

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

December 21, 2015

CALENDAR

Dec 21	7:00 a.m.	Regular Board Meeting/Public Work Session, J.C. Rice Educational Services Center
Jan 12	5:30 p.m.	Regular Board Meeting, Osolo Elementary School
Jan 21	1:00 p.m.	Board Retreat, Professional Development Center
Jan 22	1:00 p.m.	Board Retreat, Professional Development Center
Jan 26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb 9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

A. CALL TO ORDER/PLEDGE

B. INVITATION TO SPEAK PROTOCOL

C. Gift Acceptance - The administration recommends the Board accept with appreciation recent donations made to Elkhart Community Schools.

D. MINUTES

December 8, 2015 – Public Work Session
December 8, 2015 – Regular Board Meeting

E. TREASURER'S REPORT

Consideration of Claims

Financial Report – January 1, 2015 – November 30, 2015

Fund Loans – The Business Office reports on fund loans made on November 30, 2015.

Fuel Bids – the Business Office recommends awarding bids for the purchase of gasoline and diesel fuel for calendar year 2016.

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

F. UNFINISHED BUSINESS

Board Policy GDG – The administration presents proposed revisions to Board Policy GDG - Support Staff Probation, Evaluation, and Eligibility for Benefits, as initially presented at the Board's December 8th regular meeting.

2016–2017 School Calendar – The administration presents the 2016-2017 School Calendar as initially presented at the Board’s December 8th regular meeting.

G. NEW BUSINESS

Board Policy GDBA-10 Employees in Miscellaneous Positions Compensation Plan - The administration presents proposed revisions to Board Policy GDBA-10 Employees in Miscellaneous Positions Compensation Plan, and asks to waive 2nd reading.

Board Policy GDBA-11 Therapists’ Compensation Plan - The administration presents proposed revisions to Board Policy GDBA-11 Therapists’ Compensation Plan, and asks to waive 2nd reading.

Grant Approval – The administration recommends approval for the submission of the following grant applications to:

Community Foundation of Elkhart for Support for Musical Instruments Grant from Elkhart Central High School

Elkhart Rotary Club for Community Book Give Away Grant from Pinewood Elementary School

United Way of Elkhart County for a Career Camp Continuation Grant from the Elkhart Area Career Center

H. PERSONNEL

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

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Dr. Rob Haworth/ Board of School Trustees
From: Brian Buckley/ Elkhart Central Athletics
Date: December 9, 2015

RE: Donation approval

A donation in the amount of \$1,000.00 has been given to the Elkhart Central High girls' basketball team from McDonald's, My-Tre Glemma Management c/o Harry L. Smith, owner. This donation will assist in strengthening our girls' basketball program at Elkhart Central.

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

McDonalds
My-Tre Glemma Management
Harry L. Smith, Owner
3429 S. Main St.
Elkhart, IN 46517



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Dr. Rob Haworth/ Board of School Trustees

From: Brian Buckley/ Elkhart Central Athletics

Date: December 9, 2015

RE: Donation Approval

A donation in the amount of \$800.00 has been given to the Elkhart Central High Student Athletic Council from East Lake Nursing and Rehabilitation Center. This donation will help to facilitate the operation of our Unified Track Meet to be held this spring in conjunction with the Indiana Special Olympics.

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:

Mrs. Laurie Brown
East Lake Nursing & Rehabilitation Center
1900 Jeanwood Dr.
Elkhart, IN 46514



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: DECEMBER 10, 2015

RE: DONATION APPROVAL - EACC

Dawn Troyer, owner of New Wave Salon, has donated the following items (valued at \$12,315.00) to be used in the cosmetology department at the Elkhart Area Career Center:

Synergie AMS/Microdermabrasion Unit	\$12,000.00
Spa Table/Chair with Lumbar Pillow	150.00
Facial Steamer	90.00
Wood Facial Lamp	75.00

Amy Stutzman, cosmetology instructor, reports that these items will be useful in our cosmetology programs and will be used by students for training purposes.

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:

Dawn Hamm Troyer
3214 SE 19th Ct
Okeechobee, FL 34974



STUDENT SERVICES

PHONE: 574-262-5540

ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: December 17, 2015
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Anthony England, Assistant Superintendent of Student Services *TE*
RE: Donation Approval

Please accept the donation of over 100 hand knit scarves for distribution to Elkhart Community School children which were knitted by members of First Congregational Church. These scarves will be distributed by our Social Workers.

