

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

April 28, 2015

CALENDAR

Apr	28	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	28	immediately following	Executive Session, J.C. Rice Educational Services Center
Apr	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	19	7:00 a.m.	Public Work Session, 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 Elkhart Community Schools.
- E. SPECIAL RECOGNITION
  - Certified Staff Member with 40 Years of Service
  - Certified Support Employee of the Year
  - Classified Support Employee of the Year
- F. STUDENT RECOGNITION
  - SkillsUSA Team
- G. MINUTES - April 14, 2015 – Public Work Session  
April 14, 2015 – Regular Board Meeting  
April 21, 2015 – Public Work Session
- H. TREASURER'S REPORT
  - Consideration of Claims
  - Financial Report – January 1, 2015 – March 31, 2015
  - Fund Loans
  - Budget Timeline – A timeline for adoption for the 2016 Budget is provided for Board review.

DLGF Waiver – The Business Office recommends Board authorization to submit a request to the Indiana Department of Local Government Finance for a waiver from implementation of protected taxes under Indiana law.

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

I. NEW BUSINESS

Communications & Data Department Report

Instruction & Learning Department Report

Student Services Department Report

Board Policy GCQH – The administration presents proposed revisions to Board Policy GCQH, Deductions from Salary Checks, for initial Board review.

Board Policy GDB – The administration presents proposed revisions to Board Policy GDB, Support Staff Salaries and Deductions, for initial Board review.

Board Policy JHD – The administration presents proposed revisions to Board Policy JHD, Student Wellness, for initial Board review.

Overnight Trip Requests – The administration seeks Board approval of overnight trip requests.

J. OLD BUSINESS

Board Policy JHB – The administration recommends approval of the proposed revisions to Board Policy JHB, Child Care Programs, as initially presented at the Board’s March 24<sup>th</sup> meeting.

K. 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.

L. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

M. ADJOURNMENT



inspiring. excellence.

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

## *Memorandum*

TO: Dr. Rob Haworth

FROM: Bruce Klonowski *BK*

DATE: April 21, 2015

RE: To assist students with meals, ticket prices, and supplies associated with field trips

Elkhart Community Schools received a donation in the amount of \$250.00 from Jack and Karen Cittadine to assist students with meals, ticket prices, and supplies associated with field trips.

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

**Jack and Karen Cittadine**  
**2303 Greenleaf Blvd.**  
**Elkhart, IN 46514**



**ELKHART MEMORIAL HIGH SCHOOL**  
 Elkhart Community Schools  
 2608 California Road, Elkhart, IN 46514-1222  
 (574) 262-5600 / 5625 fax  
 www.elkhart.k12.in.us

inspiring. excellence.

DATE: April 14, 2015  
 TO: Dr. Rob Haworth  
 Board of School Trustees  
 FROM: Mark Tobolski, Principal *mt*  
 Brad Robertson, Teacher  
 RE: Donation Approval

The students in Mr. Robertson's Project Lead the Way Capstone class are working on their final projects. They are creating an electric amphibious ATV. The following companies have donated products to their vehicle.

Curtis Instruments: Patrick Cody  
 (2) 1236-4501 AC Controller 24-36V 500A @\$1000 \$2,000  
 (2) ET-134MCU Throttle @\$125 250  
 (1) 840 Gauge 75  
 (1) 1314K Programming Kit 550  
**Total** \$2,875

Hull Lift Truck: Larry  
 (2) Iskra 24V AC 3 Phase Motor @\$700 \$1,400  
**Total** \$1,400

The generous gift of Curtis Instruments and Hull Lift Truck will allow the students enrolled in the Elkhart Memorial Capstone class to enjoy quality materials with which to pursue building the prototype of our electric amphibious ATV. These gifts will turn their dream into reality.

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:

Hull Lift Truck  
 28747 Old US Hwy 33  
 Elkhart, IN 46516  
 Attn: Larry

Patrick Cody  
 Curtis Instruments  
 200 Kisco Ave.  
 Mount Kisco, New York 10549

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

Elkhart Community Schools  
Elkhart, Indiana

April 14, 2015

Roosevelt STEAM Academy, 201 W. Wolf Avenue, 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  
Douglas K. Weaver

Roll Call

Absent:

Jeri E. Stahr

ECS Personnel Present:

Kim Boynton  
Jean Creasbaum  
Tony England  
Shawn Hannon  
Dough Hasler

Rob Haworth  
Brad Sheppard  
Doug Thorne  
Bob Woods

The Board heard a presentation from Kim Boynton and Jean Creasbaum on Kindergarten curriculum; from Bill Kovach regarding middle school course work; and from Doug Hasler regarding bond refunding. The Board discussed legislative updates, Elkhart Public Library Board opening, and the agenda for the regular Board meeting.

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

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

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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
April 14, 2015

Roosevelt STEAM Academy, 201 W. Wolf Avenue, Elkhart - 7:00 p.m.

Place/Time

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

Absent: Jeri E. Stahr

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

Call to Order/Pledge

The Board heard a brief report from Memorial High School's Military Club members Caleb Schwalm, President, and Alex Miller, Vice President, regarding the background and upcoming unveiling of the Wall of Heroes, a permanent display showcasing the names of all Memorial students who have been in the military.

From the Audience

Mrs. Morris discussed the invitation to speak protocol.

Protocol

Khalek Sengsone from Memorial High School (MHS) was welcomed and introduced himself representing his school's Superintendent's Student Advisory Council. Khalek, a sophomore, participates in advisory council and PEERS. He reported on the success of the Student Hunger Drive collecting 49,800 pounds of food, nearly reaching this year's goal of 50,000 pounds, ECA testing and remediation, prom, Collin Whittaker being named a National Merit Scholarship Semi-Finalist, and environmental science class going to Goshen College for Eco-Career Day.

