

NOTICE OF PUBLIC WORK SESSION

OF THE

BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, January 13, 2015

Time: 5:30 p.m.

Purpose: Public Work Session

Location: Woodland Elementary School  
1220 County Road 3  
Elkhart, IN 46514



---

Superintendent of Schools

Posted and Mailed Via U. S. Mail,  
Postpaid, to School Attorney, and  
News Media on Thursday,  
January 8, 2015 and electronically  
delivered to Board Members  
on Friday, January 9, 2015

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Assistant Secretary to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5516.

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, January 13, 2015

Time: Immediately following 5:30 p.m. Public Work Session

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-

- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
- (6) With respect to any individual over whom the governing body has jurisdiction.

Location: Woodland Elementary School  
1220 County Road 3  
Elkhart, IN 46514



---

Superintendent of Schools

Posted and Mailed Via U. S. Mail,  
Postpaid, to School Attorney, and  
News Media on Thursday, January 8,  
2015 and electronically delivered  
to Board Members on Friday,  
January 9, 2015.

NOTICE OF ANNUAL MEETING

OF THE

BOARD OF FINANCE

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, January 13, 2015

Time: 7:00 p.m.

Purpose: Organizational Meeting

Location: Woodland Elementary School  
1220 County Road 3  
Elkhart, Indiana 46514



---

Superintendent of Schools

Posted and Mailed Via U. S. Mail,  
Postpaid, to School Attorney,  
and News Media on Thursday,  
January 8, 2015 and electronically  
delivered to Board Members on  
Friday, January 9, 2015.

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Assistant Secretary to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5516.

ELKHART COMMUNITY SCHOOLS  
BOARD OF SCHOOL TRUSTEES  
Elkhart, Indiana

Board of Finance Annual Meeting  
January 13, 2015

**A G E N D A**

1. Call to Order
2. Election of President and Secretary
3. Adoption of Resolution

BE IT RESOLVED that the Board of Finance does hereby authorize the Treasurer of the Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9-6.

4. Review 2014 Investment History (over)
5. Adjournment

**ELKHART COMMUNITY SCHOOLS  
2014  
INVESTMENT HISTORY**

---

<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Institution</b>	<b>Principal</b>	<b>Interest</b>
1-13-14	6-25-14	.21%	1 <sup>st</sup> State Bank	\$ 68,300.00	\$ 64.07
7-8-14	12-18-14	.35%	Lake City Bank	\$ 77,000.00	\$ 120.35

---

**RESOLUTION TO TRANSFER FROM ONE FUND TO ANOTHER**

WHEREAS, it is necessary from time to time to borrow money to enhance the General, Transportation, Bus Replacement, Debt Service, Capital Projects; and,

WHEREAS, there is from time to time, on deposit to the credit of the General, Transportation, Bus Replacement, Debt Service, and Capital Projects Funds of the Elkhart Community Schools sufficient balances available for temporary advancement and transfer;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the Elkhart Community Schools is authorized to effect transfers to depleted funds for a period not to extend beyond the 2015 Budget Year;

RESOLVED, FURTHER, that any funds so advanced and transferred shall become a report of public record at the next regular meeting of the Board of School Trustees.

ELKHART COMMUNITY SCHOOLS  
Board of School Trustees

---

President

---

Secretary

DATED THIS 13TH DAY OF JANUARY, 2015.

Resolutiontrf

AGENDA FOR  
 BOARD OF SCHOOL TRUSTEES  
 REGULAR MEETING  
 Elkhart Community Schools / Elkhart, Indiana  
 January 13, 2015

CALENDAR

January	13	5:30 pm	Public Work Session, Woodland Elementary School
January	13	Immediately following	Executive Session, Woodland Elementary School
January	13	7:00 pm	Board of Finance Annual Meeting, Woodland Elementary School
January	13	Immediately following	Regular Board Meeting, Woodland Elementary School
January	20	7:00 am	Public Work Session, J.C. Rice Educational Services Center
January	22	5:00-5:40 pm	Public Work Session, Elkhart Area Career Center
January	22	5:40 pm	Executive Session, Elkhart Area Career Center
January	23	8 am-12:30 pm	Public Work Session, Elkhart Area Career Center
January	23	12:30 pm	Executive Session, Elkhart Area Career Center
January	27	7:00 pm	Regular Board Meeting, J.C. Rice Educational Services Center
January	27	Immediately following	Executive Session, J.C. Rice Educational Services Center



- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. ORGANIZATION OF BOARD FOR 2015
  - Oath of Office – Karen Carter, Glenn Duncan and Jeri Stahr
  - Election of Officers – President, Vice President, Secretary
  - Board Conflict of Interest – Indiana law requires public disclosure of potential conflicts of interest.
- D. SUPERINTENDENT’S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- E. GIFT ACCEPTANCE – The administration recommends the Board accept with appreciation recent donations made to the Elkhart Community Schools. **M 2 A**
- F. STUDENT RECOGNITION
  - Box City Assistance
  - Ribbon of Hope Fundraiser
- G. BUILDING REPORT
  - Building Energy Report – Ted Foland
  - Jon LeVan – Principal