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:

First Congregational Church
c/o Diane Dawe
431 S. 3rd St
Elkhart, IN 46516



STUDENT SERVICES

PHONE: 574-262-5540

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ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: December 17, 2015
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Anthony England, Assistant Superintendent of Student Services
RE: Donation Approval

TE

Please accept the donation of 375 coats for distribution to Elkhart Community School students and families from Ziker Cleaners. They will be distributed by our Social Workers. We have come to depend on their generosity to help keep our students warm in winter months.

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:

Ziker Cleaners
Attn: Jennifer Probst
251 E. Sample St
South Bend IN 46601



OSOLO ELEMENTARY SCHOOL
24975 COUNTY ROAD 6 EAST • ELKHART, IN 46514
PHONE: 574-262-5590



ELKHART COMMUNITY SCHOOLS
J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: December 18, 2015
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Gary Gardner, Principal of Osolo Elementary School
RE: Donation Approval

A donation of Robotics t-shirts, valued at approximately \$200.00 was made to support The Robocats, our Osolo Robotics Team. Thank you for helping our students look great while participating in this year's FLL tournament. The t-shirts provided our team a unified look and created a strong sense of teamwork. We are proud to share that The Robocats were awarded the Judge's Award at this year's competition.

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:


Deb Herrli
Dygert Trim
515 E. Jackson Blvd.
Elkhart, IN 46516



WEST SIDE MIDDLE SCHOOL
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514
PHONE: 574-295-4815



ELKHART COMMUNITY SCHOOLS
J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: December 14, 2015
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Krisite Stutsman 
RE: Donation Approval

West Side has received donation of \$50,000 for the purchase of Christmas presents for the adopt a family program for the holidays.

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:


Marjorie Athey
53154 Ba-J-er Lane
South Bend IN 46635



WEST SIDE MIDDLE SCHOOL
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514
PHONE: 574-295-4815



ELKHART COMMUNITY SCHOOLS
J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: December 14, 2015
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Krisite Stutsman 
RE: Donation Approval

West Side has received donation of \$50,000 for the purchase of Christmas presents for the adopt a family program for the holidays.

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:

Sharon Cloghessy
4343 Lawn Av.
Western Springs, IL 60558



WEST SIDE MIDDLE SCHOOL
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514
PHONE: 574-295-4815



ELKHART COMMUNITY SCHOOLS
J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: December 14, 2015
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Krisite Stutsman *[Handwritten Signature]*
RE: Donation Approval

West Side has received donation of \$100.000 for the purchase of Christmas presents for the adopt a family program for the holidays.

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:

James Pattee
580 Cook Rd
Grosse Pointe MI 48236



WOODLAND ELEMENTARY SCHOOL

1220 COUNTY ROAD 3 • ELKHART, IN 46514

PHONE: 574-262-5578



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 12-1-2015

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Jonathan LeVan, Principal
Theresa Maier, Parent Support Coordinator, Woodland

RE: Donation Approval

Thomas and Dorothy Barber, grandparents of a former Woodland Student, donated children's hats and gloves for winter. The approximate value is \$300.00. Our staff plans to use the donation for students without hats and gloves over this winter.

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

Mr. & Mrs. Thomas Barber
1021 E. Hively Avenue
Elkhart, IN 46517

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

Elkhart Community Schools
Elkhart, Indiana

December 8, 2015

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

Time/Place

Board Members

Present:

Carolyn R. Morris

Glenn L. Duncan

Susan C. Daiber

Karen S. Carter

Dorisanne H. Nielsen

Jeri E. Stahr

Douglas K. Weaver

Roll Call

ECS Personnel Present:

Tony England

Shawn Hannon

Doug Hasler

Rob Haworth

Doug Thorne

Bob Woods

The Board reviewed the agenda items for the regular Board meeting; discussed the latest focus group meeting and the 2016-2017 calendar; and selected dates and locations for the Executive Sessions for January, February and March.

Topics
Discussed

The meeting adjourned at approximately 6:30 p.m.

Adjournment

APPROVED:

Carolyn R. Morris, President

Karen S. Carter, Member

Glenn L. Duncan, Vice President

Dorisanne H. Nielsen, Member

Susan C. Daiber, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

Signatures

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
December 8, 2015

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – at approximately 7:05 p.m.

