly basis during regularly scheduled board meetings.
87. Each school shall record the frequency of confirmed ~~bullying~~ incidents **of bullying behavior** in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic or written communication bullying. Each school shall report this information to the superintendent, who will report it to the Board and Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.
98. The principal shall provide information about the investigation, in accordance with Federal and State law and regulation, to the parents of the student(s) who was bullied as well as the parents of the student(s) with the bullying behavior. The information provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying **behavior**, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying **behavior** was substantiated. This information is to be provided in an expedited manner following completion of the investigation.

- ~~109.~~ Any school employee who observes bullying behavior or receives a report of behavior which violates the terms of this policy and fails to report this information may be subjected to disciplinary action.

Any school employee responsible for conducting an investigation under this policy and fails to investigate the reported behavior which violates this policy may be subject to disciplinary action.

~~Any school employee who does not take sufficient action to minimize or eliminate bullying behavior after witnessing or observing a bullying incident may be subject to disciplinary action.~~

- ~~110.~~ The superintendent is authorized to **Elkhart Community Schools has** defined the **a** range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying **behavior** is confirmed, ~~according to the parameters described in the corporation's code of student conduct. The Board recognizes s~~Some acts, which violate the terms of this policy, may be isolated incidents requiring the school officials to respond appropriately to the individuals committing the acts. Other acts may be so serious they require a response either at the school corporation level or by local law enforcement officials. ~~Consequences and appropriate remedial measures for a student(s) who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.~~

- ~~121.~~ The principal shall proceed in accordance with the Guidelines for Good School Order and Rules for Student Conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the Guidelines for Good School Order and Rules for Student Conduct have been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying **behavior** and enhance school climate, enlist parent cooperation, and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the student with bullying behavior.

- ~~1312.~~ The principal of each school is authorized to acknowledge and respond to instances of **Elkhart Community Schools may take disciplinary action for the** false reporting of alleged bullying incidents. ~~The principal is expected to respond with consequences and remedial measures regarding any person found to have falsely accused another as a means of bullying for:~~

- a. ~~Students—Consequences and appropriate remedial measures for a student could range from positive behavioral interventions up to and including suspension or expulsion.~~
- b. ~~School Employees—Consequences and appropriate remedial measures for a school employee who has contact with students could entail discipline in accordance with corporation policies, procedures, and agreements.~~

Proposed New Board Policy

(with suggestions made following the 4/29/14 BST meeting)

- ~~e. Visitors or Volunteers—Consequences and appropriate remedial measures for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.~~
- ~~413.~~ The superintendent shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy which is prominently displayed on the home page of the school corporation's website. The superintendent shall ensure notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation which set forth the comprehensive rules, procedures, and standards for schools within the school corporation.
- ~~45~~14. Each school shall provide researched based bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected this instruction will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and the age appropriate, research based instruction for all students in grades 1-12.
- ~~46~~15. Each school shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers, and contracted service providers who have direct and on-going contact with students.
- ~~47~~16. The Board understands the characteristics and resultant needs of each school will continue to evolve, and the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the data on the nature of bullying behaviors will continuously change. It is essential for school administrators and officials to regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency, and the effects of the corporation's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

May 27, 2014

ADMINISTRATIVE SALARY SCHEDULE
Elkhart Community Schools
Elkhart, Indiana

	2010-2011 <u>2014-2015</u>		
<u>Factor</u>	<u>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 <u>40</u> -67	70,795 <u>51,490-</u> 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 <u>50</u> -70	74,655 <u>64,360-</u> 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 Building Services
51-69	65,645-88,815	12	Director of School Safety and Security
			<u>Director of Grant Development and Pre-K Services</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
<u>67-79</u>	<u>86,240-101,685</u>	12	Principal Elkhart Area Career Center
67-79	86,240-101,685	11	Middle School Principal
			<u>Chancellor for School Improvement</u>
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	<u>Executive Director of Career and Alumni Success</u>
<u>67-79</u>	<u>86,240-101,685</u>	<u>12</u>	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.



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

A Division of Elkhart Community Schools

DATE: May 16, 2014

TO: Dr. Rob Haworth
Board of School Trustees

FROM: William E. Kovach

A handwritten signature in cursive script, appearing to read 'W. Kovach', is written over the printed name.

