

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

February 25, 2014

CALENDAR

Feb	25	5:30 p.m.	Public Work Session, North Side Middle School
Feb	25	immediately following	Executive Session, North Side Middle School
Feb	25	7:00 p.m.	Regular Board Meeting, North Side Middle School
Mar	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	18	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	25	7:00 p.m.	Regular Board Meeting, Mary Daly Elementary School
Apr	15	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- 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. SPECIAL PRESENTATION  
Elkhart Education Foundation – Hayley Boling
- F. NORTH SIDE BUILDING REPORT  
Sara Jackowiak – Principal
- G. MINUTES - February 11, 2014 – Public Work Session  
February 11, 2014 – Regular Board Meeting  
February 18, 2014 – Public Work Session
- H. TREASURER'S REPORT  
Consideration of Claims  
Financial Report – January 1 – January 31, 2014
- I. NEW BUSINESS  
Board Policy GDBA-3 – The administration presents proposed revisions to Board Policy GDBA-3, Bus Drivers Compensation Plan, and asks to waive 2<sup>nd</sup> reading.

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

- Request from YES4Elkhart

From Board

L. ADJOURNMENT



inspiring. excellence.

PIERRE MORAN MIDDLE SCHOOL  
Elkhart Community Schools  
200 West Lusher Avenue, Elkhart, IN 46517-2009  
(574) 295-4805 / 4807 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: Wed. 2/19/14  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Dan Burton/Matt Werbiansky  
RE: Donation Approval

The Pierre Moran Middle School Band will receive a one-time grant from the Elkhart County Community Foundation & Elkhart Municipal Band Foundation for \$1,800.00 to support the Pierre Moran Middle School Instrumental Music Scholarship Program. The PMMS Instrumental Music Scholarship Program allows students who receive free or reduced lunch to take private lessons in the school for a reduced rate.

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:

Elkhart County Community Foundation/Elkhart Municipal Band Foundation  
Shannon Oakes, Senior Program Officer  
101 S. Main Street  
Elkhart, IN 46516

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

Feb. 25, 2014  
(Date)

TO: Board of School Trustees

FROM: Dr. Robert Haworth, Superintendent of Schools

SUBJECT: Profile of North Side Middle School  
(Name of School)

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Number of Staff: 2 Administrators      50 Certified Staff      34 Classified Staff

Enrollment: 649 Total      52.85 %White      12.63 %Black      26.04 %Hispanic      1.54 %Asian      .15 %Amer. Indian      6.78 %Multi Racial      0 %Pacif. Island /Hawaiian      10-1-13 As of Date

Previous Year Stability Rate: 69%  
Stability percentage is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.

Parent Involvement: 1%  
% of Families Represented PPAC or Booster Club

Special Education:

Mild Disabilities, Moderate/ Severe Program, Emotional Disabilities.  
Read 180 classes for special education students in 7th and 8th grade.  
Wilson Reading classes for students in 7th and 8th grade.

% on Free Lunches: 58%      % with Reduced Lunches: 10%

Breakfast Program: 97  
Average Daily Participation

- Special Programs
  - Special curriculum features
  - Awards/honors
- Double Period of Language Arts for most 7th graders. We are piloting one section of double period Math for 8th graders. Academic Super Bowl Teams in Lang. Arts, Math, Science, S. Studies.  
Boys and Girls Club After School Program, Drama Club, Future Problem Solvers Club,

Attachments: School Improvement Plan Information and Graduation Rate History

**NORTH SIDE MIDDLE SCHOOL**  
300 Lawrence Street, Elkhart, 46514  
Phone: 262-5570  
Fax: 262-5573

Principal

Sara Jackowiak  
Janet Ferro, Head Secretary

Assistant Principal

Mary Wisniewski  
Carolyn Holmes, Secretary

Activities Director

Betsy Tepe

Art

Jodi Oldfather  
Ashley Berger

Chairperson

ESL

Stephanie Noble  
Suzanne Shreck

Family & Consumer Science

Sharon LeMasters

Guidance

Julie Stilwell  
Heidi Elonich  
Diane Evans, Secretary

Industrial Technology

Jeremy Ruff

Language Arts

Brandy Crise  
Theresa Hill  
Kristine Nass  
Krista Riblet  
Jennifer Tashijan  
Anne Whisler

## NORTH SIDE MIDDLE SCHOOL - Continued

### Mathematics

Vicki Rogers	Chairperson
Kathleen Bertrand	
Stephanie Doncilovic	
Shelly Gingerich	
Valerie Yoder	

### Media Services

Louanne Nommay

### Music

Jeffery Hatfield	Chairperson/Orchestra
Sandy Carnall	Band
Lynne Gwin	Band
Jeffrey Reinert	Choir
Jacob Robaska	Band
Suella Roberts	Choir
Sharon Stauffer	Orchestra

### Nurse

Lorrie Bjornstad

### Physical Education and Health

Betsy Tepe	Chairperson
Mark Barnhizer	
Darla McLemore	
Brandon Squibb	

### Science

Ambrelie McGillem	Chairperson
Laura Dernay	
Lora Falkowsky	
David Pedler	
Brent Wolff	

### Social Studies

Matthew Hague	Chairperson
Madeline Pedler	
Bill Ramsey	
Joseph Rallo	
Don Stoltz	

## NORTH SIDE MIDDLE SCHOOL - Continued

### Special Education

Lynda Ramsey  
Joyce Bilbrey  
Rachelle Circosta  
Michelle Mahafey  
Jane McCrory  
Jessica Ramirez

Chairperson  
Mild Disabilities  
MoMH  
Mild Disabilities  
EH  
Mild Disabilities

### Psychologist

Pat Reinhard

### Social Worker

Tracey Miller

### Speech

Sara Mead

### Paraprofessionals

Tanisha Anderson  
Blanton Beathea  
Kim Bishop  
Marissa Curry  
Tammie Dickson  
Tamara Eaton  
Luella Hanks  
Susan Hunt  
Tina Lewis  
Josh Roth  
Gloria Sanders  
Curtis Williams

Lunch Paraprofessional  
ISS Paraprofessional  
Media Paraprofessional  
MD Paraprofessional  
Special Needs Paraprofessional  
MoMH Paraprofessional  
Special Needs Paraprofessional  
MD Paraprofessional  
Lunch Paraprofessional  
Special Needs Paraprofessional  
Lunch Paraprofessional  
Lunch Paraprofessional

### Cafeteria

Cheryl Birkey  
Lynda Barker  
Tina Iavagnilio  
Kelly Martin Del Campo  
Rebecca Mathes  
Janine Mikel  
Tamara Peet  
Mary Sanders  
Kim Sutton  
Dymple Ware

Manager

**NORTH SIDE MIDDLE SCHOOL - Continued**

Tammy Watson  
Stephanie Williams

**Custodial and Maintenance**

Jeffrey Corpe  
Greg Dennis  
Constance Barber  
Jeff Hoogenboom  
Christian Sutton

Head Custodian  
Night Supervisor



**2013-2014 ACTION PLAN**

School: NORTH SIDE MIDDLE SCHOOL		Focus Area: ENGLISH LANGUAGE ARTS					
Begin Date	Action Steps	Person Responsible	Begin Date	Professional Development	Person Responsible	Evidence of Implementation	Evidence of Impact
<p><b>Goal:</b> By spring of 2014, 75% of students grades 7 AND 8 will meet Indiana Academic Standards in ELA as measured by ISTEP+.                      By spring 2015 80% of students grades 7 &amp; 8 will meet Indiana Academic Standards in ELA as measured by ISTEP+.                      By spring 2016 85% of students grades 7 &amp; 8 will meet Indiana Academic Standards in ELA as measured by ISTEP+.</p> <p><b>Benchmarks:</b>                      Year 1: By spring 2014, 75% of students grades 7 &amp; 8 will be at level 3 or 4 as measured by ACUITY and Instructional calendar Assessments.                      Year 2: by spring 2015 80% of students grades 7 &amp; 8 will be at level 3 or 4 as measured by ACUITY and Instructional calendar Assessments                      Year 2: by spring 2016 85% of students grades 7 &amp; 8 will be at level 3 or 4 as measured by ACUITY and Instructional calendar Assessments</p>							
10/10	<p><b>GENERAL – WRITING</b>                      Provide all students a monthly writing prompt related to the learning in ALL content areas. Score using the progressive writing guides based on the common core standards for writing.</p> <p><b>GENERAL - VOCABULARY:</b>                      All teachers teach vocabulary in their content area based on research-based practices such as:</p> <ul style="list-style-type: none"> <li>• graphic organizers</li> <li>• scaffolding instruction</li> <li>• manipulative (flash cards)</li> <li>• word rich environments</li> </ul>	ALL teachers	10/12	Work with ALL teachers to ensure they know how to emphasize and expect their students' writing to completely answer the questions and include supporting evidence and details.	Building Admin.	Student Scores reported to department chairs.	Growth on writing scores.
8/08	<p><b>GENERAL- COMPREHENSION:</b>                      All teachers instruct students in strategies that improve comprehension in the content area</p> <ul style="list-style-type: none"> <li>o Pre-reading</li> <li>o During reading</li> <li>o After reading</li> </ul> <p>• Give students the predictive ACUITY test in September, December and February.</p>	All teachers	9/13	Review of the comprehension reading strategies to use in the content areas.	Principal	Word walls Classroom walk-through observations	Student growth in content area vocabulary at proficient level on scoring guide
9/10	<p><b>GENERAL- COMPREHENSION:</b>                      All teachers instruct students in strategies that improve comprehension in the content area</p> <ul style="list-style-type: none"> <li>o Pre-reading</li> <li>o During reading</li> <li>o After reading</li> </ul> <p>• Give students the predictive ACUITY test in September, December and February.</p>	All teachers	8/13	Review the new common Core Literacy standards for Science, Social Studies and life skill areas grades 6-8.	Louanne Nommay Building Admin.  Louanne Nommay	8-Step Walk throughs	Student growth in content area vocabulary at proficient level on the district content writing rubric
5/09	<p><b>GENERAL- COMPREHENSION:</b>                      Provide appropriate grade-level reading materials for independent reading including web-based resources.</p>	Reading/ Language Arts teachers Media Center				Book list	ACUITY
8/11	<p><b>GENERAL- COMPREHENSION:</b>                      Provide SRA books for students In ISS                      Provide READ OUTLOUD in ISS</p>	Administration					