Place/Time

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

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

Call to Order

Ms. Morris discussed the invitation to speak protocol.

Protocol

Superintendent’s Student Advisory Council (SSAC) representative from Memorial High School (MHS) introduced herself. Miyah Byers, a senior, is involved in National Honor Society, Film Club, Key Club, Physics Club, the symphony orchestra and art. She reported MHS recently hosted their most successful blood drive collecting over 168 units of blood. Activities also reported: this past weekend was the 39th annual Madrigal dinner; winter sports are underway with basketball, swimming and wrestling competitions this week; band and orchestra Christmas performances; and the winter formal.

SSAC Representative

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$525 from Middlebury American Legion Riders to purchase a tool box for Elkhart Area Career Center’s (EACC) automotive technology services department; a 2007 Ford Five Hundred valued at \$1,250 from Mark and Sheryl Purcell to be used in EACC’s collision repair/automotive refinishing department; a portable, rechargeable speaker for iPod and iPhone valued at \$29 from Walgreens for West Side Middle School’s math department’s carnival night as a raffle prize; and 56 hat and scarves sets and 4 additional scarves from Ruth Ann Owen to distribute to ECS children through social workers.

Gift Acceptance

The Board recognized senior members of the MHS girls volleyball team for winning sectional, regional and Class 4A Elite 8. Cary Anderson, principal, commented on the success of this year's team as well as the program overall having a Northern Lakes Conference (NLC) record of 100 wins and 5 losses since 2001. Six players were selected to all conference teams and Kaylin Szucs as second team All State. Certificates were awarded to Bailey Brouwer, Christa Knapp, Kayona Malone, Darrian Mowery, Chanel Spain, Charmel Spain, Kaylin Szucs, Autumn Taylor and Alexis Wilson. Coach Jacquie Rost was honored as the NLC Coach of the Year.

Special
Recognition

The Board recognized senior members of MHS boys soccer team as sectional champions and regional runners-up. Mr. Anderson highlighted the team's 15 wins this season set a new school record and only 10 members are graduating seniors so the future looks bright. Certificates were awarded to Daniel Brummet, Nathan Chupp, Ramon Duarte, Jaime Garcia, Christian Lopez, Moises Maciel, Roman Perez, Javier Prieto, Henry Rivas and Brayan Vargas. In addition, Jaime Garcia was named to the Indiana Soccer Coaches Association (ISCA) District 1st Team; Brayan Vargas to the District 2nd Team; and Coach Dan Sullivan was honored as the NLC Conference Coach of the Year and the ISCA District Coach of the Year.

Special
Recognition

By unanimous action, the Board approved the following minutes:

November 24, 2015 – Public Work Session
November 24, 2015 – Regular Board Meeting

Approval of
Minutes

By unanimous action, the Board approved payment of claims totaling \$7,008,957.46 as shown on the December 8, 2015, claims listing. (Codified File 1516-66)

Payment of
Claims

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 1516-67)

Fundraiser
Approval

By unanimous action, the Board untabled Board Policy GCBE, Professional Staff Vacations and Holidays, and approved the proposed revisions as initially presented at the Board's November 10th regular meeting and tabled at the November 24th regular meeting for further clarification. Doug Thorne, executive director of personnel and legal services, reviewed the revisions included a change to the holiday schedule and clearer language regarding the timeframe for using vacation days.

Board Policy
GCBE

Shawn Hannon, assistant superintendent of communication and data, commented the preliminary A-F School Grades are continuing to be reviewed by the State. On the communication side, training sessions were held for school personnel who handle social media sites. Discussion topics included how to be in compliance with Board policies, as well as content ideas to engage followers. She also reported new templates for school websites are in the works. In response to a request for input, the Board suggested school improvement plans could be added to school web sites.

Department
Report

Tony England, assistant superintendent of student services, reported 300 coats donated through Ziker's Coats for Kids program will be distributed this week by social workers at each school. Also, Lilliana Dawson recently won a coloring contest sponsored by Elkhart Brass and will be recognized at the Board's January 12, 2016 meeting. Krista Hennings and David Bird are providing a 'mini-mester' over the holiday break to assist students who are behind on credits necessary for graduation. 100+ students have expressed an interest in the program. In response to Board suggestion regarding a possible boot drive, Mr. England replied MHS had held a successful clothing drive it could possibly be a collection in the future.