RE: Grant Confirmation

This year will be the seventh year of the five-year Basic Grant Local Plan approved for each area CTE district effective July 1, 2008. There are 47 CTE districts eligible for Perkins funding. Once approved each district is eligible to receive a grant award calculated using the local appropriation formula specified in Perkins IV. The award can be used for the following:

- Administration
- Salaries/Fringe Benefits
- Travel
- Contractual Services
- Equipment
- Materials/Supplies

The proposed Perkins allocation for our CTE District 8 is \$635,184.00 and will begin on July 1, 2014 and end on June 30, 2015.

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



Elkhart
Community Schools

WEST SIDE MIDDLE SCHOOL 101 S. Nappanee Street Elkhart, IN 46514
574-295-4815 fax 574-295-4812

DATE: 5/8/14
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Jami Presswood, LCSW
Kristie Stetsman
RE: Grant Application

I would like approval to apply for a Professional Development Grant through the Indiana Youth Institute to attend the National Conference on Girl Bullying and Relational Aggression. The purpose of this grant is to offer financial assistance for youth workers to attend continuing education opportunities that will help promote the healthy development of youth we serve. The grant amount being requested is \$750 to cover the cost of the hotel and registration fee for the conference. The conference is June 30-July 2 in Chicago, IL.

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

Jami C. Presswood



Indiana Youth Institute Professional Development Grant APPLICATION

Contact Information

Name Jami Presswood Date 5/3/14
 Title Social Worker
 Organization West Side Middle School
 Address 101 South Nappanee Street
 City Elkhart County Elkhart State IN Zip 46514
 Phone 574-295-4815 E-mail jpresswood@elkhart.k12.in.us
 Affiliation Staff Member Organization Annual Budget \$ 814/yr for conf. leave
 Board Member
 Volunteer

Sign me up for the IYI Weekly Update, a free e-newsletter containing relevant info about reports, resources, trainings, and IYI services.

Conference/Training/Course Information

Event Title 8th Annual Girl Bullying and Relational Aggression National Conference
 Event Host Developmental Resources, Inc.
 Event Web Site www.stopgirlbullying.com
 Event Date(s) June 29-July 2 Location Chicago, IL

Expenses Requested

Registration Fee = \$ 490.00
 Hotel Reimbursement
 Hotel room rate \$ 99 x number of nights 3 = \$ 335.61
Include proof of hotel rate via conference brochure or quoted rate from the hotel.
 OR
 Mileage Reimbursement
 Roundtrip mileage from workplace to the training location _____ x \$.55 = \$ _____
Include mileage verification via GoogleMaps/MapQuest/Yahoo!Maps printout.
 Total Amount Requested (max. \$750) = **\$ 750.00**

Additional Information (not considered in funding decisions)

Is your organization faith-based? _____ Yes No _____ Prefer not to answer
 Have you or your organization used IYI before? Yes _____ No _____ Unsure _____
 How did you hear about this program or service? Please mark only one response.
 Friend or Colleague _____ IYI Weekly Update/E-mail _____ Media: Newspaper, Radio, TV
 _____ IYI Staff or Consultant: _____ IYI Web Site _____ Social Media: Twitter, Facebook
 _____ Event: Training, Conf., Café _____ Other Web Site/E-news _____ Exhibit
 _____ Other: _____

By signing below, I agree to use the funds for the purpose specified above only and in compliance with the guidelines set forth in the program description. Further, I agree to submit a completed attendance form and evaluation report following the conference or training.

Applicant's Signature Jami E Presswood Date 5/3/14
 Executive Director's Name _____
 Executive Director's Signature _____ Date _____

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: West Side Middle School

Class/Group: 7th Graders

Number of Students: 35-45 students

Date/Time Departing: June 14, 2015 8pm

Date/Time Returning: June 18, 2015 6am

Destination: Washington D.C.

City State

Overnight facility: Undecided yet but will likely be the Airport Hilton

Mode of Transportation: Royal Excursion

Reason for trip: 7th Grade Social Studies Study Trip to our nation's capital, Washington, D.C. and also will stop in Monticello, VA and tour the University of Virginia.


Names of chaperones: Lisa McKee, Mike McKee, Brittany Choler, Grant Choler, Garvin Roberson, others as needed.


Cost per student: \$750

Describe Plans for Raising Funds or Funding Source: Flag Scholarship through the company will be promoted. In addition, we will sell carnations, suckers, poinsettias at Christmas, and hold a Culver's night.