SSAC Representative

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$750.00 from Boling Vision Center for 'E' warm-up shirts worn by Central and Memorial basketball team at the Elkhart Boys Basketball Showcase, and 296' of hickory and 292' of ash with a value of \$1,058.40 and a \$500.00 Menard's gift card from Ken and Teresa Blazier for the Elkhart Memorial construction class to have quality materials and replace equipment.

Gift Acceptance

By unanimous action, the Board accepted with appreciation 21 EpiPen twin packs, 21 EpiPenJr twin packs, and 21 storage cases valued at \$27,006 donated to ECS from Mylan Specialty, LP, as presented by John McClure, RN, NCSN, health services coordinator.

Gift Acceptance

The Board heard a Building Energy Report on Roosevelt from Ted Foland, energy education specialist. Three audits were held in the last six days identifying and correcting a needed repair. The April 13<sup>th</sup> audit showed 84% of the staff received a "Thanks for Saving Energy" sticker. Cost avoidance for 2015 was their best first quarter in 6 years. The building has improved its cost/square foot ranking from 6<sup>th</sup> to 2<sup>nd</sup> over all buildings. Thanks were given to Principal Jeff Komins for having Mr. Foland present the cost avoidance program to 6<sup>th</sup> graders and the positive results.

Energy Ed Report

The Board heard Jeff Komins, principal of Roosevelt STEAM Academy, recognize staff for their dedication to the children and the science-based programming. He reported after school programs utilizing the building include Lifeline, child care, and tutoring results in 188 students on Mondays, 40 students on Wednesdays and 150 students on Thursdays in addition to various sports' participation. Roosevelt also collected 1,400 cans for the SSAC Food Drive. A short program was given by the choir directed by Suzanne Shaffer, third grade strings by Christina Beyer, and band by Todd Neuenschwander.

Roosevelt Building Report

At this point in the meeting, Board member Glenn Duncan departed – approximately 7:30 p.m.

Duncan Departure

By unanimous action, the Board approved the following minutes:  
March 24, 2015 – Public Work Session  
March 24, 2015 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$7,457,416.94 as shown on the April 14, 2015, claims listing. (Codified File 1415-113)

Payment of Claims

By unanimous action, the Board adopted a refunding resolution presented by executive director of support services, Douglas Hasler authorizing refunding of the First Mortgage Refunding Bonds, Series 2005A (Beck). In response to Board inquiry, it was clarified the approximate 7% savings is after costs. (Codified File 1415-114)

Refunding Resolution

By unanimous action, the Board approved proposed school fundraisers in accordance with Board Policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1415-115)

Fundraiser Approval

Shawn Hannon, director of communications & data, gave a report regarding data requests for IREAD3, Annual Measurable Achievement Objectives (AMAO) for English language and discipline, upcoming ISTEP testing, and IREAD scores. The video prepared for kindergarten registration was viewed.

Department Report

Tony England, director of student services, gave a report highlighting Kindergarten registration open house at all elementary schools on April 16<sup>th</sup> providing an opportunity to tour the buildings, meet school staff, see what a kindergarten classroom looks like, practice getting on and off the bus, and a 2028 graduate photo opportunity.

Department Report

Tony Gianesi, director of building services presented a 2014 Referendum Project update. He reported Beardsley, Pinewood, Woodland and West Side security improvements continue with: steel for new additions has been set and exterior walls constructed; interior wall construction will be completed this week in the office areas; classroom walls were constructed in Pinewood and Woodland over Spring break; drywall has been hung and painting has begun in the new office areas; masonry construction has begun at Beardsley. Riverview, Pierre Moran and West Side chiller replacement projects are substantially complete; roof replacement at Osolo, Eastwood, Pierre Moran and Cleveland has begun; roof replacement at LIFE/Tipton, Feeser, and Beardsley will begin in the near future. All roof projects timelines are dependent upon the weather but should be completed within one to five months varying by site.

Construction Update

By unanimous action, the Board approved the submission of a grant from West Side Middle School to CPEG Northern Indiana for a Project Lead the Way (PLTW) Gateway Program. (Codified File 1415-116)

Grant Approval

By unanimous action, the Board approved the submission of a grant from the Elkhart Area Career Center to the Indiana Department of Education for a Perkins Secondary CTE Grant. (Codified File 1415-116)

Grant Approval

By unanimous action, the Board tabled proposed revisions to Board Policy JHB, Child Care Programs, as initially presented at the Board's March 24<sup>th</sup> meeting

Board Policy JHB

By unanimous action, the Board approved the following overnight trip requests: Elklogics robotic team to travel to Indianapolis on April 2, 3, and 4, 2015 to compete in Indiana FIRST District Championship; and EACC automotive technology students to travel to Indianapolis, IN on April 30 and May 1, 2015 to participate in Ford AAA competition.

Overnight Trip Requests

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the April 14, 2015 listing. (Codified File 1415-117)

Conference Leaves

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

Personnel Report

A consent agreement regarding unpaid time. (Codified File 1415-118)