Begin Date	Action Steps	Person Responsible	Begin Date	Professional Development	Person Responsible	Evidence of Implementation	Evidence of Impact
On-going 8/08	<p><b>LOW ACHIEVERS</b></p> <ul style="list-style-type: none"> <li>Wilson phonics program daily for lowest performers in addition to their ELA class</li> <li>Provide daily 25 minute Interventions based on instructional assessments using the 8-step process.</li> <li>Provide block of 95 minutes of READ180 daily for grades 7 &amp; 8 Special Education students based on ISTEP and SRI scores.</li> <li>Provide 7<sup>th</sup> grade ESL students with 100 minutes of language arts instruction in a team taught classroom with services provided by a language arts teacher and an ESL teacher.</li> <li>Provide double period of Language Arts for both 7<sup>th</sup> &amp; 8<sup>th</sup> grade students who did not pass ISTEP or scored just above the cut score.</li> <li>Principal will meet with all "bubble students" for ISTEP test talks.</li> </ul>	Special Ed. Teachers	9/11	On-going 8-step team training Staff training in the 8 step process Staff collaboration and review of the learning log process.	IDOE 8-step team	Instructional Calendar Assessments.	SRI (Wilson)  ACUITY  Instructional calendar assessments
8/11		Reading Language Arts teachers					
8/12		Certified staff					
8/12		Certified staff					
Spring 2013							
8/08		<p><b>HIGH ACHIEVERS</b></p> <ul style="list-style-type: none"> <li>Provide honors classes daily in all core content subjects which provides more challenging curriculum</li> <li>Provide extra-curricular opportunities for participation in Junior Academic Super Bowl.</li> <li>Participation in National Junior Honor Society</li> <li>Same teacher will teach both 7th and 8th grade honors classes for curriculum continuity.</li> <li>Provide 25-minute enrichment daily following the 8-step process.</li> </ul>					
8/12							
8/11	<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>Increase the number of parents attending the NSPO meetings and volunteering at the school.</li> </ul>	Administration				Newsletter	More parent involvement

Begin Date	Action Steps	Person Responsible	Begin Date	Professional Development	Person Responsible	Evidence of Implementation	Evidence of Impact
8/11	<b>SCHOOL CLIMATE/CULTURE</b> <ul style="list-style-type: none"> <li>Increase percentage of teachers consistently holding students accountable for following school wide procedures and expectations.</li> </ul>	All school staff Administration		<ul style="list-style-type: none"> <li>PBIS committee training</li> </ul>	Building Admin.	New guidelines	Discipline data
8/11	<ul style="list-style-type: none"> <li>Determine methods for celebrating student success in the classroom</li> </ul>	All teachers Administration	1/09	<ul style="list-style-type: none"> <li>PBIS training – committee</li> </ul>		Walk-throughs	
8/10	<ul style="list-style-type: none"> <li>Continue with Positive Behavior Support System</li> </ul>		8/09	<ul style="list-style-type: none"> <li>Staff-wide PBIS training</li> </ul>			
8/10	<ul style="list-style-type: none"> <li>Continue Olweus anti-bullying plan</li> </ul>			<ul style="list-style-type: none"> <li>Anti-Bullying Training</li> </ul>			
9/10	<ul style="list-style-type: none"> <li>Further develop and continue to utilize the Olweus anti-bullying plan and integrate it within the PBIS system.</li> </ul>						
8/11	<ul style="list-style-type: none"> <li>Increase number of teachers implementing the adult actions in the PBIS program consistently-adult accountability.</li> </ul>		Fall 2011	<ul style="list-style-type: none"> <li>Review the adult actions for PBIS</li> </ul>	PBIS committee	Referrals In the office	
8/11	<b>TECHNOLOGY</b> <ul style="list-style-type: none"> <li>Provide audio versions for classroom novels</li> </ul>	ELA/reading teachers					
8/11	<ul style="list-style-type: none"> <li>Provide READ180 for low achievers</li> </ul>						
8/11	<ul style="list-style-type: none"> <li>Use computers for research, composition, and practice</li> </ul>	All teachers					
8/12	<ul style="list-style-type: none"> <li>Math and Language Arts classes will utilize the Acuity tutorial program in the computer labs.</li> </ul>	Special Ed. teacher					
8/12	<ul style="list-style-type: none"> <li>Use of smartboards in all core content area rooms.</li> </ul>	ELA teachers					

<p><b>Goal:</b>          By spring of 2014, 75% of students grades 7 AND 8 will meet Indiana Academic Standards in ELA as measured by ISTEP+.          By spring 2015 80% of students grades 7 &amp; 8 will meet Indiana Academic Standards in ELA as measured by ISTEP+.          By spring 2016 85% of students grades 7 &amp; 8 will meet Indiana Academic Standards in ELA as measured by ISTEP+.</p> <p><b>Benchmarks:</b>          Year 1: By spring 2014 75% of students grades 7 &amp; 8 will be at level 3 or 4 as measured by ACUIITY and Instructional calendar Assessments.          Year 2: by spring 2015 80% of students grades 7 &amp; 8 will be at level 3 or 4 as measured by ACUIITY and Instructional calendar Assessments          Year 2: by spring 2016 85% of students grades 7 &amp; 8 will be at level 3 or 4 as measured by ACUIITY and Instructional calendar Assessments</p>					
<p><b>School: NORTHSIDE MIDDLE SCHOOL</b></p>		<p><b>ASSESSMENT PLAN 2013-2014</b></p>		<p><b>FOCUS AREA: ENGLISH LANGUAGE ARTS</b></p>	
<p>Formative Assessments          In 2013-14 school year</p>	<p><b>Interim Checkpoint #1</b>  <b>Deadline: December</b></p>	<p><b>Interim Checkpoint #2</b>  <b>Deadline: February</b></p>	<p><b>Revise the plan</b>  <b>Deadline: MAY</b></p>	<p><b>Interim Checkpoint #4</b>  <b>Deadline: May</b></p>	
<p>Impact Assessment          What are the student results?</p>	<p>SRI – READ 180/Wilson           ACUIITY          Discipline Data          Student writing scores           Spring 2013 ISTEP+</p>	<p>ACUIITY          Discipline Data          Data Team Minutes –          Student writing scores          Parent Participation Numbers</p>	<p>ACUIITY          Review the implementation and student impact data, analyses from the checkpoints and review and revise the plan to adjust and fine tune it for next year’s implementation.</p>	<p>ACUIITY          Discipline Data          Data Team Minutes –          vocabulary proficiency           Spring 2014 ISTEP+</p>	
<p>Implementation Assessment          Are we doing it?</p>	<p>Walk-Through data          Data Team Minutes          Learning Log Records</p>	<p>Data Team Minutes          Learning Log Records</p>	<p>Data Team Minutes –          Learning Log Records</p>	<p>Data Team Minutes          Learning Log Records</p>	

## 2013-2014 ACTION PLAN

NORTH SIDE MIDDLE SCHOOL		Focus Area: MATH	
Goal: By spring of 2014, 85% of students grades 7 AND 8 will meet Indiana Academic Standards in MATH as measured by ISTEP+.			
Benchmarks: Year 1: By spring of 2014, 85% of students grades 7 & 8 will be at Tier 3 or 4 as measured by ACUITY Diagnostic Test. Year 2: by spring of 2015, 90% of students grades 7 & 8 will be at Tier 3 or 4 as measured by ACUITY Diagnostic Test. Year 3: By spring of 2016, 95% of students grades 7 & 8 will be at Tier 3 or 4 as measured by ACUITY Diagnostic Test.			
Strategies			
Begin Date	Action Steps	Person Responsible	Begin Date
8/11	<p><b>GENERAL :</b></p> <ul style="list-style-type: none"> <li>Increase the percentage of teachers who teach using common strategies within their data teams.</li> <li>Teach essential math vocabulary.</li> <li>Develop strategies to address areas of greatest student deficit after analyzing the spring ISTEP+ and <b>ACUITY assessments.</b></li> <li>Provide one semester math problem solving class for all 7th grade students in addition to the regular math class.</li> <li>Provide an extra 25 minutes of academic support to all students based on the results of the Instructional Calendar assessments during success period five days a week.</li> <li>Give students the predictive ACUITY test in September, December and February.</li> <li>Provide ACUITY tutorials in ISS.</li> <li>"Test Talks" show all students his/her ISTEP and ACUITY results during Success period.</li> <li>Hold test talks with bubble kids before/after ISTEP.</li> </ul> <p><b>GENERAL:</b> Full implementation of Connected Math</p>	All teachers Math teachers Math teachers	10/13
8/11		8-Step calendar committee	8-Step calendar committee
8/11		Math teachers	Math teachers
9/10		Math teachers	Data Teams of dept. meetings
8/11		Math teachers/ certified staff Math teachers Husky teachers	Math teachers Principal TBD
9/12			Math teachers Principal
12/11			Math teachers Principal
10/11			Math teachers Principal
Spring			Math teachers Principal
8/10			District Curriculum Dir.
8/10	<p><b>LOW ACHIEVERS</b></p> <ul style="list-style-type: none"> <li>Self-contained Math class for 7<sup>th</sup> and 8<sup>th</sup> grade spec ed students who are performing well below grade level.</li> <li>Provide an extra 25 minutes of academic support to all students based on the results of the Instructional Calendar assessments during Success Period five days a week.</li> </ul>	Selected teachers Principal	ACUITY 8- step assessments