Department
Report

Dan Rice, senior director of technology, presented an update on the Technology Champion Teachers and the 1 to 1 computer project. Over 80 teachers have volunteered for the program. 2,400 chrome books have been ordered for the first year and the program will need to purchase 2,000 per year to sustain the 1 to 1 in secondary schools in year three. Four Learning Management System (LMS) vendors are scheduled to present their products on Wednesday, December 9th. In response to Board inquiry, Mr. Rice stated prices for chrome books have gone down and currently range between \$250 and \$300 with licensing. Discussion continued in regards to the program, those chosen to participate, coordination within the schools, and the anticipated outcome.

Department
Report

By unanimous action, the Board approved the submission of the following grants to :

Grant Approval

Early Learning Indiana for an Early Childhood Expansion Grant from ECS.

HOSA Future Health Professionals for a Careers Promotion and Preparation Grant from the Elkhart Area Career Center.

FSSA Office of Early Childhood and Out School Learning for an Early Education Matching Grant from ECS.

Indiana Department of Education (IDOE) Division of School and Community Nutrition for a 2015 National School Lunch Program Equipment Assistant Grant from ECS.

IDOE for a Math Science Partnership 3 Year Grant from ECS with ETHOS
(Codified File 1516-68)

The Board was presented with the proposed 2016-2017 school year calendar for initial Board consideration.

2016-2017
School
Calendar

By unanimous action, the Board approved the proposed new agreement with the American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925) for the period of January 1, 2016 through December 31, 2018. (Codified File 1516-69)

Custodial
Agreement

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy GDBA-1 Food Service Employees' Compensation Plan; Board Policy GDBA-2 Mechanics' Compensation Plan; Board Policy GDBA-3 Bus Drivers' Compensation Plan; Board Policy GDBA-3a Bus Helpers' Compensation Plan; Board Policy GDBA-4 Support Staff Salary Schedule (Maintenance Personnel); Board Policy GDBA-5 Secretarial/Business Compensation Plan; Board Policy GDBA-5a Executive Assistant Compensation Plan; Board Policy GDBA-7 Technical Assistants' Compensation Plan; Board Policy GDBA-9 Social Workers' Compensation Plan; Board Policy GDBA-10 Miscellaneous Positions Compensation Plan; Board Policy GDBA-11 Therapists' Compensation Plan; Board Policy GDBA-12 Employees' in Technology Services Positions; and Compensation Plan.

Board Policy
GDBA

By unanimous action, Board member Doug Weaver abstained, the Board approved proposed revisions and waived second reading of Board Policy GDBA-6 Paraprofessional Compensation Plan.

Board Policy
GDBA-6

By unanimous action, Board member Glenn Duncan abstained, the Board approved proposed revisions and waived second reading of Board Policy GDBA-8 Registered Nurses' Compensation Plan.

Board Policy
GDBA-8

Board member Doug Weaver left the meeting.

The Board was presented with proposed revisions to Board Policy GDC, Support Staff Probation, Evaluation, and Eligibility for Benefits, for initial consideration. Mr. Thorne explained the change in the probationary period from 9 to 8 weeks is needed to comply with requirements of the Affordable Care Act.

Board Policy
GDC

By unanimous action, the Board approved overnight trip requests for Central's band to travel to Muncie, IN on December 4 thru 6, 2015 to participate in Ball State Honor Band; and the NERDS Robotics team to travel to Indianapolis, IN on December 18 and 19, 2015 to participate in the FTC Robotics tournament.

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 December 8, 2015 listing. (Codified File 1516-70)

Conference
Leaves

By unanimous action, the Board approved conference leave requests for the Carl D. Perkins Grant in accordance with Board policy for staff members as recommended by the administration on the December 8, 2015 listing. (Codified File 1516-71)

Conference
Leaves -
Perkins

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

Personnel
Report

Seven consent agreements regarding employee retention for certified staff members. (Codified File 1516-72)

Consent
Agreements

Two consent agreements regarding unpaid time. (Codified File 1415-73)

Consent
Agreement

Employment of the following three (3) certified staff members effective on dates indicated:

Certified
Employment

Mackenzie Hill - TBD/Elementary, 3/7/16
Nicole Labuziensi - special education at Pinewood, 12/14/15
Mary Shepperd - special education at Hawthorne, 4/6/16

Maternity leave for the following two (2) certified staff members effective on the dates indicated:

Certified
Maternity
Leave

Meg Brewer, speech pathologist at PACE, beginning 4/4/15 and ending 6/1/16.
Jessica Caskey - grade 5 at Beck, beginning 1/22/16 and ending 2/5/16; and
Megan Fitz - grade 2/PEP at Pinewood, beginning 1/4/16 and ending 3/18/16

Professional leave for certified staff member Melissa Jennette, principal at Bristol, beginning 1/4/16 and ending 6/17/16.