Consent Agreement



<p>Maternity leave of absence for the following three (3) certified staff members effective on dates indicated:  Meg Brewer - speech pathologist at PACE, beginning 4/14/15 and ending on 8/21/15  Kaitlin Putt - speech pathologist at Bristol, beginning 3/30/15 and ending on 5/19/15  Rebecca Smeltzer - music at Osolo, beginning 4/30/15 and ending on 5/27/5</p>	<p>Maternity Leave</p>
<p>Voluntary leave for certified staff member Cherise Richards, grade 2 at Riverview, beginning 8/4/15 and ending on 6/1/16.</p>	<p>Voluntary Leave</p>
<p>Retirement of the following two (2) certified staff members at the end of the 2014-2015 school year with years of service in parenthesis:  Elizabeth Eisele - librarian at Memorial (26)  Sharon LaMasters - FACS at North Side (28)</p>	<p>Certified Retirement</p>
<p>Regular employment for the following eight (8) classified employees, who have successfully completed their probationary periods, on dates indicated:  Earlisha Booth - food services at Hawthorne/Daly, 3/23/15  Cristal Chanon - paraprofessional at Monger 3/26/15  Candace Davis - bus driver unassigned at Transportation, 4/1/15  Vanessa Goodwin - bus helper at Transportation, 4/1/15  Tara Hathaway - food services at West Side, 3/26/15  Tonya Miles - food service at Beardsley, 3/26/15  Sara Ritenour - custodian at North Side, 4/1/15  Monzella Smith - paraprofessional at Beardsley, 3/26/15</p>	<p>Classified Employment</p>
<p>Resignation of the following nine (9) classified employees effective on dates indicated:  Roxanne Davis - custodian at Daly, 4/24/15  Brandy Grenert - food service at Cleveland, 3/24/15  Charmayne Hooley - food service at Eastwood, 4/17/15  Jennifer Robakowski - food service at Pierre Moran, 4/17/15  Terroll Sanders - paraprofessional at Beardsley, 4/20/15  Eugene Stewart - custodian at Memorial, 3/23/15  Breah Tolbert - paraprofessional at Pierre Moran, 4/3/15  Robert Williamson - custodian at Building Services, 4/1/15  Melodye Zehrung - paraprofessional at Cleveland, 4/17/15</p>	<p>Classified Resignation</p>
<p>Retirement of classified employee Deborah Link, paraprofessional at Eastwood, effective 6/5/15 with 10 years of service.</p>	<p>Classified Retirement</p>
<p>Medical leave of absence for classified employee Rhanesha Woods, paraprofessional at Feeser, beginning 4/3/15 and ending on 6/5/15</p>	<p>Classified Medical Leave</p>

The meeting adjourned at approximately 8:05 p.m.

Adjournment

APPROVED:

Signatures

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

\_\_\_\_\_  
- absent -  
Glenn L. Duncan, Vice President

\_\_\_\_\_  
Susan C. Daiber, Secretary

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

\_\_\_\_\_  
Dorisanne H. Nielsen, Member

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

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

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

Elkhart Community Schools  
Elkhart, Indiana

April 21, 2015

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

Time/Place

Board Members Present:	Carolyn R. Morris Glenn L. Duncan Susan C. Daiber	Dorisanne H. Nielsen Jeri E. Stahr
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Roll Call

Absent:	Karen S. Carter	Douglas K. Weaver
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ECS Personnel Present:	Shawn Hannon Rob Haworth	John Hill Doug Thorne
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The Board met to review proposed bylaws and revisions to the policies adopted for Elkhart Community Schools.

Topics Discussed

The meeting adjourned at approximately 8:20 a.m.

Adjournment

APPROVED:

<u>Carolyn R. Morris, President</u>	<u>- absent - Karen S. Carter, Member</u>
<u>Glenn L. Duncan, Vice President</u>	<u>Dorisanne H. Nielsen, Member</u>
<u>Susan C. Daiber, Secretary</u>	<u>Jeri E. Stahr, Member</u>
	<u>- absent - Douglas K. Weaver, Member</u>

Signatures

# ACCOUNT BALANCES/INVESTMENT DETAIL

MARCH 2015

PETTY CASH \$ 500.00

## GENERAL ACCOUNTS:

Lake City Bank	32,285,600.98
Lake City Bank - Merchant Account	395,948.32
Teachers Credit Union	2,303,315.43

## SCHOOL LUNCH ACCOUNTS:

Lake City Bank	70,559.18
Change Fund	2,130.00

## TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,111,930.63
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## PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	711,857.74
Lake City Bank - Flex Account	58,416.07
Teachers Credit Union-Payroll Account	50,237.68
Teachers Credit Union - Flex Account	11,659.13

## INVESTMENTS:

Lake City Bank Certificate of Deposit To mature 06/26/15 at .37%	77,000.00
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\$ 38,079,155.16

**ELKHART COMMUNITY SCHOOLS**

**DATE: 03/31/15**

**TO: Mr. Douglas A. Hasler**

**FROM: Tracey Bolin**

**RE: Loans - One Fund to Another**

**The following loan was made on 03/31/15:**

**\$34,000 to Fund 0200 Debt Service Fund from Fund 0100 General Fund**

**\$809,000 to Fund 0350 Capital Projects Fund from Fund 0100 General Fund**

**\$618,000 to Fund 0410 Transportation Operating Fund from Fund 0100 General Fund**

**ELKHART COMMUNITY SCHOOLS**  
Elkhart, Indiana

April 23, 2015

TO: Board of School Trustees  
Dr. Haworth

FROM: Douglas Hasler

SUBJECT: 2016 Budget Timeline

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I have updated the budget timeline for the development and approval of the 2016 budget. This timeline tracks very closely to last year's schedule. The timeline (which appears on the reverse side of this memo) is structured to meet all deadlines established by Indiana law and guidance from DLGF. I will review this timeline in next Tuesday's Board meeting. If you have any questions concerning this schedule or the process described in the timeline document, please contact me at 262-5563.