Begin Date	Action Steps	Person Responsible	Begin Date	Professional Development	Person Responsible	Evidence of Implementation	Evidence of Impact	
8/11	<b>HIGH ACHIEVERS</b> <ul style="list-style-type: none"> <li>Provide honors classes daily in math which provide more challenging curriculum</li> <li>Provide extra-curricular opportunities for participation in Junior Academic Super Bowl.</li> <li>Participation in National Junior Honor Society</li> <li>Provide an extra 25 minutes of academic support to all students based on the results of the Instructional Calendar assessments during Success Period five days a week.</li> </ul>	Certified staff				Master schedule	Core 40 Assessment	
8/11		Staff						
8/11		Girl Scouts						
8/13		Counselors						
10/11	<b>CULTURAL COMPETENCY</b> <ul style="list-style-type: none"> <li>Hold 6 sessions of Girl Power for 7<sup>th</sup> and 8<sup>th</sup> graders to address self-esteem, self-respect, solving conflicts, etc. Reinforce the information throughout the content area classes.</li> <li>Hold Advisory Class for Hispanic girls who need additional academic and emotional support.</li> </ul>	Math teachers Admin. Admin.				Monthly newsletters	Teachers pre/post survey	
11/11	<b>PARENTS</b> <ul style="list-style-type: none"> <li>Provide resources for parents to use for support for math (i.e., internet sites, school web site, newsletter, packets)</li> <li>Inform parents of resources on our website.</li> <li>Post the Student Assignment Notebook on tweb site.</li> <li>Provide information sheet to parents</li> </ul>	Admin.						
8/11		Math Teachers						
11/13								
11/08	<b>TECHNOLOGY</b> <ul style="list-style-type: none"> <li>Inform parents of learning &amp; information resources/links on school website &amp; how to access student data results.</li> <li>Use graphing calculators for all 8<sup>th</sup> grade math students</li> <li>SMARTBOARDS, document cameras and clickers in every math classroom</li> <li>ACUITY testing and remediation on-line</li> <li>Read-Out Loud Program</li> </ul>	Admin.	8/10	Training in how to make the most effective use of SMARTBOARDS, clickers and document cameras.			ACUITY	
8/11								
8/12								
8/11								

**NORTHSIDE MIDDLE SCHOOL – MATH ASSESSMENT PLAN – 2013-14**

**Goal:** By spring 2013, 94% of students grades 7 & 8 will meet Indiana Academic Standards in MATH as measured by ISTEP+.

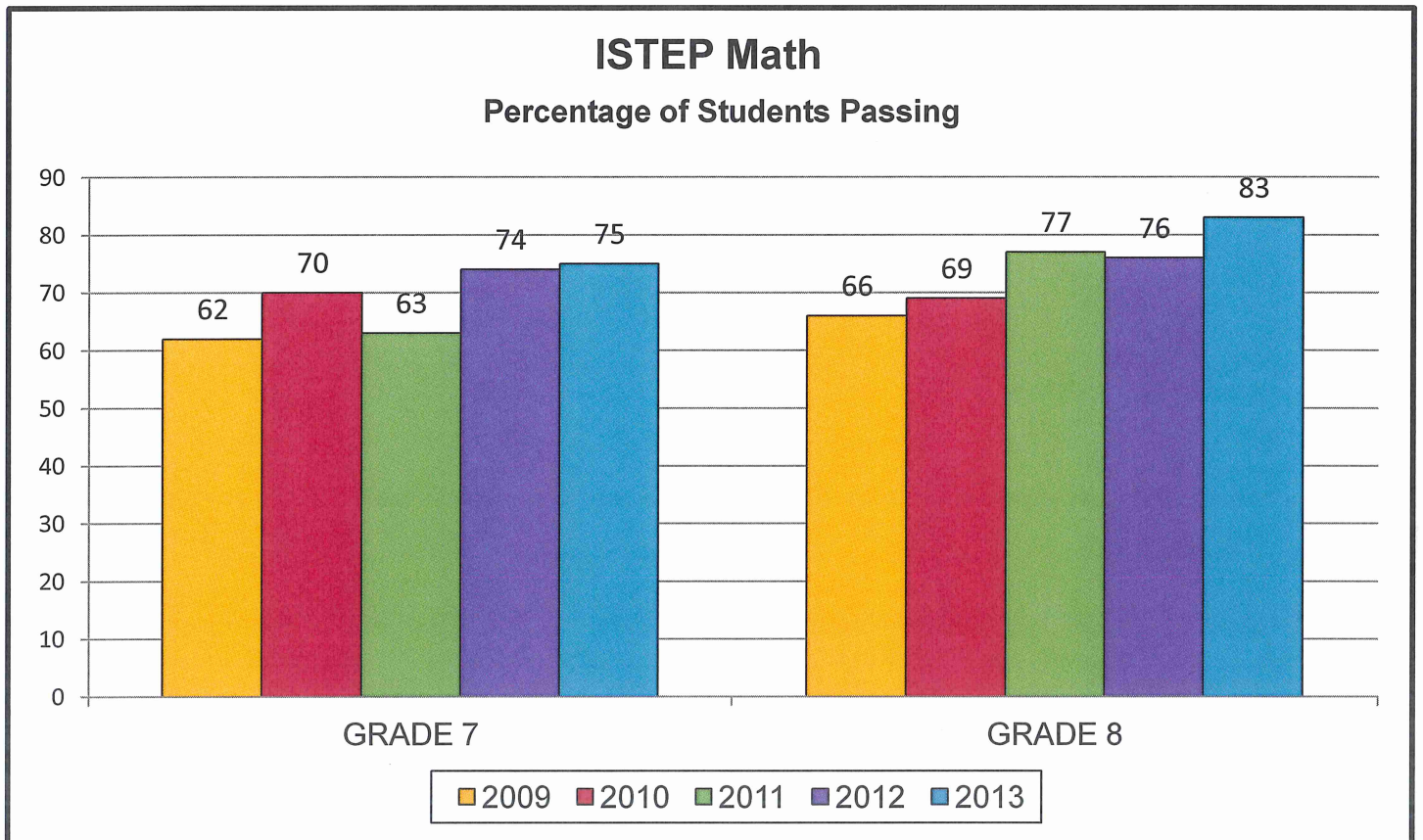
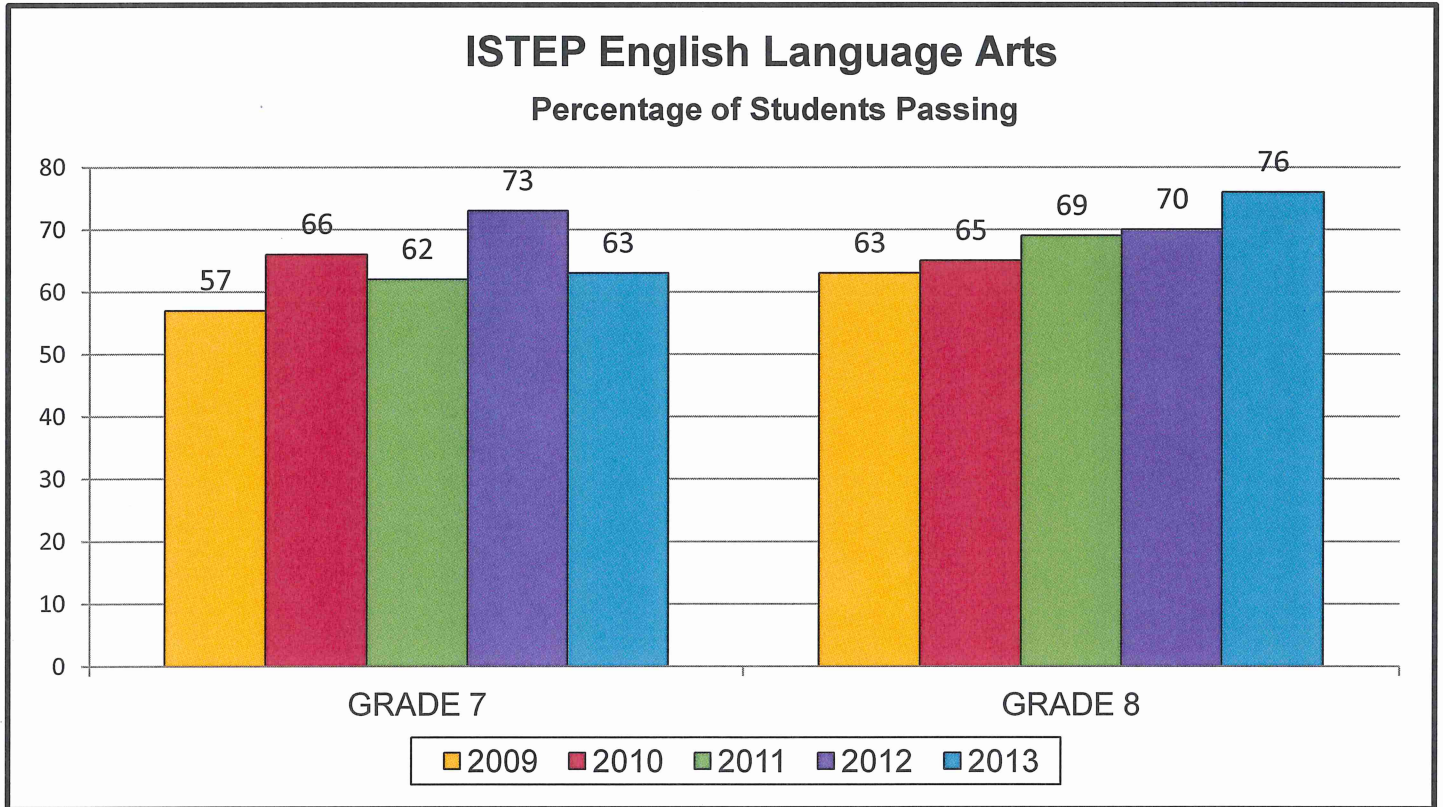
**Benchmarks:**

Year 1: By spring of 2013, 94% of students grades 7 & 8 will be at Tier 3 or 4 as measured by ACUIITY Diagnostic Test.

Year 2: by spring of 2014, 100% of students grades 7 & 8 will be at Tier 3 or 4 as measured by ACUIITY Diagnostic Test.