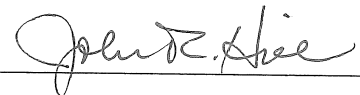
Plans to defray costs for needy students: Fundraising funds will be divided among those participating. However if the fundraiser is seller specific such as the poinsettias that will be for the individual student.

Are needy students made aware of plans? We make all parents aware of the Flag scholarship opportunity as well as all fundraising plans.

Signature of Teacher/Sponsor: 

Signature of Principal:  **Date:** 5/20/14


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

Approval of Assistant Superintendent:  **Date:** 5/22/14

Approval by Board:

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: May 22, 2014
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. John Hill 
 RE: **Conference Leave Requests**
May 27, 2014 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p>PHLEBOTOMY SUPERVISOR'S BOOT CAMP</p> <p>This is an intensive two-and-a-half day seminar designed to help managers and educators refine training programs to optimize staff/student performance and expertise. A faculty of world-class instructors will cover topics essential to every healthcare professional who draws blood samples.</p> <p>Indianapolis, IN June 4 - 5, 2014 (2 day's absence) LAURIE HUND-SCHIEBER - EACC (2-3)</p>	\$1,072.00	\$170.00
<p>PRODUCE SAFETY UNIVERSITY</p> <p>This conference will cover topics such as produce supply chain; produce risk; fresh-cut produce; purchase of produce; receiving/storage of produce; food flow; and writing specifications for produce. They will also visit a school garden as well as a local produce facility.</p> <p>Fredericksburg, VA June 9 - 13, 2014 (5 day's absence) NICOLE SCHEETZ - ESC (1-2)</p>	\$0.00	\$0.00
<p>21ST CENTURY COMMUNITY LEARNING CENTERS (CCLC) ORIENTATION MEETING</p> <p>This meeting will provide information regarding the Cohort 7 grant procedures and policies under the new 21st CCLC State Director.</p> <p>Indianapolis, IN June 10, 2014 (1 day's absence) DEB WEAVER - COMMUNITY EDUCATION (5-12)</p>	\$382.92	\$0.00
<p>WORLD-CLASS INSTRUCTIONAL DESIGN AND ASSESSMENT</p> <p>This training is part one of the 2014 training to implement the WIDA English Language Development (ELD) standards framework for English Learners. The purpose is to develop a foundational understanding of the WIDA standards framework to begin implementation in the local context.</p> <p>Fort Wayne, IN June 12, 2014 (0 day's absence)</p>	\$1,218.00	\$0.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
BRENDA CRUZ - WEST SIDE (0-0) SANDRA KING - HAWTHORNE (0-0) NICOLE TABER - FEESER (0-0) NINA TEIFERT - ROOSEVELT (0-0) DIANE UMMEL - OSOLO (0-0) DANAE' WIRTH - ESC (3-2) 1 DAY'S ABSENCE		
WORLD-CLASS INSTRUCTIONAL DESIGN AND ASSESSMENT This training is part one of the 2014 training to implement the WIDA English Language Development (ELD) standards framework for English Learners. The purpose is to develop a foundational understanding of the WIDA standards framework to begin implementation in the local context. Hammond, IN June 24, 2014 (0 day's absence) JENNIFER DAVIS - BECK (0-0) ALEXIS VALDEZ - BECK (0-0) MELISSA FORBES - CENTRAL (1-0) ELIZABETH GINGERICH - BRISTOL (0-0) MARIA HERNANDEZ - RIVERVIEW (0-0)	\$1,015.00	\$0.00
WORLD-CLASS INSTRUCTIONAL DESIGN AND ASSESSMENT This training is part one of the 2014 training to implement the WIDA English Language Development (ELD) standards framework for English Learners. The purpose is to develop a foundational understanding of the WIDA standards framework to begin implementation in the local context. Indianapolis, IN June 27, 2014 (0 day's absence) BILLIE ETCHASON - EASTWOOD/CLEVELAND (0-0) RHIANNON HARRISON - CENTRAL (0-0) DENISE HENSLEY - MONGER (0-0) ELENA HUYS - BEARDSLEY (1-1) ANGELA RAVAL - CENTRAL (0-0)	\$1,155.00	\$0.00
NATIONAL ASSOCIATION OF SCHOOL NURSES NATIONAL CONFERENCE Mr. McClure has been chosen to serve on a panel of experts at this conference. This conference will provide up-to-date information which will enable him to lead in-service education for the nursing staff across the district. San Antonio, TX June 27, 2014 (0 day's absence) JOHN MCCLURE - ROOSEVELT (1-2)	\$1,849.00	\$0.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p>LAYING THE FOUNDATION III - TRAINING AND INCENTIVE PROGRAM IN INDIANA (AP-TIP IN)</p> <p>This conference is designed for Honors/Pre-Advanced Placement teachers in Math, English, and Science. The institute will focus on academic content along with the teaching skills necessary to build a strong AP program.</p> <p>Indianapolis, IN</p> <p>July 8 - 11, 2014 (0 day's absence)</p> <p>AMY SEMANCIK - MEMORIAL (0-0)</p>	\$0.00	\$0.00
<p>28TH ANNUAL HIGH SCHOOLS THAT WORK (HSTW) STAFF DEVELOPMENT CONFERENCE</p> <p>This conference will focus on optional career pathways through high school and other changes in instruction and support which are necessary to adequately prepare students for college, advanced training, and the</p> <p>Nashville, TN</p> <p>July 15 - 19, 2014 (0 day's absence)</p> <p>MARTY HOSTETLER - EACC (0-0)</p>	\$1,025.00	\$0.00
<p>WORLD-CLASS INSTRUCTIONAL DESIGN AND ASSESSMENT</p> <p>This training is part one of the 2014 training to implement the WIDA English Language Development (ELD) standards framework for English Learners. The purpose is to develop a foundational understanding of the WIDA standards framework to begin implementation in the local context.</p> <p>Indianapolis, IN</p> <p>July 16, 2014 (0 day's absence)</p> <p>MARIANA CORTEZ - PIERRE MORAN (0-0)</p> <p>IZAMAR GARCIA - PIERRE MORAN (0-0)</p> <p>CINDY BONNER - PIERRE MORAN (0-0)</p>	\$609.00	\$0.00
<p>WORLD-CLASS INSTRUCTIONAL DESIGN AND ASSESSMENT</p> <p>This training is part one of the 2014 training to implement the WIDA English Language Development (ELD) standards framework for English Learners. The purpose is to develop a foundational understanding of the WIDA standards framework to begin implementation in the local context.</p> <p>Indianapolis, IN</p> <p>July 17, 2014 (0 day's absence)</p> <p>KIM KALAMAROS - WOODLAND (0-0)</p> <p>SUZANNE SHERCK - NORTH SIDE (0-0)</p>	\$406.00	\$0.00
TOTAL	\$8,731.92	\$170.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
2013 YEAR-TO-DATE GENERAL FUNDS	\$18,405.16	\$2,340.00
2014 YEAR-TO-DATE GENERAL FUNDS	\$11,211.96	\$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	\$64,015.49	\$7,905.00
2014 YEAR-TO-DATE ADJUSTMENTS	(\$2,213.00)	\$0.00
GRAND TOTAL	\$216,616.63	\$24,100.00