DH:cs

## ELKHART COMMUNITY SCHOOLS

### 2016 BUDGET TIMELINE

June 16, 2015	Budget Draft Review (Debt Service Fund, Pension Debt Service Fund, Referendum Debt Service Fund, Capital Projects Fund, Transportation Operating Fund, Bus Replacement Fund, Referendum Operating Fund and proposed plans for Capital Projects and Bus Replacement) @ 7:00 a.m. Work Session
July 21, 2015	Budget Draft Review (General Fund and updates for other funds) @ 7:00 a.m. Work Session
August 24, 2015	Provide Notice of Public Hearing for proposed Capital Projects Plan and Bus Replacement Plan to Newspapers
August 24, 2015	Submit Budget Notice to Taxpayers through Gateway (DLGF) System (September 13 <sup>th</sup> is the last day to submit such notice)
August 25, 2015	Present 2016 Budget, Bus Replacement Plan, CPF Plan Forms 1 - 5 to Board Approval from Board to Advertise 2016 Budget, Bus Replacement Plan, CPF Plan Approval to Hold Public Hearing on Budget, Bus Replacement Plan, CPF Plan
August 28, 2015	Notice of Public Hearing (of proposed Capital Projects Plan and Bus Replacement Plan) (Must be at least 10 days before the Public Hearing)
<i>August 28, 2015</i>	<i>Submit proposed budgets, tax rates, and tax levies to Elkhart County for review.</i>
September 8, 2015	Public Hearing – Budget, Bus Replacement Plan, CPF Plan ( <b>Last day for public hearing on budget October 22<sup>nd</sup></b> )
September 22, 2015	Board Adoption ( <b>Last day for budget, CPF, and Bus Replacement Plan adoption, November 1<sup>st</sup></b> ) Resolution – Adopt 2016 Budget Resolution – Adopt 2016 School Bus Replacement Plan Resolution – Adopt 2016 CPF Plan
September 25, 2015	Adopted, signed copies of Budget/Capital Projects Fund Plan to County Auditor: 2 sets, including 1 set Original Proofs of Publication
September 28, 2015	Publish Notice of Adoption of CPF Plan
October 8, 2015	Obtain County Auditor Certificate of No Remonstrances Concerning CPF Plan





ELKHART COMMUNITY SCHOOLS  
Elkhart, IN

April 23, 2015

TO: Board of School Trustees  
Dr. Haworth

FROM: Douglas A. Hasler

SUBJECT: DLGF Waiver of Protected Taxes

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Legislation approved by the General Assembly in recent years has resulted in protecting debt service funds from most circuit breaker tax credit losses, with such losses shifted to other “unprotected” funds (CPF, Transportation, Bus Replacement). With the magnitude of the circuit breaker losses that Elkhart Schools faces, shifting the burden of these losses away from our debt service funds onto the unprotected funds leaves insufficient revenue in our CPF and Transportation funds to meet our program commitments.

Fortunately, Indiana statute allows for school corporations which would experience a loss of 10% (or greater) in the Transportation Fund certified levy to seek a waiver from the shift of circuit breaker losses. This waiver must be submitted to the Indiana Department of Local Government Finance (DLGF) by May 1<sup>st</sup>. In addition, the Board of School Trustees must authorization the submission of a waiver request.

Upon approval of this waive request, Elkhart Schools would be required to allocate its circuit breaker losses proportionally across all of our property tax supported funds.

I am attaching a copy of the completed waiver request form for Elkhart Schools, based on 2015 property tax date. I will be requesting your authorization to submit this form in the April 28<sup>th</sup> Board meeting.

Please contact me at 262-5563 if you have any questions concerning this matter prior to the Board meeting.

**WRITTEN REQUEST FOR WAIVER FROM IMPLEMENTATION  
OF PROTECTED TAXES UNDER IC 6-1.1-20.6-9.9**

School Corporation: Elkhart Community Schools

County: Elkhart County  
(Include all counties if cross-county)

Year for Which Waiver is Being Requested (circle one):      2014                      **2015**                      2016

School Corporation's Calculation of Eligibility Pursuant to IC 6-1.1-20.6-9.9:  
All data included in the calculation below should be based on the year for which the waiver is being requested.

Circuit Breaker Credits Applied to School Corporation's Transportation Fund	\$1,157,357.85
School Corporation's Transportation Fund Certified Levy	\$4,002,560.00
Transportation Fund Circuit Breaker Credits as a Percent of the Transportation Fund Certified Levy	28.91%

- (1) Circuit breaker credits for the school transportation fund can be found on the Department's circuit breaker report at <http://www.in.gov/dlgf/9465.htm>. Cross-county school corporations should sum the circuit breaker credits from each of the applicable county circuit breaker reports to arrive at a total amount of credits for the transportation fund.
- (2) Certified levy for the school transportation fund can be found on the County Budget Order or can be found on the circuit breaker reports. Cross-county school corporations should sum the certified levy from each of the applicable county budget orders or reports to arrive at a total certified levy for the transportation fund.
- (3) To be eligible, circuit breaker credits must equal at least 10% of the transportation fund's certified levy.  
**Rounding up to arrive at 10% will not be accepted.**

On behalf of the school corporation identified above, by signing below, I certify that I have authority from the school corporation's board to submit this written request and, if determined to be eligible, to make adjustments to the school corporation's tax distributions as needed to effectuate the waiver from the implementation of protected taxes in the year identified above.

Signature	Printed Name
Title	Date

Please email completed form to David Marusarz at [dmarusarz@dlgf.in.gov](mailto:dmarusarz@dlgf.in.gov) by May 1.

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
April 28, 2015 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Cleveland Teachers	Staff are selling BraveHart bracelets for the Braden Hartman family. Bracelets will also be sold at West Side and MHS. Money will be put directly into an account set up for the Hartmans.	5/1/2015 - 5/29/2015	Lisa Baker
Pierre Moran NJHS	A self serve coffee bar with baked goods will be set up for faculty and staff to purchase in the faculty lounge. Proceeds will be given to Elkhart County's Relay for Life.	4/29/2015 - 6/5/2015	Jason Pickler
West Side NJHS	A car wash will be held with proceeds being used for community activities for next year such as the Walk Run for Riley's Childrens Hospital.	5/9/2015	Heather Kidder & Carol Lesperance
Central SWAG	Change will be collected at lunch time from students and staff to be donated to Caps of Elkhart County.	5/4/2015 - 5/8/2015	Katrina Barhydt
Central CHAMPS	Give Back Night at Twisted Cow. Proceeds will be used for CHAMPS sponsored activities during the school year.	5/20/2015	Missie Dickerson
	<b>Please note the following fundraisers are presented for confirmation only.</b>		
West Side Track	Hacienda give back night at Elkhart location. Proceeds will be used to buy new equipment for the track team.	4/27/2015	Jami Presswood

**DEDUCTIONS FROM SALARY CHECKS**

**Section 1. Indiana State Teachers Retirement Fund**

It shall be the duty of paying officials, at the time of payment of salaries to certified staff members employed under a regular teacher's contract ("Teacher(s)/ Administrator(s)"), to deduct three percent (3%) from the salary of each teacher/administrator.