Formative Assessments In 2010-2011 school year	Interim Checkpoint #1 Deadline: October	Interim Checkpoint #2 Deadline: March 1	REVISE PLAN May	Interim Checkpoint #3 Deadline: May 30
<p><b>Impact Assessment</b> What are the student results?</p>	<p>CORE 40 DATA  ACUIITY  Spring 2013 ISTEP+  Data Team minutes –</p>	<p>ACUIITY    Data Team minutes</p>	<p>ACUIITY  Review the implementation and student impact data, analyses from the checkpoints and review and revise the plan to adjust and fine tune it for next year's implementation.</p>	<p>CORE 40 DATA  ACUIITY  Data team minutes – student writing data  Spring 2013 ISTEP+  Data Team minutes –  8-Step Assessment Data</p>
<p><b>Implementation Assessment</b> Are we doing what we planned to do?</p>	<p>8-Step Assessment Data</p>	<p>8-Step Assessment Data</p>	<p>8-Step Assessment Data</p>	

NORTH SIDE MIDDLE SCHOOL ISTEP+  
5-Year Comparison





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

Elkhart Community Schools  
Elkhart, Indiana

February 11, 2014

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

Time/Place

Board Members  
Present:

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

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

Roll Call

ECS Personnel Present:

Doug Hasler  
Rob Haworth  
John Hill

Doug Thorne  
Bob Woods

The Board received updates on Yes4Elkhart; health programs at Mary Beck; and bus accidents. The decision making process was reviewed concerning two-hour delays and school cancellation. Central High School's graduation and Priority Schools progress were discussed. The Resolution passed by the Elkhart City Council and Elkhart Chamber of Commerce was reviewed and discussed.

Topics  
Discussed

The meeting adjourned at approximately 6:20 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
February 11, 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

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

Mrs. Nielsen welcomed Superintendent’s Student Advisory Council representatives from both high schools. Caroline Mark of Central High School (CHS) reported Champs is having a Valentine’s Day fundraiser selling Orange Crush sodas and delivering them to “crushes”; there is a lot of discussion in the halls about the weather and the concern for classmates walking 2 miles to get to school and many students are supporting Yes4Elkhart and she wanted the board to know that CHS students appreciate the attempts being made to help them. A Dance Marathon is scheduled to raise funds for Riley Children’s Hospital, students who have been to Riley will be asked to speak at the dance; Miss Mark is one of the choreographers who is working on a Morale Dance; and exchange students from Germany are helping those at CHS learn more about different countries; Student Council is hosting “Say What Karaoke” fundraiser on Wednesday February 12<sup>th</sup> from 6-8. Angel Gomez from MHS reported the wrestling team won Sectionals and had 6 Regional Qualifiers; swim team set a new school record; and track season starts with a meet on March 29.

SSAC  
Representatives

The Board was introduced to the musicians who entertained at the beginning of the meeting by Kurt Weimer, MHS Band director. Percussion ensemble included Ian Hines, Katy Kiefer, and Anderson Green, Nick Petit was out ill. Clarinet quartet included Andrew Manthey, Brianna Brown, and Christy Graber. He explained MHS purchased ensemble music to add to their library and subsidized private lessons for many band students with a \$6,000.00 grant from The Municipal Band. The entire band was encouraged to enter District Solo and Ensemble Contest and the results were 37 ensemble and 10 solo gold ratings. Most are going to attend the State Competition in a few weeks.

Music  
Performance

The Board accepted with appreciation donations made to Elkhart Community Schools (ECS): a French Horn from Frank and Becky McClelland valued at \$275.00 to the Music department of ECS; a check for \$500.00 from Managed Health Services to purchase new gym and recess

Gift Acceptance

equipment for students at Mary Beck Elementary School; a gift of \$540.00 from Elkhart Rotary Club for Beardsley Elementary School children to use the Renaissance Learning Program; and \$500.00 from United Way to support the Partnering with Parents of Preschoolers Kindergarten Readiness Workshop at Woodland Elementary School.

The Board heard from Tim Carnall who recognized two of his band students from West Side Middle School. Jessica Buckley and Madeline Crosbie were selected for the Indiana All-Region Band. Madeline was also selected for the All-State Band. Board President Dorisanne Nielsen presented Madeline with a certificate; Jessica was not able to attend. Ryan Gortney, Motorcycle Technology teacher at the Elkhart Area Career Center (EACC), explained two teams from the EACC competed in the National Hot Rodders Competition in Indianapolis. The two teams finished 6<sup>th</sup> and 7<sup>th</sup> in the nation and earned over \$250,000.00 in scholarships. He shared EACC represents 4 counties and the teams represent 5 high schools. Mrs. Nielsen presented certificates to, Ben Largent, Lane Gortney, Zac Coffel, Jake Harris, Tyler Dickson, Kerry Miller and Cody Pullin.

Student  
Recognition

The Board was introduced to Sherrie Keeslar, a District Academic Coach by Dr. Bradley Sheppard, Supervisor of Curriculum and Instruction. She shared her personal background in education and explained how Coaches are working with teachers. Their goal is to assist administrators, staff and students to enhance the learning process. Other Academic Coaches were introduced: Meredith Warnock, Stephanie Kimmerly, Jennifer Hinman and Danae Wirth. Dr. Sheppard thanked them for their "passion" for students in ECS.

Special  
Presentation

By unanimous action, the Board approved the following minutes:  
January 28, 2014 – Public Work Session  
January 28, 2014 – Regular Board Meeting

Approval of  
Minutes

By unanimous action, the Board approved payment of claims totaling \$8,292,145.15 as shown on the February 11, 2014, claims listing. (Codified File 1314-78)

Payment of  
Claims

By unanimous action, the Board approved the purchase of ISTEP t-shirts for staff and students of West Side Middle School from their extra-curricular account. The cost of the t-shirts is \$2,720.00. The shirts are being used as an incentive for students to give best effort of ISTEP.

Extra-Curricular  
Purchase

Doug Hasler, executive director of support services, reported the following fund loans were made on January 31, 2014: \$995,000 from General Fund to Retirement/Severance Bond Fund; and \$1,850,000 from Capital Projects Fund to Debt Service Fund.

Fund Loans

By unanimous action, the Board approved proposed revisions to Board Policy GDBDA-1, Food Service Employees' Compensation Plan, and waived second reading. Doug Thorne, executive director of personnel and legal services, indicated the changes are being made to lessen the impact on the general fund by transferring cafeteria paraprofessional positions to being paid by the Food Service Department. He also reported the current

Board Policy  
GDBA-1

paraprofessionals pay rates in those positions, will not change. New hires will be paid at rates listed. In response to Board inquiry, Mr. Thorne stated Food Service is funded through the price of food and federal support of free and reduced lunches; the Food Service Director will supervise these employees; and this also is another cost savings to the General Fund.

By unanimous action, the Board approved proposed revisions to Board Policy GDBDA-10, Employees in Miscellaneous Positions Compensation Plans, and waived second reading. Mr. Thorne indicated the recommended change is the elimination of the currently vacant position of Public Relations and Volunteer Coordinator, which will also result in a savings to the General Fund.

Board Policy  
GDBA-10

By unanimous action, the Board approved the submission of a grant to the United Way. Pinewood and Eastwood Elementary Schools will be working with Hillcrest Preschool and Cornerstone Christian Montessori. (Codified File 1314-79)

Grant  
Application

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 11, 2014 listing. (Codified File 1314-80)

Conference  
Leaves

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

Personnel  
Report

Two consent agreements regarding unpaid time. (Codified file 1314-81)

Consent  
Agreement

Employment of the following two (2) certified staff members:  
Nicholas Seidel – Industrial Technology at Memorial  
Kimberly Williams – Elementary Unassigned

Certified  
Employment

Resignation of Brett Cramer, Special Education at Hawthorne, effective on 1/31/14

Certified  
Resignation

Voluntary leave of absence for Kimberlee Stephens, sixth grade at Beardsley, beginning 1/31/14 and ending on 4/11/14.

Certified Leave  
of Absence

Regular employment for the following twelve (12) classified employees who have successfully completed their probationary periods, on dates indicated:

Classified  
Employment

Twila Culbreath - Food Service at Pierre Moran, 1/21/14  
Sidney Hawkins - Food Service at Roosevelt/Central,  
1/21/14  
Sheila Iannarelli - Paraprofessional at Feeser, 2/3/14  
Adell Kyle - Food Service at Pierre Moran, 1/28/14  
Sara Lewter - Food Service at Memorial, 2/3/14  
Anne Mayer - Paraprofessional at North Side, 1/28/14  
Laura Miller - Registered Nurse at Eastwood, 1/28/14  
Lynne Miller - Paraprofessional at North Side, 1/23/14  
Robert Myers - Custodian at Memorial, 1/24/214

Jennifer Robakowski - Food Service at Pierre Moran, 1/28/14  
Charlotte Roby - Food Service at Central, 1/23/14  
Shari Warlick - Paraprofessional at Central, 1/28/14

Resignation of seven (7) classified employees - effective on dates indicated:

Laticia Armstrong – paraprofessional at West Side, 2/7/14  
Michelle Cross – food service at Memorial, 2/13/14  
Stephanie Fahrenkrog – food service at West Side, 2/5/14  
Kimberly Williams – paraprofessional at Beardsley, 1/28/14

Classified  
Resignation

Retirement of (2) classified employees – effective on dates indicated with years of service in parenthesis:

Francine House – Bus Driver at Transportation, 4/30/14 (16)  
Kathleen Williams – Bus Driver at Transportation, 3/28/14 (22)

Classified  
Retirement

Voluntary leave of absence for Marlene Reed, paraprofessional at Eastwood, beginning on 1/30/14 and ending on 3/30/14

Classified Leave  
of Absence

By a vote of 6-1, the Board adopted along with The City of Elkhart and Greater Elkhart Chamber of Commerce a joint resolution opposing the elimination of the business personal property tax. Board member Glenn Duncan indicated that he was in support of a resolution opposing elimination of the business personal property tax, but did not believe he had sufficient information related to all of the assertions made in the whereas statements in the resolution. (Codified File 1314-82)

Resolution

By a vote of 6-1, the Board adopted along with The City of Elkhart and Greater Elkhart Chamber of Commerce a joint resolution supporting additional flexibility for county option income tax. Board member Doug Weaver questioned the statement in the resolution which states that taxes are a new idea and also referred to a LOIT that would include money for schools. Board Member Jeri Stahr clarified that there are 4 options that will be voted on and none include school funding. Board Member Karen Carter told of a LOIT which is still in committee that would fund the schools, but doubted it would make it out of committee. Mr. Duncan shared his same issue with the whereas statements, but supported the resolution. (Codified File 1314-83)

Superintendent Haworth announced a Walk from Monger Elementary to Central High School on Monday February 17<sup>th</sup>. People are to meet at CHS at 9:30 am and will be bused to Monger. The walk will begin at 10:00 am. The two mile walk will simulate what some students do every day. This walk is put on by Yes4Elkhart.