Professional
Leave

Regular employment of the following six (6) classified employees, who have successfully completed their probationary periods, on dates indicated:

Classified
Employment

Heidy Cruz - paraprofessional at Roosevelt, 11/30/15
Jill Gude - paraprofessional at Eastwood, 11/30/15
Kevin Havens - custodian at Central, 11/30/15
Karen Hupp - paraprofessional at Osolo, 11/30/15
Maurice Johnson - custodian at Memorial, 11/20/15
Darnisha Sanders - food service at Memorial, 12/2/15

Resignation of the following three (3) classified employees effective on dates indicated:

Classified
Resignations

Semage Amalnathan - food service at Pinewood, 12/4/15
Travon Curry - paraprofessional at West Side, 12/11/15
Scott Killelea - unassigned bus drive at Transportation, 12/18/15

Retirement of the following three (3) classified employees effective on dates indicated, with years of service in parentheses:

Kenneth Barnes - custodian at Riverview, 2/19/16 (16)

Rebecca Egert - bus driver at Transportation, 1/4/16, (20)

Henry Griffin - custodian at Pierre Moran, 1/5/16 (21)

Superintendent Haworth reminded everyone the next Board meeting is December 21st at 7:00 a.m.

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

APPROVED:

Carolyn R. Morris, President

Glenn L. Duncan, Vice President

Susan C. Daiber, Secretary

Karen S. Carter, Member

Dorisanne H. Nielsen, Member

Jeri E. Stahr, Member

Douglas K. Weaver, Member

Retirement

From the
Superintendent

Adjournment

Signatures

ACCOUNT BALANCES/INVESTMENT DETAIL

NOVEMBER 2015

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	19,703,634.94
Lake City Bank - Merchant Account	719,918.48
Teachers Credit Union	2,820,508.52

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(77,406.37)
Change Fund	2,110.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	966,802.18
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	505,380.47
Lake City Bank - Flex Account	59,094.28
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 12/29/15 at .43%	77,000.00
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\$ 24,839,439.31



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: Mr. Douglas A. Hasler
FROM: Tracey Bolin
DATE: November 30, 2015

LOANS – ONE FUND TO ANOTHER

The following loan was made on 11/30/15:

\$251,000 to Fund 0410 Transportation Fund from Fund 0100 General Fund



inspiring. excellence.

J. C. RICE EDUCATIONAL SERVICES CENTER
Elkhart Community Schools
2720 California Road, Elkhart, IN 46514-1220
(574) 262-5500
www.elkhart.k12.in.us

December 17, 2015

To: Board of School Trustees
Dr. Robert Haworth

Fr: Dr. Robert Woods

Subject: Fuel Bids for 2016

Fuel bids for 2016 were opened on December 14, 2015 by Douglas Hasler and Robert Woods. After reviewing the bids it is recommended the bid be given to North Central CO-OP. This is the same company that has provided fuel for us in 2015 and the Transportation is very satisfied with their service which includes their billings.

Petroleum Traders did not follow the bid specifications by stating we must meet the estimated gallons of fuel for the year or be charged for gallons we did not order. Their bid also stated any gallons purchased over our estimated usage would cause a renegotiation with them to determine the price for these additional gallons of fuel before any fuel would be delivered.

The above caveats if agreed upon would make it most difficult to budget our fuel expenses and could potentially cause a delay in fuel delivery if additional gallons of fuel have to be negotiated before delivery will take place. This is also we've used in previous years that has created billing problems in the Business Office.