**Section 2. Social Security**

Social Security taxes will be withheld from each teacher's/administrator's salary check as required by law.

**Section 3. Federal, State, and County Income Taxes**

Such taxes will be withheld from each teacher's/administrator's salary check as required by law.

**Section 4. United Way**

At the request of any teacher/administrator, deductions will be made for contributions to the United Way. ~~Fourteen Ten (140)~~ **one** equal deductions shall be made with a minimum of ~~two~~ **one** dollars per pay period. The first deduction shall be made from the first paycheck in January.

**Section 5. Elkhart Education Foundation and Dollars for Scholars**

**At the request of any teacher/administrator, separate deductions will be made for contributions, not less than one dollar, to the Elkhart Education Foundation and/or Dollars for Scholars, twice each month.**

**Section 56. Tax Deferred Annuities**

Upon the request of a teacher/administrator, contributions to an approved tax deferred annuity will be withheld twice each month (see administrative regulation GCQH).

**Section 67. Insurance Premiums**

Deductions for the teacher's/administrator's share of insurance premiums will be taken from teacher's/administrator's pay each month. Coverage shall be effective the first of the month following the teacher's/administrator's first day of work under a regular teacher's contract. Any sums owing to the District as a result of payments of the teacher's/administrator's share being made to the insurance carrier or third party

administrator by the District on behalf of the teacher/administrator, shall be deducted from the teacher's/administrator's pay at time of termination.

Section ~~78~~. Flexible Benefit Plan/Health Savings Account

A teacher/administrator may elect to participate in the Section 125 Flexible Benefit Plan, subject to the eligibility provision of the Plan. Additionally, teachers/administrators who meet eligibility requirements may have deductions made for their Health Savings Account.

Section ~~89~~. Other Deductions

Other deductions may be made pursuant to any validly adopted labor agreement, court order garnishing employee wages, or a validly adopted income withholding order.

Section ~~910~~. Pay Reductions

Many Elkhart Community Schools employees are exempt from the payment of overtime since they are paid on a salary basis and specifically exempted from overtime under federal and/or state overtime rules. Generally, these exempt employees receive their full salary without regard to the number of days or hours worked in a week.

Elkhart Community Schools is permitted to reduce an exempt employee's wages in several circumstances, including if the employee is absent from work for one or more full days for personal reasons other than sickness or disability, when no other applicable leave benefit is available; if an employee is absent from work for one or more full days because of sickness or disability, and deductions are made in accordance with the applicable leave policy; if the employee takes unpaid FMLA leave; if the employee is found to have violated a safety rule of major significance; or if the employee receives an unpaid suspension of one or more full days after a good faith finding that the employee violated an established workplace conduct rule. This is not an exclusive list of reasons the Elkhart Community Schools may reduce an exempt employee's salary.

Section ~~110~~. Improper Reductions

If an employee believes that his/her salary has been improperly reduced in violation of this policy, the employee must promptly report this improper deduction to Director of Employee and Student Relations.

April 29, 2008 May 28, 2015

**SUPPORT STAFF SALARIES AND DEDUCTIONS**

Classified employees will normally receive their salaries in bi-weekly payments.

**Deductions:**

Federal Income Tax will be withheld from each employee's salary in accordance with the employee's exemption certificate and the applicable withholding tax rate.

Social Security contributions will be withheld from each employee's salary in accordance with federal law.

Indiana Gross Income Tax will be withheld from each employee's salary in accordance with Indiana state law.

Elkhart County Option Tax will be withheld from each employee's salary in accordance with Indiana state law.

Public Employee's Retirement Fund contributions may be deducted from each eligible employee's salary in accordance with the laws governing the Indiana Public Employee's Retirement Fund, and in accordance with each employee group's negotiated salary agreement as stated in Board Policies GDBA- 1 through 12~~4~~.

Insurance - Regular employees are eligible to belong to the approved health and life insurance programs. Regular employees may be eligible to belong to the short and long term disability insurance programs. Contributions for these programs will be withheld from salaries of eligible employees who choose to enroll. Eligibility for disability insurance is contingent upon working a minimum number of hours and earning a minimal annual salary.

Deductions for the employee's share of insurance premiums will be taken from employee pay each month, after the employee electing coverage has completed probation. Coverage shall be effective the first of the month following completion of probation. Any sums owing to the District as a result of payments of the employee's share being made to the insurance carrier or third party administrator by the District on behalf of the employee, shall be deducted from the employee's pay at time of termination.

Michigan Income Tax will be withheld from the salary of each employee who is a resident of the state of Michigan in accordance with Michigan state law.

Tax Sheltered Annuity - Upon the request of a regular employee, contributions to an approved tax-sheltered annuity will be withheld twice each month.

Flexible Benefit Plan - A regular employee may elect to participate in the Section 125 Flexible Benefit Plan and Health Savings Account, subject to the terms and conditions set forth under law and plan documents.

United Way – Upon **the** request of a regular employee, contributions to the United Way will be withheld in ~~ten~~ **fourteen** equal deductions of not less than **one dollar** ~~the established minimum~~.

Credit Union - Upon the request of a regular employee, contributions to the credit union will be withheld twice each month.

**Elkhart Education Foundation and Dollars for Scholars – Upon the request of a regular employee, separate deductions will be made for contributions, not less than one dollar per pay, to the Elkhart Education Foundation and/or Dollars for Scholars, twice each month.**

#### Other Deductions

Other deductions may be made pursuant to any validly adopted labor agreement, court order garnishing employee wages, or a validly adopted income withholding order.