From the  
Superintendent

The meeting adjourned at approximately 8:10 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

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

Elkhart Community Schools  
Elkhart, Indiana

February 18, 2014

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

Board Members  
Present:

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

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

ECS Personnel Present:

Doug Hasler  
Rob Haworth

John Hill  
Bob Woods

The Board discussed the referendum; calendar events; and graduation.

The meeting adjourned at approximately 8:00 a.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

# ACCOUNT BALANCES/INVESTMENT DETAIL

JANUARY 2014

PETTY CASH	\$	500.00
GENERAL ACCOUNTS:		
Lake City Bank		187,495.38
Teachers Credit Union		22,713,329.75
SCHOOL LUNCH ACCOUNTS:		
Teachers Credit Union		446,025.09
Change Fund		2,130.00
TEXTBOOK RENTAL ACCOUNTS:		
Chase Bank		944,535.39
PAYROLL ACCOUNTS:		
Teachers Credit Union-Payroll Account		1,406,506.40
Teachers Credit Union - Flex Account		71,801.07
INVESTMENTS:		
First State Bank Certificate of Deposit To mature 06/25/14 at .21%		68,300.00
	\$	25,840,623.08



**BUS DRIVERS' COMPENSATION PLAN**

**Section 1. BUS DRIVERS WAGE SCHEDULE**

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

Step (Rates)	Elkhart Community Schools Experience as Bus Driver	Bus Driver Hourly Rate 2009
Probationary	0 – 63 Days	17.23
Base	64 days, but not more than 2 years	17.91
Advanced	Over 2 years, but not more than 5 years	18.88
Experienced	Over 5 years	19.73

Placement at the advanced rate will be determined by the driver's evaluation. All drivers will be evaluated annually by the Director of Transportation, or designee. The evaluation will be discussed with each driver individually. No benefits will be available unless the contracted route driver is under contract for four or more hours. In addition, a career increment will be paid as follows:

<u>Years Regularly Employed in Elkhart Community Schools</u>	<u>Hourly Increment</u>
5 or more, but less than 10	\$.20
10 or more, but less than 15	\$.30
15 or more, but less than 20	\$.50
20 or more	\$.70

B. Extra-Curricular Trips

For extracurricular trips, field trips, and other such trips other than the regular transporting of students to school from their place of residence and back to their place of residence from school each school day, a bus driver shall receive \$11.25/hour with a minimum trip pay of 2 hours for weekday trips and five (5) hours for holiday or weekend trips. Drivers will not be paid additional clean-up time for extra-curricular trips, but are expected to maintain bus cleanliness. When outdoor conditions occur during the activity ~~which that~~ is the purpose of the trip, resulting in an unusual amount of clean-up (i.e. football or soccer in muddy conditions, etc.), the driver may apply for payment for the required clean-up time.

C. Unassigned Drivers:

Unassigned drivers will be paid at one of the above rates as determined by the Director of Transportation.

Unassigned drivers required to report to dispatch and wait for the assignment of a route shall be paid at the extra trip rate for any waiting time not covered by the two-hour minimum or the compensation for the route they are assigned to that day.

D. Driver Contracts

All drivers shall be provided a contract based on the rates listed above. The contract shall provide a minimum driving assignment of two (2) hours for morning routes, two (2) hours for afternoon routes, and two (2) hours for any route **which** ~~that~~ is not an extension of either morning or afternoon routes. Any route ~~that~~ is regularly scheduled to run on Sundays or Board of School Trustees approved holidays, (e.g. for the visually or hearing impaired), shall be paid a three (3) hour minimum on those days. The contract shall provide a minimum driving assignment of four (4) hours per day for wages if drivers work both morning and afternoon. Effective July 1, 2006, in the event ~~that~~ a driver's assigned route consists of three (3) separate runs in both the morning and the afternoon (i.e. secondary/elementary/elementary or secondary/ elementary/Head Start) the minimum for that route shall be three (3) hours in the morning and three (3) hours in the afternoon. (The foregoing shall not be applicable to mixed runs (i.e. high school/middle school). Letters of employment status indicating reasonable assurance of employment in the following year will be provided to all drivers in good standing at the conclusion of the school year. All routes shall be timed from departure from the bus garage until return to the bus garage. In emergency situations, such drivers may be required to make additional runs which can be completed within the time frame of the contract. Additional runs which cause extension beyond the normal assigned hours shall be reimbursed in accordance with the driver's normal hourly rate. In addition, each bus driver will be paid for thirty (30) minutes each day for clean-up, paper work, and service time.

E. Time Study

In the event of a significant difference between the driver's time study and the Transportation Department's timing for the route, the driver may appeal to the Director of Transportation or Assistant Director of Transportation to resolve this discrepancy. The decision of the Director of Transportation or Assistant Director of Transportation may be reviewed by the **Executive Director of Personnel and Legal Services** ~~Director of Employee and Student Relations~~. The decision of the **Executive Director of Personnel and Legal Services** ~~Director of Employee and Student Relations~~ shall be final.

F. Work Schedule

Drivers will be required to report for duty two times in addition to all student attendance days. Drivers will be paid four (4) hours at their hourly rate for these days. These days will be scheduled as follows:

State Safety Meeting  
Fall Training Session

Mandatory meetings, with the exception of contract signing where all drivers are required to attend, will be paid at their hourly rate.

Contract signing, mandatory meetings scheduled for smaller groups of drivers, and individuals for specific training and information sharing will be paid at the extra trip rate.

Drivers will receive a minimum of one hour pay for these meetings and meetings beyond a full hour will be paid in 15 minute increments.

G. Vehicle Clean-Up, Paperwork, and Spot Check:

Each bus driver will be paid 1/2 hour (.3 hours in the morning and .2 hours in the afternoon) for each working day for clean-up, service time, and paper work. Each driver is expected to keep his or her assigned vehicle in a good state of cleanliness at all times.

Uncleanliness on any one spot check by the Director of Transportation will be sufficient cause for the discontinuance of this payment for five (5) days. Normal accumulation from the day's route will be excluded. A second spot check showing lack of cleanliness will result in a suspension without pay of the driver for two (2) days. Further violations can ~~would~~ be cause for termination.

H. Stopping Enroute or Layover:

Drivers will be allowed to stop enroute or on layover only for food, coffee, shopping, etc., with permission of the Transportation Office, as per established guidelines. (See attached.)

I. Drug/Alcohol Testing

Any driver required to be tested for the drug/alcohol program will receive one (1) hour's route pay at his/her current hourly rate. (This shall not include pre-employment testing.)

J. School Delays

In the event ~~that~~ the start of the school day is delayed on account of weather conditions, drivers will receive one (1) hour's route pay for the delay.

K. Early Release

Drivers may be required to drive more than their regular number of routes so as to facilitate an early release of students to conduct parent-teacher conferences, or for other purposes. Drivers who are already assigned to drive a morning, mid-day, and afternoon route will be paid for their actual driving time, but not less than one (1) hour's route pay, for driving one of their routes early on an early release day. Drivers who are regularly assigned to drive only a morning and an afternoon route will receive two (2) hour's route pay for driving one of their routes early on an early release day.

L. Extra Trip Routes

Drivers who are assigned to an extra trip route (e.g. remediation, etc.) who are required by the Director of Transportation/Designee to pre-drive an extra trip route will receive two hours' extra trip pay to fulfill these responsibilities.

M. Special Route Responsibilities: Kindergarten

Drivers who are assigned to morning or afternoon routes which include kindergarten students are responsible for contacting the parents of each kindergarten student prior to the first day of kindergarten. Drivers on these morning and afternoon routes are expected to contact the parents of their kindergarten students and determine whether the students can be picked up at an existing stop or whether a new stop will be established. Drivers will be required to turn the necessary paperwork in to the Transportation Office for the kindergarten students on their route. Drivers will receive two (2) hours route pay for fulfilling these responsibilities.

N. Special Route Responsibilities: Special Needs Students and Other Mid-day Routes

Drivers who are assigned to a route transporting special needs students, or a mid-day route transporting students are responsible for driving and checking their routes, preparing their route book, and contacting parents prior to the first day of school. Drivers on these routes will receive two (2) hour's route pay for fulfilling these responsibilities.

When drivers are regularly required to drive a different bus for their mid-day route, and ~~the that~~ bus has not already been pre-tripped, the driver will receive an additional 15 minutes per day to pre-trip, fuel and clean ~~the that~~ bus.

O. Substitute Driver Contracts

A limited number of substitutes will be contracted substitute drivers. Pay will be only for days worked. Insurance and Public Employee Retirement Fund (PERF) will be available after successful completion of probation.

**Section 2. BUS DRIVER ROUTES/BIDDING**

A. Seniority List:

One seniority list, including all bus drivers, shall be maintained and updated. The driver's date of seniority will be determined by his/her first day on the payroll with Elkhart Community Schools with a valid CDL license and working in a bus driver classification. In the event ~~that~~ more than one driver starts on the same day, meeting the above requirements, seniority will be determined by the date and time of application. Drivers employed prior to January 1, 2003, shall retain their seniority date assigned by Transportation on December 31, 2002. **When a driver's employment is severed, the driver, should she/he be re-employed, will be placed at the bottom of the seniority list.**

B. Bidding on routes and Equipment:

Bidding on routes will be determined by the Director of Transportation with seniority as the key factor. When a route opens, it will be posted within ten (10) working days. Only active drivers will be eligible to bid. Bids may be made for five (5) working days. The route will be assigned and posted within fifteen (15) working days. Drivers will only be allowed to change routes twice during a school year. If a route is discontinued while a driver is contracted, the driver will continue to be under contract at the appropriate pay rate and shall bid on all posted positions of comparable pay until he or she is the successful bidder. If routes are discontinued during the summer, the drivers will bid on the routes of drivers with the least seniority, and those drivers will be placed, according to their seniority, at the top of the substitute list. Any mid-day runs and the fall loop (which begins in August) are to be posted on May 1st or the next working day and are to stay up for five (5) working days. If the successful bidder does not return as an active driver in the fall, the mid-day run or loop will be awarded to the next bidder in line. Any driver absence, including those related to medical, family, and unpaid/excused reasons for a period extending beyond sixteen (16) work weeks, will result in that route being posted for bidding, and any mid-day route coming open as the result of this, will be offered to the next senior substitute driver.