COMPANY	ADDER	FIXED UNLEADED	FIXED DIESEL
NORTH CENTRAL	.065 above dock price	\$1.5870	\$1.5750
PETROLEUM TRADERS	.0603 above dock price	\$1.3711	\$1.49930
YODER	.045 above dock price	no bid	no bid

Elkhart Community Schools
Proposed School Fundraising Activities
Dec. 21, 2015 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
EMS Student Government	Students will host a dodge ball tournament. Teams of 10 players each will pay \$50 to participate in the tourney. Proceeds will be used to help cover the cost of Coming Home Week.	1/13/2016	Julie Tyrakowski
EMS Student Government	Handkerchiefs will be sold for Coming Home Week. Proceeds will be used to pay for the cost of the handkerchiefs.	1/11/2016	Julie Tyrakowski
	Please note the following fundraiser is presented for confirmation only.		

**SUPPORT STAFF PROBATION, EVALUATION,
AND ELIGIBILITY FOR BENEFITS**

Section 1. Establishment and Length of Probation Period

- A. The employee shall serve a probationary period of employment. Such probationary period shall normally be **eight nine (89)** work weeks in length. ~~Based upon administrative recommendation, the probationary period may be extended for up to four (4) work weeks, or, when performance is unsatisfactory, it may be shortened.~~
- B. Upon satisfactory completion of the probationary period, the employee becomes eligible for benefits. Upon the recommendation of the supervisor/administrator to whom the employee is assigned, the Director of Personnel may recommend the employee to the Board of School Trustees for regular employment. Upon the Board of School Trustees' approval of regular employment, such employee shall become a regular employee.
- C. A regular employee shall be defined as an employee who may, pursuant to Elkhart Community Schools' policy, be eligible for benefits.

Section 2. Waiver of Probation Period

Part or all of the probationary period of an employee may be waived by the Board of School Trustees, except as it relates to eligibility for benefits, when such is recommended by the supervisor/administrator to whom the employee is assigned and by the Director of Personnel. Upon the Board's approval of the recommendation, the employee shall be granted the status of a regular employee, even though the probationary period has not expired.

Section 3. Evaluation during Probation Period

The probationary employee will be evaluated in writing after four (4) weeks and eight (8) weeks by the immediate supervisor/administrator, and by another administrator if requested by the Director of Personnel. A copy of each evaluation shall be filed with the personnel office.

Section 4. Evaluation In New Position

Employees who have transferred to a different job will be evaluated during the first sixty days in a manner similar to that used in Section 3.

Section 5. Eligibility for Benefits

- A. When classified employees have satisfactorily completed their probationary period, they become eligible for applicable benefits and for advancement to the next salary step above the probationary rate.
- B. Full-time classified employees are employed on a calendar year basis and are eligible for applicable benefits, provided they work four (4) hours per day or more, and have

satisfactorily completed their probationary employment.

- C. School-year classified employees are employed during the school year for 140 to 225 days per year. After having satisfactorily completed their probationary employment, employees are provided with applicable benefits so long as they work twenty (20) hours or more per week.
- D. School-year classified employees who work less than four (4) hours per day and less than twenty (20) hours per week are not entitled to benefits. The only exception is for those school-year employees who have satisfactorily completed one year of employment as of January 1 of any year, who shall be entitled to personal leave and the retirement benefit based on accumulated days of unused personal leave.
- E. Both full-time and school-year classified employees shall be considered to be regular employees, and the benefits which are applicable to each group are provided on a calendar year basis.
- F. Benefit days shall be awarded on a calendar year basis.
 - 1. These days will be awarded on the first day the employee works or the first work day for which the employee is authorized to use an available benefit day.
 - 2. An employee who does not meet the requirements listed above for the award of benefits days may request that the Superintendent waive these requirements. Normally, this request must be made in writing prior to the use of said days. The Superintendent/Designee shall have the discretion to waive these requirements after considering both the nature of the absence and the employee's attendance record. The Superintendent/Designee's approval shall be provided in writing to payroll.

Section 6. Anniversary Date

An anniversary date will be established for every classified employee upon their employment with Elkhart Community Schools. Such date will be set initially as the employee's first day of employment. An employee's anniversary date will change in the event that the employee has a period of unpaid leave in excess of four (4) weeks. An employee's anniversary date will be used to calculate the employee's years of service, eligibility for career increment, or longevity compensation.