#### Pay Reductions

Many Elkhart Community Schools employees are exempt from the payment of overtime since they are paid on a salary basis and specifically exempted from overtime under federal and/or state overtime rules. Generally, these exempt employees receive their full salary without regard to the number of days or hours worked in a week.

Elkhart Community Schools is permitted to reduce an exempt employee's wages in several circumstances, including if the employee is absent from work for one or more full days for personal reasons other than sickness or disability, when no other applicable leave benefit is available; if an employee is absent from work for one or more full days because of sickness or disability, and deductions are made in accordance with the applicable leave policy; if the employee takes unpaid FMLA leave; if the employee is found to have violated a safety rule of major significance; or if the employee receives an unpaid suspension of one or more full days after a good faith finding that the employee violated an established workplace conduct rule. This is not an exclusive list of reasons the Elkhart Community Schools may reduce an exempt employee's salary.

#### Improper Reductions

If an employee believes that his/her salary has been improperly reduced in violation of this policy, the employee must promptly report this improper deduction to Director of Employee and Student Relations.

~~February 26, 2008~~ **April 28, 2015**

## STUDENT WELLNESS

The Board of School Trustees of Elkhart Community Schools supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the school corporation's students. Therefore, it is the policy of the Board to

- Provide students access to nutritious food and beverages which are smart snack compliant;
- Provide opportunities for physical activity and developmentally appropriate exercise; and
- Require that all meals served by the school corporation to meet the nutritional standards for National School Lunch, Breakfast, and Snack Program federal nutritional guidelines issued by the U. S. Department of Agriculture ("USDA").

Classroom celebrations will focus on non-food items. Classroom celebrations which include food items must meet the nutrition standards above. Staff will not use food as a form of reward/punishment.

At least 50% of food options available at staff meetings will meet the approved nutrition standards. Staff will be given an opportunity to stretch and move around when meetings last longer than one hour.

Elkhart Community Schools support the health and well-being of students by promoting activity through physical education, recess, and other physical activity breaks; before and after school activities; and walking and bicycling to school. Additionally, Elkhart Community Schools support physical activity among elementary students by providing at least 20 minutes of physical activity per day when weather permits.

Vending machines made available during the school day must dispense Smart Snack compliant items and drinks. Diet soda will be available 30 minutes after the school day ends until midnight. Vending machines offering non-compliant items will be available 30 minutes after the school day ends until midnight. Vending machines offering both Smart Snack compliant and non-compliant items will have timers for items which are not Smart Snack compliant.

Vending machines for school staff will contain at least 50% Smart Snack compliant items and will not be accessible to students.

Fundraising activities will support healthy eating and wellness. All food/beverage items sold as a fundraiser during the school day must meet the approved nutritional standards above and must be submitted to the Board for approval prior to sale.



**Concession items sold at school-sponsored events to participants, fans, and visitors shall include at least 50% healthy beverages and food in accordance with the approved nutritional standards above.**

**Elkhart Community Schools is committed to enforcing the policies and guidelines included in this document. Through the implementation of the School Wellness Policy, the corporation will create an environment which supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff annually.**

- **The school corporation will use a physical fitness test to track the collective health of the students.**
- **The school nurse will ensure their school is in compliance with the corporation's wellness policy halfway through the school year by assessing wellness implementation strategies. The principals shall then report to the superintendent, who will provide a report to the Board.**
- **The evaluation and implementation of the wellness policy will be directed by the Director of Food Services.**
- **Director of Food Services will review this policy annually with the Wellness Committee and make recommendations to the Board regarding any necessary changes.**

~~Vending machines dispensing healthy snacks and drinks, such as bottled water, fruit juice, milk, dried fruit, and nuts, may be made available throughout the school day, after school, and at all extra-curricular activities. Water will be made available throughout the school day.~~

~~Vending machines that dispense minimally nutritious items, as defined by the USDA, shall not be available during the school day.~~

~~Minimally nutritious snacks and drinks, as defined by the USDA, may not be sold on lunch lines as a la carte items.~~

~~All school-sponsored events and celebrations of special occasions shall include, when food is provided by the district, healthy beverages and/or food among the choices available to participants. No outside drinks or commercially prepared/ vendor-prepared foods should be delivered to school property during the school day for students without prior approval by the building principal.~~

~~Each school day shall plan several minutes of physical activity or exercise as determined at each building level in addition to the physical education curriculum as conditions permit.~~

~~Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation's food service program. These topics may be integrated with other curriculum areas as deemed appropriate.~~

~~The superintendent and each building principal or designee shall jointly share the operational responsibility for ensuring that the provisions of this policy and its regulations are met. The superintendent will be responsible for reporting to the Board on an annual basis the progress of the school corporation in implementing this policy.~~

~~The superintendent/designee is also responsible to prepare rules, regulations, and guidelines to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students at schools, including competitive food sales, vending machine items, fund-raising activities, and rewards to students. The superintendent/designee should also prepare regulations for staff development, community involvement, and program evaluation.~~

~~LEGAL REFERENCE: 42 U.S.C. § 1751~~

June 13, 2006 **April 28, 2015**

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Central

Class/Group: Anyone (geared toward AP)

Number of Students: unknown

Date/Time Departing: June 20<sup>th</sup>, 2015

Date/Time Returning: June 29<sup>th</sup>, 2015

Destination: London City State

Overnight Facility: \_\_\_\_\_

Mode of Transportation: Through EF Tours

Reason for Trip: Exposing students to the birthplace of some of the world's most well-known literature. (See schedule)

Names of Chaperones: Lisa Muñoz

Cost per Student: Approx. \$3,500

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

Plans to Defray Costs for Needy Students: N/A

Are Needy Students Made Aware of Plans? All are invited

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 4/15/15

\*\*\*\*\*

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

Approval of Assistant Superintendent: [Signature] Date: 4/22/15

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

**Proposed Revised Board Policy***(with suggestions made during the 5/14/15 BST meeting)***CHILD CARE PROGRAMS**

~~After school latch key~~ **Before and after school childcare** programs will be operated by an approved ~~outside~~ agency or by the Elkhart Community Schools in identified elementary schools within the district. ~~Before school programs may also be operated when sufficient enrollment is maintained at the site.~~

There will be no **rental fees** charged for the use of facilities **for before and after school child care; however, ECS may recover costs directly attributable to the use of the building for before and after school care** so long as the administering agency establishes not for profit tuition rates which recognize the family's ability to pay as approved by the school administration.