C. Summer School and Mid-Day Routes:

Notice for bidding on summer school and mid-day routes is to be posted on May 1st, or the next working day, and is to stay up for (5) working days. Eligibility for routes will be based on seniority. Assignment of routes will be determined by the Director of Transportation. Drivers who are not awarded a mid-day route shall be placed on a list based on seniority and will be called to substitute. If a mid-day route opens during the school year, the eligible driver with the highest seniority will be awarded a route. Assignment will be determined by the Director of Transportation. Any route filled during the year will be considered open at the time of bidding. ~~Effective September 12, 2006, drivers~~ **Drivers** whose regular route is 6.0 hours or more will not be eligible to bid or drive as a substitute on mid-day routes. ~~Drivers who were assigned a mid-day route for the 2006-2007 school year in addition to their regular route will have their mid-day route rebid at the end of the 2006-2007 school year.~~ Drivers who elected not to sign up for mid-day routes in May, will have the opportunity to sign up to

work for the remainder of the school year as a substitute driver, **by seniority and qualification**, only on mid-day routes. **A driver with an excessive number of refusals may be removed from consideration. A driver who is removed from the list shall receive written notification of removal.** Drivers who so qualify may sign up during the first five (5) working days in January. Substitute driving opportunities will be awarded based upon driver seniority.

### **Section 3. BUS DRIVERS FRINGE BENEFITS**

#### A. Income Protection and Annuities

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

#### B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Effective January 1, 2008, the Board will pay \$5,000 (for single coverage) or \$10,000 (for family coverage) of the premium cost of such group plan for all employees who work six or more hours per day. Effective January 1, 2008, the Board will pay \$4,494 (for individual coverage) or \$8,963 (for dependent coverage) of the premium cost of such plan for all employees who work between four and six hours per day. The employee may select one or the other plan provided by the Board.

The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

#### C. Severance Benefits

Bus Drivers who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the **Executive Director of Personnel and Legal Services** ~~Director of Personnel~~ at least ten (10) working days prior to the last date of employment.

##### Resignation

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

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

For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) or older, and has ten (10) or more consecutive years; or who is age fifty-five (55) or older, and has fifteen (15) or more years of employment in the Elkhart Community Schools. Accumulated days of unused personal leave will be paid employees who retire, die or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate. Only the six months service requirement must be met to be eligible for the disability or death benefit. In addition, beginning in 1982, at the maximum rate of two (2) days per year, accumulated days of unused sick leave will be paid as a part of this benefit.

At the time of retirement, a Bus Driver shall receive pay for accumulated illness leave not to exceed two (2) days per year up to a maximum of thirty (30) days or forty-five percent (45 %) of accumulated illness leave, whichever is greater. In the event of the death of a Bus Driver, while in the active employ of Elkhart Community Schools, said payment should be made to the employee's beneficiary.

In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying one hundred percent (100%) of the premiums in advance at the business office.

#### Change in Support Staff Classification

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

### **Section 4. ABSENCES**

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

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

### **Section 5. ILLNESS ABSENCES AND LEAVES**

#### A. Personal and Family Illness Leave

Drivers working four (4) hours or more per day will be provided with the number of hours equal to one (1) workday per month of employment for personal illness/family illness leave accumulative to one hundred sixty (160) days. For any driver who completes probation after January 1, one (1) day shall be provided for each full month of regular employment. ~~Of the total personal illness days provided each year, the number of hours equal to two (2) workdays may be used for either family illness in the immediate family or personal illness, and the balance may be used for personal illness.~~

As used in this section, "immediate family" includes spouse, child, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, daughter-in-law, son-in-law, and any other member of the family unit who is regularly living in the same household as the employee. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

B. Extended Paid Illness Absence:

Each contract year, a driver shall be eligible, upon submission of a written application to the Transportation Office, for extended paid illness absence days according to the following:

1. Drivers will be eligible for additional extended absence days based upon the following formula. For each full year as a driver, up to five (5) days to a maximum of fifty (50) days for ten (10) years. Drivers may use paid or unpaid benefit days.
2. These days shall be provided, after a similar qualifying period of five (5) working days per year to a maximum of fifty (50) working days for ten (10) years, to any driver who has an extended illness absence for which medical verification acceptable to the employer is provided.
3. When an employee has a second extended illness absence, the qualifying factor will only be as great as five (5) times the number of full years which has elapsed since the previous extended illness absence, with a minimum of five (5) working days.

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

C. Personal Illness Leave/Family Illness Leave/Unpaid Leave Incentive Plan

For the purpose of the incentive program, the year will be from January 1<sup>st</sup> to December 31<sup>st</sup>.

1. If a contracted route driver does not use any of his or her Personal Illness days, ~~or~~ Family Illness days, **or unpaid time** during the year (excluding summer school), he or she will be given a payment of \$600 on the following January.
2. If a driver uses only one of his or her Personal Illness days, ~~or~~ Family Illness days, **or unpaid time** during the year (excluding summer school), he or she will be given a payment of \$400 on the following January.
3. If a driver uses two of his or her Personal Illness days, ~~or~~ Family Illness days, **or unpaid time** during the year (excluding summer school), he or she will be given a payment of \$200 on the following January.
4. In order to be eligible for the incentive pay set out in 1, 2, or 3, above, the driver must have been a contracted route driver as of December 1<sup>st</sup>. If a driver is hired after December 1<sup>st</sup>, the incentive payment will be pro-rated on a percentage of the workdays after the driver was employed.
5. For the purpose of the incentive program, a personal illness or family illness day will be when a driver is absent for three (3) or more hours. An absence of less than three (3) hours will be considered a half-day. Drivers absent ½ day will receive \$500, 1-1/2 days - \$300, or 2-1/2 days - \$100. **Unpaid time will follow the same pattern (i.e. three (3) or more hours will be considered a day; less than three (3) hours will be considered a half-day.**

D. Job-Related Injury

An employee injured in the performance of his or her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two thirds percent (66-2/3%) of the

employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

## **Section 6. BEREAVEMENT**

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

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

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

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

## **Section 7. MILITARY LEAVE**

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

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

## **Section 8. HEALTH LEAVE**

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

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

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



Health Leave – Procedure

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

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

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

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

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

**Section 9. PERSONAL LEAVE**

Drivers working four (4) hours or more per day will be provided with two (2) days of personal leave on January 1. Any driver completing probation before July will receive two (2) days and after July 1 will receive one (1) day.

Unused personal leave will accumulate for retirement.

Personal Leave – Procedure

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

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

- a. Once every five (5) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.

- b. *The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.*
- c. *All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event which ~~that~~ prohibits the employee from attending to his or her assigned duties.*

## **Section 10. JURY AND WITNESS DUTY PAY**

### A. Jury Duty

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

### B. Witness Duty

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

## **Section 11. PARENTAL LEAVE**

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

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

## **Section 12. ADOPTIVE LEAVE**

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

## **Section 13. HOLIDAYS**

### Definition

As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately one hundred seventy-five (175) or more days per year, and who has a regular workday of four (4) or more hours.

### Holidays

School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions below:

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

## **Section 14. LABOR MANAGEMENT COMMITTEE**

Labor Management Committee: The drivers' committee shall, upon request, have the right to meet on a monthly basis with the Supervisor of Transportation and, when necessary, the **Executive Director of Personnel and Legal Services** ~~Director of Employee and Student Relations~~. The committee shall provide the Supervisor of Transportation an agenda of topics to be discussed two work days before meeting.

**February 25, 2014** ~~December 13, 2011~~

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial  
Class/Group: Wrestling Team  
Number of Students: 8  
Date/Time Departing: 2/14/14 6:00 pm  
Date/Time Returning: 2/15/14 6:00 pm  
Destination: War Memorial Coliseum Fort Wayne IN  
Overnight facility: Holiday Inn City State  
Mode of transportation: Mini Bus  
Reason for trip: Wrestling semistate

Names of chaperones: Jim Iannarelli, Brian Weaver  
Nick Carpe, Reggie Huff  
Cost per student: \$30

Describe Plans for Raising Funds or Funding Source:  
Plans to defray costs for needy students:

Are needy students made aware of plans?  
Signature of Teacher/Sponsor: James C Iannarelli

Signature of Principal: Paul Sobel Date: 2/11/14

\*\*\*\*\*

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

Approval of Assistant Superintendent: John Hie Date: 2/19/14

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

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: ELKHART MEMORIAL  
Class/Group: WRESTLING  
Number of Students: 3  
Date/Time Departing: 10:00 AM Feb. 21, 2014  
Date/Time Returning: 2:00 PM Feb 23, 2014  
Destination: Indy IN City State  
Overnight facility: Drury Inn  
Mode of transportation: Mini Bus  
Reason for trip: STATE Wrestling

Names of chaperones: 3 to 4 Coaches Jim Iannarilli, BRIAN WEAVER, Nick Corpe, Reggie Huff

Cost per student: —

Describe Plans for Raising Funds or Funding Source: —

Plans to defray costs for needy students: —

Are needy students made aware of plans? —

Signature of Teacher/Sponsor: James C. Iannarilli

Signature of Principal: Mark J. Hill Date: 2/19/14

\*\*\*\*\*

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

Approval of Assistant Superintendent: John R. Hill Date: 2/19/14

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

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: EACC  
Class/Group: Skills USA  
Number of Students: 111  
Date/Time Departing: March 14<sup>th</sup> 9:00 AM  
Date/Time Returning: March 15<sup>th</sup> 11:00 PM  
Destination: INDIANAPOLIS IN  
Overnight Facility: Crowne Plaza Hotel Airport City INDY State IN  
Mode of Transportation: Buses  
Reason for Trip: Skills USA State Contest

Names of Chaperones: See Attached 21 chaperones

Cost per Student: \$ 50.00

Describe Plans for Raising Funds or Funding Source: Budget Line -

Plans to Defray Costs for Needy Students: \_\_\_\_\_

Are Needy Students Made Aware of Plans? yes

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 2/13/14

\*\*\*\*\*

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

Approval of Assistant Superintendent: [Signature] Date: 2/19/14

Approved by Board: \_\_\_\_\_

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial High School

Class/Group: Chamber and Symphony Orchestras

Number of Students: approximately 65-90

Date/Time Departing: Wednesday, April 8, 2015 (afternoon/evening)

Date/Time Returning: Sunday, April 12, 2015 (late morning)

Destination: New York City NY  
City State

Overnight facility: Unknown at this point in time

Mode of Transportation: Charter buses

Reason for trip: To experience the culture and music of New York and to perform  
orchestra music in a large setting outside of Elkhart.