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



Date: May 27, 2014
To: Dr. Robert Haworth
From: Mr. W. Douglas Thorne
Subject: Personnel Recommendations

Certified

- a. The following 57 first year teachers have been evaluated and are recommended for continuous employment as probationary teachers:

Beardsley

Emily Fairchild
Sara Mead

Beck

Jennifer Dennis
Jacquelyn Fair
Brittany Sears
Alexis Valdez

Bristol

Damian Beauchamp
Karrie Kolbow
Penelope Mattice
Aubrey Moore
Kaitlin Putt

Cleveland

Ashley Coe
Dodie Norris
Quincy Phipps

Daly

Lindsay Gagy
Vanessa Jackson
Elizabeth Wilson

Eastwood

Anita Pratt
Miriam Troup

Hawthorne

Carissa Glasgow

Pinewood

Jamie Haradine
Doreen Shelt

Riverview

Megan Dumjue
Leah Lukovic

Roosevelt

Kasey Graver
Heather McKay
Melissa Morey
Jill Robison

Woodland

Chaz-Lit Doyle
Alysha Jackson

North Side

Ashley Berger
Brandy Crise
Heidi Elonich
Shelley Gingerich
Joseph Rallo

Pierre Moran

Heather Blaha
Kerri Charlwood
Joshua Kinder

Kyle Miller

Brandon Murphy
Stephanie Newton
Kyle Worden

West Side

Andrea Bayadsy
Emily Fell
Thomas Derrick

Memorial

Nicolaas DeJong
Michael Henderson
Adina Klotz
Erica Shannon
Nicole Vesta
Ryan Wixon