Agencies approved to use facilities for this purpose shall provide proof of liability insurance at a minimum of \$1,000,000. Agencies shall also assume a child to adult supervision ratio not to exceed ~~40~~**12**:1 and shall assure **they are operating in compliance with the most current requirements for before and after school child care established by the state of Indiana** ~~adult (minimum age of 21) presence in all rooms and areas occupied by students.~~

Agencies will be approved to use facilities for child care programs upon completion of a Memorandum of Agreement **with Elkhart Community Schools, approved by the Executive Director of Support Services** ~~as found in Administrative Regulation JHB.~~

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

DATE: April 23, 2015  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. John Hill  
 RE: **Conference Leave Requests**  
**April 28, 2015 - Board of School Trustees Meeting**

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

<b>2014 - 2015 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<p><b>PUBLIC RADIO IN MIDDLE AMERICA</b></p> <p>This is an opportunity for regional managers to collaborate and explore possible solutions regarding the upcoming usage shifts.</p> <p>St. Louis, MO</p> <p>May 6 - 8, 2015 (3 day's absence)</p> <p style="text-align: center;">ANTHONY HUNT - WVPE (1-2)</p>	\$1,295.00	\$0.00
<p><b>PROJECT EXCEL PROFESSIONAL DEVELOPMENT DAY AT VINCENNES UNIVERSITY</b></p> <p>Participation in Professional Development Day is required for Project Excel staff who are teaching dual credit courses at the EACC.</p> <p>Vincennes, IN</p> <p>May 12 - 13, 2015 (2 day's absence)</p> <p style="text-align: center;">RYAN GORTNEY - EACC (3-10)</p>	\$400.62	\$170.00
<p><b>INDIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (IASBO) ANNUAL MEETING</b></p> <p>The IASBO Annual meeting will include updates on recent changes in state legislation affecting the financing and operation of Indiana school corporations. There will be presentations on best practices concerning all aspects of school operations. The information provided at this conference is critical in helping Elkhart Community Schools keep pace with changes affecting school operations.</p> <p>Fort Wayne, IN</p> <p>May 14 - 15, 2015 (2 day's absence)</p> <p style="text-align: center;">DOUG HASLER - ESC (0-0)</p>	\$518.96	\$0.00
<p><b>INDIANA SCHOOL SAFETY SPECIALIST ACADEMY</b></p> <p>This training is provided by the School Safety Specialist Academy and will count towards training required by the State for the School Safety Specialist Certification renewal.</p> <p>Indianapolis, IN</p> <p>May 18, 2015 (3 day's absence)</p> <p style="text-align: center;">KRISTIE STUTSMAN - WEST SIDE (1-1)</p>	\$372.50	\$0.00

2014 - 2015 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>SPRING 2015 HIGH ABILITY COORDINATOR MEETING</b></p> <p>This conference will provide the most up-to-date information regarding High Ability Education in the State of Indiana.</p> <p>Indianapolis, IN</p> <p>May 18, 2015 (1 day's absence)</p> <p>FAITH SCHULTZ - ESC (3-7)</p>	\$349.45	\$0.00
<p><b>NATIONAL SCIENCE TEACHERS ASSOCIATION (NSTA) SCIENCE, TECHNOLOGY, ENGINEERING, AND MUSIC (STEM) EXPO AND FORUM</b></p> <p>In this four day workshop, participants will explore ways to support classroom teachers in moving from structured hands-on science with teacher-prescribed directions to a more inquiry-based approach where students take more responsibility for their learning.</p> <p>Minneapolis, MN</p> <p>May 20 - 23, 2015 (4 day's absence)</p> <p>ASHLEY STEVENS - ROOSEVELT (0-0)</p> <p>JILL ROBISON - ROOSEVELT (1-1)</p>	\$496.65	\$510.00
<p><b>LATE, LOST, AND UNPREPARED: EXECUTIVE DYSFUNCTION AND THE DISORGANIZED CHILD</b></p> <p>This conference will provide interventions, strategies, and skill building for the child/adolescent who constantly loses belongings, assignments, and directions; struggles with organization and time management; lacks emotional regulation; shows poor impulse control; and does not appear to live up to his or her potential.</p> <p>South Bend, IN</p> <p>May 27, 2015 (1 day's absence)</p> <p>KRIS MILLER - CENTRAL (0-0)</p>	\$189.99	\$85.00
<p><b>INDIANA ASSOCIATION OF CAREER AND TECHNICAL EDUCATION DISTRICTS (IAC TED) SUMMER CONFERENCE</b></p> <p>This conference will consist of informational roundtables. Key sessions will include Lt. Governor Ellspermann; Keynote speaker, Gary Minor; Regional Works Council grant recipients panel; Andrew Melin, Newly-developed Work Ethic certificates; and a cookout with Lynn Crow followed by the Awards Banquet and Annual meeting.</p> <p>Indianapolis, IN</p> <p>June 7 - 10, 2015 (3 day's absence)</p> <p>WILLIAM KOVACH - EACC (5-17)</p> <p>DAVID BENAK - EACC (4-13)</p>	\$1,732.12	\$0.00
<p><b>ANNUAL HIGH SCHOOLS THAT WORK (HSTW) SUMMER CONFERENCE</b></p> <p>This conference will focus on optional career pathways through high school and other changes in instruction and support which are necessary to adequately prepare students for college, advanced training, and the workforce.</p> <p>Atlanta, GA</p> <p>July 14 - 18, 2015 (5 day's absence)</p> <p>WILLIAM KOVACH - EACC (0-0)</p> <p>KATHLEEN OVERHOLT - EACC (0-0)</p>	\$1,326.50	\$0.00