Names of chaperones: Unknown at this point in time

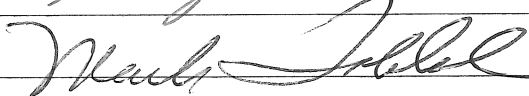
Cost per student: approximately \$871-901 per student

Describe Plans for Raising Funds or Funding Source: We will begin fundraising spring semester or 2014. We will be selling items to raise money as well as participating in the ad sales for the ad books in the music department.


Plans to defray costs for needy students: Some money will be able to come out of the orchestra account.

Are needy students made aware of plans?

Signature of Teacher/Sponsor:  ← Rebecca Yoder

Signature of Principal:  Date: 2-5-14

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

Approval of Assistant Superintendent:  Date: 2/19/14

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



7920 Georgetown Road, Suite 700  
Indianapolis, Indiana 46268  
www.music-travel.com  
Phone: 317.637.0837  
Fax: 317.692.0934

*Customized Travel Proposal For*  
Elkhart Memorial HS Orchestra

of

Elkhart, Indiana

Ms Rebecca Yoder, Orchestra Director

NEW YORK CITY, NY

*Including:*

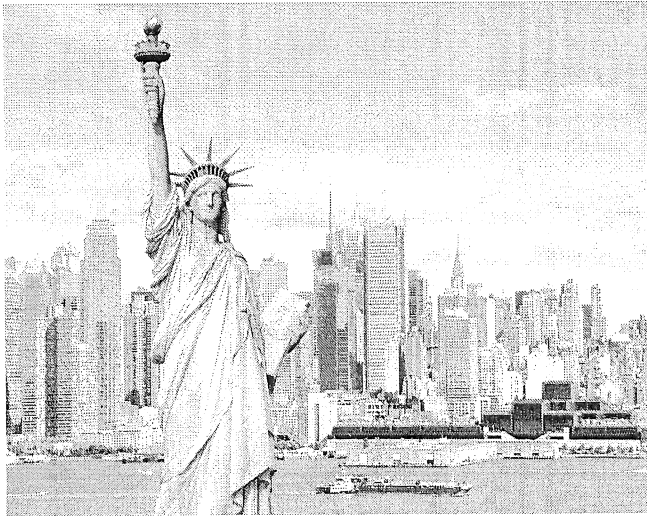
Manhattan City Sights  
Statue of Liberty  
Broadway Show

April 8 - 12, 2015

Presented by

Mark Ferrell  
Account Executive  
mferrell@music-travel.com





# Elkhart Memorial HS Orchestra

of  
Elkhart, IN

## NEW YORK CITY, NY

**Manhattan City Sights  
Statue of Liberty  
Broadway Show**

**April 8 - 12, 2015**

### **Wednesday, April 08**

### **TRAVEL DAY**

#### **DEPART ELKHART MEMORIAL HS**

Welcome aboard your charter coach this evening as you depart on your overnight ride to New York City, New York. Your Music Travel Consultants escort will meet you at the school to assist with boarding and will remain with you for the duration of the trip. Bring along snacks for the ride and for added comfort, also bring a pillow and blanket.

### **Thursday, April 09**

### **CITY TOUR/BROADWAY SHOW**

#### **BREAKFAST ENROUTE**

Meal money will be provided to purchase lunch at a fast food stop.

#### **STATUE OF LIBERTY**

Board the ferry at Liberty Park, NJ, for a twenty-minute ride across the bay to Ellis Island, gateway to freedom for millions of immigrants. Next, sail to Liberty Island. Enjoy views of the Statue of Liberty from the ferry before disembarking and learning more about the nation's most famous lady.

#### **LUNCH**

Meal money will be provided to purchase lunch at your leisure.

#### **9/11 MEMORIAL**

The National September 11th Memorial is a tribute of remembrance and honor to the nearly 3,000 people killed in the terror attacks of September 11, 2001 (World Trade Center, Pentagon, Shanksville, PA), and to the six people killed in the February 1993 World Trade Center bombing. Each of the Memorial's twin reflecting pools are nearly an acre in size and feature the largest man-made waterfalls in North America. The pools sit within the footprints of the original Twin Towers. The names of every person who died in the 2001 and 1993 attacks are inscribed into bronze panels edging these pools. Altogether, the memorial is a powerful reminder of the largest loss of life caused by a foreign attack on American soil and the greatest single loss of rescue personnel in American history.

#### **MADAME TUSSAUDS**

In this city of celebrities, spend some time meeting lots of them up-close in this fascinating hall filled with life-like replicas of the famous, powerful, notorious and beautiful personages of yesterday and today.

#### **TIMES SQUARE**

Also known as Midtown Manhattan, Times Square sits between 42nd and 47th Streets. It's the gateway to Broadway and the part of New York City that every one wants to see. It's fun. It's exciting. It's crowded. Cafes, restaurants, movie theatres, one-of-a-kind shops, and mega stores such as Virgin Records and Disney line its streets. Times Square—it's "the" place to be!

#### **DALLAS BARBECUE**

Smack in the center of Manhattan, this little piece of the Wild West serves up delicious chicken and ribs with all the fixin's! Enjoy a tasty meal that's sure to please.

#### **HOTEL CHECK-IN**

Settle in at your host hotel and get plenty of rest for the days to follow.

### **Friday, April 10**

### **STATUE OF LIBERTY/NY POPS**

#### **BREAKFAST AT THE HOTEL**

Breakfast will be provided at your hotel this morning.

#### **CITY TOUR**

Capture the pace; feel the throb of a great city as local guides take you to key locations of this thriving metropolis.

#### **SONY ATRIUM PERFORMANCE**

The Elkhart Memorial High School Orchestra will entertain the appreciative lunch crowd in the spectacular Sony Building Atrium this afternoon.

#### **ROCKEFELLER CENTER**

A "City Within a City!" - Over twelve skyscrapers connected by miles of underground passages, make up Rockefeller Center, home to the G.E. Building, NBC Studios and the famous ice rink. Meal money will be provided for lunch at your leisure.

#### **RADIO CITY MUSIC HALL TOUR**

Go "behind the scenes" at the home of the world-famous Rockettes! Learn about the Great Stage, see the mighty Wurlitzer and rehearsal halls in America's greatest showplace! You may catch a rehearsal or find a seamstress working on costumes for an upcoming production.

### **TOP OF THE ROCK**

Open 365 days a year, Rockefeller Center's newly renovated Top of the Rock™ will win you over with its Art Deco look, Swarovsky Crystal sculpture and chandelier. Begin with fun, interactive exhibits on the mezzanine level, then ascend to the open-air Observation Deck. 70 stories above Manhattan can be very peaceful, especially when you view 360 degrees through crystal-clear, transparent safety glass panels. See the Statue of Liberty, New Jersey, the Bronx and Brooklyn and wonderful Central Park. Timed entry serves as crowd control, and the shop sells neat souvenirs of your visit.

### **ST. PATRICK'S CATHEDRAL**

One of the largest churches in the nation, this historic cathedral is modeled in 13th century Gothic style with beautiful stained glass windows and twin spires soaring to 330 feet. The cathedral seats over 2,000 worshipers, and its 3 pipe organs (combined) have 12 divisions, 150 ranks, 177 stops and over 9,000 pipes.

### **BUBBA GUMP'S**

Enjoy down home cookin' in this casual and fun restaurant inspired by the movie Forrest Gump.

### **BROADWAY SHOW**

A visit to New York just wouldn't be complete without seeing one of Broadway's smash hits!

### **CAST CHAT-BACK**

Meet some of the stars from tonight's Broadway show following the curtain call. Have your questions ready, hear backstage anecdotes, and feel the buzz as the artists share stories of life on the Great White Way! This memorable Broadway experience is a great postlude to tonight's production! [Pending acceptance and artist availability]

### **Saturday, April 11**

### **CENTRAL PARK/DINNER CRUISE**

#### **BREAKFAST AT THE HOTEL**

Breakfast will be provided at your hotel this morning prior to check-out.

#### **MUSEUM OF NATURAL HISTORY**

The American Museum of Natural History is one of the most famous attractions in New York City, and its architecture alone makes the museum stand out. Spread out over several city blocks, it's big enough to contain one of the world's most important dinosaur collections. Add a 94-foot blue whale, a recreation of an African rain forest and the Hall of Mammals, and you've only scratched the surface of the millions of artifacts and specimens at the world's largest and most important museum of natural history.

#### **LUNCH AT YOUR LEISURE**

Meal money will be provided for lunch at your leisure.

#### **CENTRAL PARK**

Designed in the 1850s, this 843-acre naturalistic urban park features a zoo, a theater, sports facilities, lakes and entertainment. Among its many memorials is Strawberry Fields, the pastoral memorial to the late John Lennon who lived only steps away at the Dakota.