~~January 11, 2011~~ **December 21, 2015**



ELKHART COMMUNITY SCHOOLS

SCHOOL CALENDAR: JULY 2016 - JUNE 2017

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August

2 Full day pre-session for teachers - non-student day
 3 Full day pre-session for teachers - non-student day
 4 Students' first day - Full day all students

September

5 Labor Day - All Schools Closed
 30 End of 1st grading period/midterm - all schools

October

5-6 Parent/Teacher Conferences in the evening hours - (full day for all school students)
 School Out of Session
 7 Fall Recess - all schools closed

November

23-25 Thanksgiving Recess - all schools closed

December

16 End of 2nd grading period/1st semester - all schools
 19-Jan 2 Winter Recess - all schools closed

January

3 School resumes after Winter Recess
 16 Martin Luther King Jr. Day - all schools closed

February

2 P/T Conferences for elementary only and Professional Development day for secondary teachers - (no school for all students) - **may be used as emergency make-up day if necessary**
 No School - Emergency Make-up Day
 17 Presidents' Day Recess - all schools closed
 20

March

10 End of 3rd grading period/midterm - all schools
 24 No School - Emergency Make-up Day

April

3-7 Spring Recess - all schools closed
 13-11 Kindergarten Kick-off - Elementary Schools
 14 No School - Emergency Make-up Day

May

26 Last Day of School - full day for all students **
 26 Last Day for Teachers **
 29 Memorial Day - all schools closed
 30 No School - Emergency Make-up Day
 31 No School - Emergency Make-up Day

Key:

 = Professional day for teachers (non-student day)

E

No School (may be used as emergency make-up day, if necessary)

X School Out of Session (during the instructional school year)

K

Kindergarten Kick-off



Parent/Teacher Conferences (no school for all students)

**

If necessary, additional emergency make-up days will be added at the end of the school year.



Parent/Teacher Conferences in the evening (full day of school for all students)

EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

Section 1. MISCELLANEOUS WAGE/SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for the positions below to be effective January 1, 2016. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	22.68 – 28.01
Transportation Trainer/Dispatcher	18.90 – 22.08
Food Service Truck Driver	15.17 – 18.02
Food Service Receiving/Supply	15.17 – 18.02
Evening Supervisor of Building Services	19.89 – 24.48
Food Service Training Specialist	17.19 – 24.08
Food Service Bids & Commodity Coordinator	16.37 – 25.58
Transportation Route/Driver Coordinator	18.90 – 22.08
Adult/Community Education Non-Contract Teachers	31.43 *
Building Community Education Coordinator	26.41 – 33.02
Radio Station Staff Announcer	8.91 – 12.66
Radio Station Development Assistant	10.36 – 16.57
School Security Officer	22.43
Title I/Funded Pupil/Program/Parent Support Person	18.87 – 27.47
High School Parent/Community Liaison	18.87 – 27.47
Evening Events Supervisor	14.28
Asst. Site Coordinator - 21 st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	15.53 – 29.00
Technology Support for Student Accounting and Program Evaluation Communications and Data	16.37 – 19.48
Early College Data Specialist	23.36 – 26.69

* Hourly rate based on .001 of the certified teacher's base salary

~~December 8, 2015~~ **December 21, 2015**

THERAPISTS' COMPENSATION PLAN

Section 1. THERAPISTS' SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for those classified employees who are acting in a Therapist or Therapist Technician position to be effective January 1, 2016. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools

POSITION	YEARLY SALARY RANGE
Occupational Therapist	46,146 <u>43,146</u> – 61,732
Occupational Therapist Assistant	41,322 – 50,149
Physical Therapist Assistant	41,322 – 49,166 <u>50,149</u>
POSITION	HOURLY WAGE
<u>Physical Therapist</u>	<u>\$42.00 – \$55.00</u>
* Speech Pathologist, Speech Pathology Technician, Speech Therapist	\$25.87

* Speech Pathologists, Speech Pathology Technicians, and Speech Therapists will be eligible for additional hourly wage compensation according to the following Career Increment Schedule:

<u>Years Regularly Employed by or in the Elkhart Community Schools</u>	<u>Amount of Hourly Career 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

LICENSE RENEWAL

Elkhart Community Schools will reimburse Therapists for their bi-annual state license renewal fees following submission of evidence said fee has been paid in a timely manner.