Central

Lorriane Cripe
Todd Kelly

Career Center

Carla Henderson
Michele Zachary

Tipton

Amber Revoir

ESC

Laura Krause

- b. The following 65 second year teachers have been evaluated and are recommended for continuous employment as probationary teachers:

Beardsley
Tracy Gunn
Amy Mathews
Kimberlee Stephens

Beck
Lauren Carver
Sondra Flora
Malia Jaynes
Hannah Rohrer

Bristol
Amanda Balk
Carol Freihofer

Daly
Kristen Becraft
Allison DeShone
Christopher Harmon
Nicole Hughes
Scott Liggett

Eastwood
Erin Buczkowski

Feeser
Jason Brewer

Hawthorne
Shane Betzer
Kristy Camacho
Hannah Cramer
Lashawndra Gates
Aaron Nicks

Elizabeth Signor
Kristina Violi

Monger
Amy Marshall

Riverview
Cherise Richards
Sarah Steltzer

Roosevelt
Angela Balmer
Justin Higgins
Aanika Papet
Holly Stanfill
Ashley Stevens
Tara Torok
Emily Zitkus

Woodland
Heather Carlson
Phillip Whybrew
Karin Wirick

North Side
Stephanie Noble
David Pedler
Timothy Pedley

Pierre Moran
Jamie Balyeat
Abigail Beckman
Rosalie Bickel
David Bird

Mariana Cortez
Stacy Fann
Izamar Garcia
Angela Pippenger
Brian Tompkins

Memorial
Jordan Bender
Denise Downing
Camille Evans
John Himschoot
William Roggeman
Kyle Sears
Heather Walker
Rebecca Yoder

Central
Scott Garner
Jill Marston
Troy Noble
Sherwin Simon

Career Center
Raymond Collins
Nicole Dyer

Tipton
Lucas Saleh

ESC
Shanter Alexander
Katherine Greene

- c. The following 34 third year teachers have been evaluated and are recommended for continuous employment as probationary teachers:

Beardsley
Sarah Felder
Andrea Washington

Daly
Natalie Blair
Sherri Holston
Jerry Schultz
Kaleigh Seiler

Hawthorne
Naomi Baumgartner

Monger
Corry Wichman

Pinewood
Megan Fitz

Riverview
Esther Maddimaddu

Roosevelt
Tiffany Mason
Connie Rhodes

North Side
Stephanie Doncilovic
Lora Falkowsky
Teresa Hill

Pierre Moran
Emily Davidson
Michael Lambdin
Carla Ray
Carus Shaffer

West Side
Stephanie Green
Heather Hall
Sarah Pattee

Kathryn Lane
Jacob Robaska
Andre Tchakerian

Zachariah Whickcar

Memorial
Russell Emery
Bonita Gingrich

Central
Sasha Edwards
Matthew Miles
James Smith

Career Center
Judith Bridges
Carrie Clark
Kathleen Overholt

- d. The following 23 fourth year teachers have been evaluated and are recommended for continuous employment as established teachers:

Beardsley
Ashley Morris

Roosevelt
Eric Chandler
Teresa Kuruda
Jennifer Labash
Lisa Martin
LaTisha Rhoades

Carly Martin

Bristol
Maria Schroeder

Memorial
Brenda Butler
Raul Hernandez

Daly
Renee Ruocco

Pierre Moran
Heather Clear
Kathryn Landin
Diego Mendoza

Central
Amy Garretson
Dorothy Overgaard
Justin Wiard
Jason Yoder Rupp

Riverview
Sarah Wise

West Side
Brittany Choler
Shannon Lovely

ESC
Meg Brewer

- e. The following 31 teachers have been employed by the Elkhart Community Schools for a period no less than five consecutive years. It is recommended that these teachers be given a contract for the 2014-15 school year. This means, if approved, each of these teachers will have indefinite status with the Elkhart Community Schools upon signing a sixth contract as established teachers:

School	Teacher	Degree	Elkhart Exp	Total Exp
Beardsley	Molly Bush	Bachelors	5	5
	Mirlym Milfort	Bachelors	5	6
Beck	Kristy Hillman	Masters	5	5
	Shaun McAllister	Bachelors	5	5
	Maegan Schmidt	Bachelors	5	5
Daly	Laura Reverman	Masters	5	5
Hawthorne	Jennifer Barth	Bachelors	5	5
Roosevelt	Ashley McQueen-Ghaffar	Bachelors	5	5
	Helenia Robinson	Bachelors	5	5
Woodland	Brice Hartman	Bachelors	5	5
	Jennifer Loupee	Bachelors	5	5
	Todd Neuenschwander	Bachelors	5	8

North Side	Kathleen Bertrand	Masters	5	10
	Jessica Ramirez	Masters	5	5
	Brandon Squibb	Bachelors	5	5
Pierre Moran	Jacquelyn Babb	Bachelors	5	5
West Side	Grant Choler	Bachelors	5	5
	Lindsey Cox	Masters	5	5
	Deborah Gilles	Masters	5	10
Memorial	Whitney Goeglein	Bachelors	5	5
Central	Kathleen Barrier	Bachelors	5	5
	Daniel Farison	Bachelors	5	5
	Peter Hoffman	Masters	5	6
	Catherine Mangoes	Masters	5	12
	Emily Schieber	Bachelors	5	5
	Scott Sekal	Bachelors	5	15
Career Center	Mark Huckleberry	Bachelors	5	10
	John Kraus	Bachelors	5	10
	Nakara Murray	Bachelors	5	8
Tipton	Kelly Blair	Masters	5	7
	Faith Ngerwathana	Masters	5	5

- f. **Consent Agreement** – We recommend the approval of a consent agreement regarding employee compensation and three consent agreements regarding unpaid time.
- g. **Resignation** – We report the resignation of the following employees at the end of the 2013-14 school year:

Marilyn Cregier
Began: 8/11/08

Pierre Moran/Counselor
Resign: 6/10/14

Sarah Steltzer
Began: 8/27/12

Riverview/Grade 1
Resign: 6/7/14

Classified

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

Wyatt Ritchie Began: 3/17/14	West Side/Paraprofessional PE: 5/21/14
Jennifer Sharp Began: 3/6/14	Cleveland/Paraprofessional PE: 5/14/14
Connie Swearingin Began: 3/17/14	Transportation/Bus Driver Unassigned PE: 5/21/14

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

Pamela Borsa Began: 9/5/13	West Side/Food Service Resign: 5/9/14
Mark Bowers Began: 12/18/13	Hawthorne/Paraprofessional Resign: 5/20/14
Michelle Campanello Began: 9/16/96	Central/Secretary Resign: 6/6/14
Josephine Cohen Began: 11/26/12	Daly/Paraprofessional Resign: 6/6/14
Carol Dickinson Began: 10/30/06	Central/Secretary Resign: 5/23/14
Crystal Douglass Began: 8/24/05	Beck/Secretary Resign: 6/17/14
Ira Gamble Began: 2/22/08	Transportation/Bus Helper Resign: 6/6/14
Irene Garcia Began: 8/15/13	Transportation/Bus Helper Resign: 6/6/14
Marlene Gaspar Began: 8/13/13	Roosevelt/Paraprofessional Resign: 5/14/14
Carrie Gee Began: 12/18/12	Memorial/Custodian Resign: 4/28/14
Jennifer Hayes Began: 8/19/13	Pinewood/Paraprofessional Resign: 6/6/14

Priscilla Jamora
Began: 10/8/13

Pinewood/Paraprofessional
Resign: 6/6/14

Alice Shelko
Began: 9/3/02

Central/Paraprofessional
Resign: 6/6/14

Ashley Turner
Began: 11/12/10

Eastwood/Speech Therapist
Resign: 7/1/14

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

Gary Andrews
Began: 2/5/90

Central/Custodian
Retire: 7/31/14
24 Years of Service

Nancy Hagedorn
Began: 8/28/85

Beardsley/Paraprofessional
Retire: 6/6/14
28 Years of Service

Susan McKibbin
Began: 1/18/94

Transportation/Bus Driver
Retire: 7/3/14
20 Years of Service

Herbert Ulery Sr
Began: 9/8/93

EACC/Technical Assistant
Retire: 6/6/14
20 Years of Service

d. Termination - We recommend the termination of the following classified employee:

LaToya Keys
Began: 2/18/14

Beck/Food Service
Terminated: 5/9/14
Board Policy GDPD Section 1 b, c, f and g