#### **STROLL FIFTH AVENUE**

Enjoy a stroll down this magnificent avenue! Begin at the southeast corner of Central Park and make your way past Apple, F.A.O. Schwarz, Tiffany's, Trump Tower, Niketown, NBA Store, Abercrombie & Fitch, H&M, Hollister, World of Disney New York, Bergdorf Goodman, Bloomingdales, and Sak's Fifth Avenue.

### **SPIRIT OF NEW YORK**

Board this great entertainment vessel docked on the Hudson River for a three-hour cruise around Manhattan. Enjoy festive dining, great entertainment, dancing and spectacular views of Manhattan and New York Harbor. Following the cruise, board your charter coach for the overnight return ride home.

### **Sunday, April 12**

### **RETURN TRAVEL DAY**

#### **FAST FOOD BREAKFAST STOP**

Meal money will be provided for your fast food breakfast stop.

#### **ARRIVE AT ELKHART MEMORIAL HS**

Welcome home late this morning after an exciting and memorable experience in the Big Apple - New York City!

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: February 20, 2014  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. John Hill  
 RE: **Conference Leave Requests**  
**February 25, 2014 - Board of School Trustees Meeting**

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

<b>2013 - 2014 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<p><b>EARLY CHILDHOOD SPECIAL EDUCATION ADMINISTRATORS CONFERENCE</b>                      This conference will provide updates from the Indiana Department of Education which will ensure the preschool special education indicators remain in compliance. All information learned will be shared with Special Education Directors.                      Indianapolis, IN                      March 3, 2014 (1 day's absence)                      KIMBERLY BOYNTON - PACE (2-2)</p>	\$235.60	\$0.00
<p><b>ADVANCED TECHNICAL SITE VISIT</b>                      Participation in this working meeting will provide an opportunity to review the School Improvement Process for AdvancEd with the John Hinds Career Center.                      Elwood, IN                      March 4 - 5, 2014 (2 day's absence)                      BRENDA EMERSON - EACC (4-9)</p>	\$183.20	\$0.00
<p><b>CONSERVATORY LAB CHARTER SCHOOL</b>                      This is an opportunity to visit the Conservatory Lab Charter School and meet with the national office of El Sistema USA to gather details to be used in launching the STEAM school at Roosevelt.                      Boston, MA                      March 5 - 7, 2014 (3 day's absence)                      JOHN HILL - ESC (0-0)                      TESSA SUTTON - ROOSEVELT (0-0)</p>	\$1,119.40	\$0.00
<p><b>11TH INTERNATIONAL CONFERENCE ON POSITIVE BEHAVIOR SUPPORTS (PBS)</b>                      This conference will provide networking opportunities as well as current information and resources to continue the Olweus Bullying Prevention efforts in Elkhart Community Schools. This is branded with the Positive Behavior Supports (PBS) initiative.                      Chicago, IL                      March 6 - 7, 2014 (2 day's absence)                      DEBRA BEEHLER - STUDENT SERVICES (2-5)                      MELISSA FISHER - BEARDSLEY (1-1)                      MARY YODER-HOLSOPPLE - STUDENT SERVICES (2-7)                      TODD KELLY - CENTRAL/MEMORIAL (1-2)                      KRISTY TURNER - MARY BECK/OSOLO (0-0)</p>	\$3,065.00	\$0.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>BREAKTHROUGH LEARNING INTERVENTIONS FOR EXECUTIVE FUNCTIONING SKILLS IN CHILDREN AND TEENS</b></p> <p>Participation in this workshop will provide support to teachers seeking to assist children in the development of effective time, space, and emotional control. By providing insight into the development and assessment of executive functioning skills, participants will understand what to look for in struggling students. Hundreds of specific tools and strategies will give individuals hands-on, ready-to-use information for immediate and easy use.</p> <p>Indianapolis, IN  March 12, 2014 (1 day's absence)  NICOLE SPEAR - DALY (0-0)</p>	\$179.00	\$0.00
<p><b>SKILLS USA STATE COMPETITION</b></p> <p>Accompanying students to the State Skills USA Competition.</p> <p>Indianapolis, IN  March 14 - 15, 2014 (1 day's absence)</p> <p>BOB BAILEY - EACC (0-0)  JON CHEVALIER - EACC (2-2)  JIM CHOMER - EACC (0-0)  NICOLE DYER - EACC (1-0)  RYAN GORTNEY - EACC (1-4)  BETH HALL-SOMMERS - EACC (0-0)  MARK HUCKLEBERRY - EACC (1-1)  LAURIE HUND-SCHEIBER - EACC (1-2)  AMBER KOSAR - EACC (2-4)  WILLIAM KOVACH - EACC (6-23)  JOHN KRAUS - EACC (0-0)  ZENO LADAS - EACC (0-0)  JEFF LINDKE - EACC (1-5)  MIKE MALONEY - EACC (1-0)  MARGARITA MCCLAIN - EACC (0-0)  KATHY OVERHOLT - EACC (2-3)  TRACY PLANK-TEEGARDEN - EACC (1-1)  DEB PULIANAS - EACC (1-1)  SCOTT SASSAMAN - EACC (2-2)  JAIME STITH - EACC (2-4)  AMY STUTZMAN - EACC (0-0)  MIKE YOUNG - EACC (0-0)</p>	\$1,470.00	\$1,700.00

2013 - 2014 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>ADVANCED PLACEMENT TRAINING AND INCENTIVE PROGRAM INDIANA (TIP-IN) FALL CONFERENCE</b>  Participation in this conference will provide information regarding how the Advanced Placement (AP) tests are graded. This information will enable teachers to better prepare students for AP tests.  Indianapolis, IN  March 14, 2014 (1 day's absence)</p> <p>TINA DAVIDHIZAR - MEMORIAL (2-1)  JILL HALLORAN-BARNES - CENTRAL (3-2)  JIM MACKIEWICZ - CENTRAL (2-1)  STEPHANIE RUFF - CENTRAL (2-1)  AMY SEMANCIK - MEMORIAL (2-1)  LESLIE SMITH - CENTRAL (2-1)  HEATHER WALKER - MEMORIAL (2-1)</p>	\$0.00	\$510.00
<p><b>2014 COMMISSION ON ADULT BASIC EDUCATION (COABE) AND PENNSYLVANIA ASSOCIATION FOR ADULT CONTINUING EDUCATION (PAACE) NATIONAL CONFERENCE</b>  Participation in this conference will provide the most current information regarding the common core and college readiness curriculum. This information will be used to help our teachers better prepare their students for the High School Equivalency test.  Pittsburg, PA  March 15 - 20, 2014 (4 day's absence)</p> <p>JOANNE COGDELL - ADULT EDUCATION (2-2)  DARCEY MITSCHELEN - ADULT EDUCATION (0-0)  DEB WEAVER - ADULT EDUCATION (3-6)</p>	\$2,442.89	\$0.00
<p><b>NOTRE DAME FOOTBALL COACHES CLINIC</b>  This clinic is an opportunity to learn from the entire Notre Dame coaching staff as well as other professional football coaches.  South Bend, IN  March 20 - 22, 2014 (1 day's absence)</p> <p>BILL ROGGEMAN - MEMORIAL (2-2)</p>	\$0.00	\$85.00
<p><b>AMERICA'S BEAUTY SHOW</b>  This show will provide the most up-to-date information regarding current and upcoming trends in the cosmetology industry including hair design skills; product and tool innovations; and business and education information. The information learned will be used to help make cosmetology students more career ready.  Chicago, IL  March 22 - 24, 2014 (1 day's absence)</p> <p>AMY STUTZMAN - EACC (1-1)</p>	\$258.50	\$85.00

<b>2013 - 2014 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>CONNECTING LEARNING ASSURES SUCCESSFUL STUDENTS (CLASS) 2014            SPRING SUPPORT TEAM DAY</b> Participation in this workshop will provide information to help teachers learn to build memories for lifelong learners, assessment and long-term recall. Fort Wayne, IN March 24, 2014 (1 day's absence) HEATHER CASH - PINWOOD (0-0) SHERRY FINN - PINWOOD (0-0) SARA FLOERCHINGER - PINWOOD (0-0) DIONNE MCKASKLE - PINWOOD (0-0) MINDY SHAW - PINWOOD (2-4) DOREEN SHELTON - PINWOOD (1-2)	\$546.80	\$425.00
<b>TOTAL</b>	<b>\$9,500.39</b>	<b>\$2,805.00</b>
2013 YEAR-TO-DATE GENERAL FUNDS	\$18,405.16	\$2,340.00
2014 YEAR-TO-DATE GENERAL FUNDS	\$3,087.80	\$2,160.00
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	\$17,398.82	\$4,505.00
2014 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$164,088.80</b>	<b>\$20,275.00</b>

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



Date: February 25, 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 three consent agreements regarding unpaid time.
- b. **Joint Agreement** – We recommend the approval of a joint agreement regarding the correction of a printing error in the master contract.
- c. **New Certified Staff** – We recommend the following new certified staff for employment in the 2013-14 school year:

**Katrina Foree                      Hawthorne/Special Education**

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

**Sandra Healy                      Monger/Speech Pathologist      23 Years of Service**

**Kathleen Kulp                      Woodland/Grade 2                      22 Years of Service**

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

**Barry Claywell                      Memorial/Industrial Technology**  
Began: 8/30/07                      Resign: 2/18/14

**Katie Wallace                      Bristol/Grade 1**  
Began: 8/23/04                      Resign: 5/30/14

- f. **Parental Leave** – We recommend a parental leave for the following employee:

**Jessica Webb                      Bristol/Grade 1**  
Begin: 8/13/14                      End: 6/5/15

**Classified**

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

**Jennifer Moran**  
Began: 11/18/13

**Beardsley/Paraprofessional**  
PE: 2/7/14

**Patricia Schmidt**  
Began: 11/19/13

**Feeser/Paraprofessional**  
PE: 2/10/14

**Vicky Scott**  
Began: 11/11/13

**Beardsley/Paraprofessional**  
PE: 2/13/14

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

**Michele Montague**  
Began: 3/15/00

**Transportation/Bus Driver**  
Terminated: 2/25/14  
Board Policy GDPD Section 1 a, f, g