2014 - 2015 CONFERENCES	EXPENSES	SUBSTITUTE
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>PASSPORT TO EXCELLENCE: INDIANA SPEECH-LANGUAGE-HEARING ASSOCIATION STATE CONVENTION</b> This conference will provide an opportunity to learn new ways to meet the challenges faced by speech therapists and the means to achieve their hoped for outcomes. There will be speakers sharing the latest evidence-based interventions to support social communication in children, skill development in advocacy and leadership, and so much more. There will also be a discussion regarding updates on legislation at the state level as well as initiatives by various task force groups. Indianapolis, IN April 23 - 24, 2015 (2 day's absence) NICOLE SPEAR - DALY (1-1)	\$463.56	\$0.00
<b>TOTAL</b>	<b>\$7,145.35</b>	<b>\$765.00</b>
2014 YEAR-TO-DATE GENERAL FUNDS	\$33,623.70	\$5,135.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$3,073.21	\$850.00
2014 YEAR-TO-DATE OTHER FUNDS	\$173,014.01	\$14,490.00
2014 YEAR-TO-DATE ADJUSTMENTS	(\$7,035.40)	(\$680.00)
2015 YEAR-TO-DATE OTHER FUNDS	\$34,289.64	\$2,125.00
2015 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$236,965.16</b>	<b>\$21,920.00</b>

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

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

DATE: April 28, 2015

ADDENDUM

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. John Hill 

RE: **Conference Leave Requests**  
**April 28, 2015 - Board of School Trustees Meeting**

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

2014-2015 CONFERENCES	Expenses	Substitutes
<b>PROJECT EXCEL PROFESSIONAL DEVELOPMENT DAY AT VINCENNES UNIVERSITY</b> Participation in Professional Development Day is required for Project Excel staff who are teaching dual credit courses at the EACC. Vincennes, IN May 8, 2015 (1 day's absence) MICHAEL YOUNGS - EACC (0-0)	\$0.00	\$85.00
<b>VINCENNES WELDING SUMMER WORKSHOPS</b> This is an advanced class which will provide hands-on instruction regarding the most recent welding techniques for Arc and Mig welding; as well as more in-depth information on the SENSE program. Vincennes, IN June 10 - 12, 2015 (0 day's absence) JOHN KRAUS - EACC (3-4)	\$323.68	\$0.00
<b>OHIO TECHNICAL COLLEGE (OTC) SUMMER INSTRUCTOR SEMINAR</b> Participation in this seminar will include a tour of Lincoln Electric headquarters to see the latest welding technology and interact with Lincoln instructors and staff; a step into the future with training on the Vrtex 360 Virtual Welding Equipment; classroom and hands on training to prepare for taking the 1 inch plate certification; and work with OTC instructors in the shop to prepare to take the AWS certification tests. Cleveland, OH June 28 - July 1, 2015 (4-4) JOHN KRAUS - EACC (4-4)	\$268.80	\$0.00
	<b>\$592.48</b>	<b>\$85.00</b>

*(The figures in the parentheses indicate the number of conferences and the number of absence days previously approved for the current school year.)*





Date: April 28, 2015  
To: Dr. Robert Haworth  
From: Mr. W. Douglas Thorne  
Subject: Personnel Recommendations

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**Certified**

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2015-16 school year:

**Jeremiah Bowman**                      **Central/Band Director**

- c. **Retirement** – We report the retirement of the following employee effective June 12, 2015:

**Terri Wilson**                      **West Side/Counselor**                      **21 Years of Service**

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

**Ashley Bragg**                      **Cleveland/Speech Pathologist**  
Began: 4/9/12                      Resign: 6/5/15

**Molly Bush**                      **Beardsley/Music**  
Began: 8/17/09                      Resign: 6/5/15

**Emily Schieber**                      **Central/Special Education**  
Began: 8/17/09                      Resign: 6/5/15

**Classified**

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

<b>Karla Cunningham</b> Began: 2/9/15	<b>Cleveland/Paraprofessional</b> PE: 4/21/15
<b>Brad Minix</b> Began: 2/11/15	<b>ESC/Support Tech I</b> PE: 4/16/15
<b>Carla Moore</b> Began: 2/2/15	<b>Daly/Food Service</b> PE: 4/15/15
<b>Susan Ott</b> Began: 2/9/15	<b>ESC/Secretary</b> PE: 4/14/15
<b>Antoinette Robinson</b> Began: 1/29/15	<b>Hawthorne/Food Service</b> PE: 4/13/15
<b>John Smerekanich Jr</b> Began: 2/9/15	<b>Transportation/Mechanic</b> PE: 4/14/15

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

<b>Kivvon Jackson</b> Began: 8/19/13	<b>Memorial/Food Svc Truck Dr</b> Resign: 4/17/15
<b>Debra Sherwood</b> Began: 12/15/11	<b>North Side/Secretary</b> Resign: 4/24/15
<b>Pamela Squibb</b> Began: 11/14/14	<b>Transportation/Bus Driver Unassigned</b> Resign: 4/3/15

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

<b>Cynthia Hackman</b> Began: 11/12/03	<b>Woodland/Food Service</b> Retire: 6/5/15 11 Years of Service
<b>Elaine Wolkins</b> Began: 9/12/88	<b>WVPE/Membership Manager</b> Retire: 8/27/15 26 Years of Service

- d. **Medical Leave** -We recommend the unpaid medical leave of the following classified employee:

<b>Jane Bryant</b> Begin: 4/13/15	<b>Osolo/Paraprofessional</b> End: 6/5/15
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