~~December 8, 2015~~ **December 21, 2015**



DATE: 12/9/2015

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

FROM: Jeramiah Bowman

SCHOOL / ENTITY APPLYING: Elkhart Central High School Band program

GRANT TITLE: Support for Musical Instruments

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO: Community Foundation of Elkhart

GRANT AMOUNT: 383,061.99

GRANT SUBMISSION DEADLINE: January 1, 2016

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *Robert Haworth*

EXPLANATION OF GRANT:

The primary goal of the project is to fund the purchase of 237 new instruments for Elkhart Central High School, via a grant from Conn-Selmer's All American School Program with matching funds from the Community Foundation of Elkhart County. We are also working to refurbish instruments currently at CHS to redistribute to North Side and Pierre Moran Middle Schools.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF SAFETY AND SECURITY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF STUDENT SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF FOOD SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>

SUSTAINABILITY PLAN:

Elkhart Community Schools is financially stable enough to repair instruments as needed when requested by music teachers. With these new instruments in our inventory, we could retire some of our oldest instruments that currently need repair on a consistent basis and free up funds for other needs in the instrumental music program.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

Elkhart Central High School

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Jeramiah Bowman

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



DATE: 12/14/15

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

FROM: William Kovach

SCHOOL / ENTITY APPLYING: EACC/Secondary

GRANT TITLE: United Way Career Camp Continuation

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO: United Way Elkhart County

GRANT AMOUNT: \$15,000

GRANT SUBMISSION DEADLINE: 1/8/16

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *W. Kovach*

EXPLANATION OF GRANT:

United Way supported our career camp this past summer at the career center for incoming eighth and ninth grade students. We are applying to get United Way support for a second summer career camp the summer of 2016. This supports their ALICE Project.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	
DIRECTOR OF SAFETY AND SECURITY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	
DIRECTOR OF STUDENT SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	
DIRECTOR OF FOOD SERVICES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	DATE CONTACTED	12/14/15

SUSTAINABILITY PLAN:

Over time we plan on using summer school funding to continue supporting this program. We had 100 students this past summer, and we believe we will continue to grow and provide great introductory experiences for the students.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

EACC for teacher salaries and supplies.

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Bill Kovach and Kim Boynton

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



DATE:

12/11/15

TO:

Dr. Robert Haworth, Superintendent
Board of School Trustees

FROM:

Kelly Carmichael

SCHOOL / ENTITY APPLYING:

Pinewood Elementary School

GRANT TITLE:

Community Book Give Away

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO:

Elkhart Rotary Club

GRANT AMOUNT:

\$1000.00

GRANT SUBMISSION DEADLINE:

January 11, 2016

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

Melinda Shaw

EXPLANATION OF GRANT:

Pinewood Elementary would like to host a reading event at the Holiday Village Mobile Home Park. We would use the money to invite guest readers, supply popcorn and a book for each child to keep.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY

YES N/A

DATE CONTACTED

DIRECTOR OF SAFETY AND SECURITY

YES N/A

DATE CONTACTED

DIRECTOR OF STUDENT SERVICES

YES N/A

DATE CONTACTED

DIRECTOR OF FOOD SERVICES

YES N/A

DATE CONTACTED

SUSTAINABILITY PLAN:

This is a 1 time event.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

A spring reading event at Holiday Village Mobile Home Park

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Kelly Carmichael

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: DECEMBER 21, 2015

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective January 4, 2016:

Jill Balcom Interim Principal/Bristol

- b. **Retirement** – We report the retirement of the following employee effective December 31, 2015:

Debbie Flickinger Monger/Special Education 16 Years of Service

CLASSIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment:

James Snyder Director of Safety, Security, and Risk Management

- b. **Personal Leave** – We recommend an unpaid personal leave for the following employee:

Takita Earl Roosevelt/Paraprofessional
Begin: 01/04/16 End: 4/28/16

- c. **Medical Leave** – We recommend an unpaid medical leave for the following employee:

Latonya Coleman Hawthorne/Food Service
Begin: 12/1/15 End: 1/26/16

Nicole House West Side/Food Service
Begin: 12/11/15 End: 3/4/16

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

Cassie Aumack West Side/Food Service
Began: 9/22/14 Resign: 12/28/15

Whitney Grandison Tipton/Paraprofessional
Began: 8/6/15 Resign: 12/30/15

Karen Mathias Eastwood/Paraprofessional
Began: 10/23/06 Resign: 1/2/16