- H. MINUTES – **M 2 A**  
December 22, 2014 – Regular Board Meeting/Work Session
- I. TREASURER'S REPORT
- Consideration of Claims **M 2 A**
- Extra-Curricular Purchases – The Business Office seeks Board approval of extra-curricular purchase requests from West Side Middle School. **M 2 A**
- Fundraisers – The Business Office recommends Board approval of proposed school fundraisers in accordance with Board Policy. **M 2 A**
- K. NEW BUSINESS
- Grant Application – The administration seeks Board confirmation for submission of a United Way Grant for the Elkhart Area Career Center. **M 2 A**
- Grant Application – The administration seeks Board confirmation for submission of a 1003 (a) Tier IV AdvanceED Options Grant from the Indiana Department of Education for Beck Elementary School. **M 2 A**
- Grant Application – The administration seeks Board confirmation for submission of a 1003 (a) Tier IV AdvanceED Options Grant from the Indiana Department of Education for Pierre Moran Middle School. **M 2 A**
- L. 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. **M 2 A**
- Certified and Classified Staff - See the report and recommendations of the administration. **M 2 A**
- M. INFORMATION AND PROPOSALS
- From Audience
- From Superintendent and Staff
- From Board
- N. ADJOURNMENT





# UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236  
STATE BOARD OF ACCOUNTS

## Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Karen S. Carter  
3026 Crabtree Ln, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236  
STATE BOARD OF ACCOUNTS

## Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Glenn L. Duncan  
1237 Greenleaf Blvd, Elkhart, IN 46514

2. **Title or Position with Governmental Entity:** \_\_\_\_\_  
Member, Board of School Trustees

3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart

4. **This statement is submitted (check one):**

a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or

b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.

5. **Name(s) of Contractor(s) or Vendor(s):** Diana Duncan (spouse) is a nurse with Elkhart Community Schools  
\_\_\_\_\_  
\_\_\_\_\_

6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236  
STATE BOARD OF ACCOUNTS

## Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Dorisanne H. Nielsen  
208 S Riverside Dr, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236  
STATE BOARD OF ACCOUNTS

## Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Jeri E. Stahr  
1644 Brookstone Ct, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







# UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236  
STATE BOARD OF ACCOUNTS

## Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Douglas K. Weaver  
56004 Jayne Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Julie Weaver (spouse) is a paraprofessional  
with Elkhart Community Schools
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages





inspiring. excellence.

**BRISTOL ELEMENTARY SCHOOL**  
Elkhart Community Schools  
705 Indiana Avenue, Bristol, IN 46507-9458  
(574) 848-7421 / 7422 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: 12/16/2014  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Melissa Jennette  
RE: Donation Approval

Bristol Elementary received a donation in the amount of \$200.00 for our school nurse. The donation will be used to purchase undergarments and sweatpants for our students.

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:

Trinity United Methodist Church  
2715 E Jackson St.  
Elkhart, IN 46514

# Cleveland Elementary School

*Elkhart Community Schools*

53403 CR 1 North, Elkhart, Indiana 46514

Telephone: 574-262-5580; Fax: 574-262-5582

[mstrickler@elkhart.k12.in.us](mailto:mstrickler@elkhart.k12.in.us)

**Date:** December 19, 2014

**To:** Dr. Robert Haworth, Superintendent  
Elkhart Community Schools

**From:** Martha Strickler, Principal

**RE:** Donation Approval

Mr. and Mrs. Todd Cornell, parents of four Cleveland students, have donated a washer and dryer to Cleveland Elementary School (please see the attached receipts). The washer and dryer are valued at \$565.43. With having two Intense Intervention classrooms the need is great to be able to wash soiled clothing when accidents occur. The washer and dryer is to serve a dual purpose of teaching a life skill to upper elementary students in the Intense Intervention classroom.

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

Mr. and Mrs. Todd Cornell  
30419 Quail Pointe Drive  
Granger, IN 46530

Respectfully,  
Martha Strickler  
Principal  
Cleveland Elementary School



*Elkhart Area Career Center*

*a Division of Elkhart Community Schools*

## *Memorandum*

TO: Dr. Robert Haworth  
Board of School Trustees

FROM: Dr. David Benak

DATE: January 5, 2014

RE: Donation Approval - EACC

---

Doug and Julie Weaver have donated a white, 1993 Buick Roadmaster (vin# 1G4BT5371PR423905) with an approximate fair market value of \$2,423.00 to the automotive and collision repair programs at the Elkhart Area Career Center.

Mike Maloney, collision repair instructor, reports that this vehicle will be useful to the programs at the annex 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:

Doug and Julie Weaver  
56004 Jayne Drive  
Elkhart IN 46514

ls



**STUDENT SERVICES**  
J. C. Rice Educational Services Center  
Elkhart Community Schools  
2720 California Road, Elkhart, IN 46514-1220  
(574) 262-5540 / 5548 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

inspiring. excellence.

DATE: December 19, 2014  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Anthony England  
RE: Donation

Please accept the donation of approximately 300 coats for distribution to Elkhart Community School students and families from Ziker Cleaners. These coats were donated by individuals in the community. Zikers cleaned them and then delivered them to us for distribution.

I am requesting an appropriate letter of acknowledgement and appreciation be sent to:

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



**STUDENT SERVICES**  
J. C. Rice Educational Services Center  
Elkhart Community Schools  
2720 California Road, Elkhart, IN 46514-1220  
(574) 262-5540 / 5548 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

inspiring. excellence.

DATE: December 19, 2014  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Anthony England  
RE: Donation

Please accept the donation of approximately 300 coats for distribution to Elkhart Community School students and families from Ziker Cleaners. These coats were donated by individuals in the community. Zikers cleaned them and then delivered them to us for distribution.

I am requesting an appropriate letter of acknowledgement and appreciation be sent to:

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



inspiring. excellence.

**HAWTHORNE ELEMENTARY SCHOOL**  
Elkhart Community Schools  
501 West Lusher Avenue, Elkhart, IN 46517-1822  
(574) 295-4820 / 4828 fax  
www.elkhart.k12.in.us

DATE: January 6, 2015  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Mary Teeter *mt*  
RE: Donation Approval

The Trinity United Methodist Church Women donated \$200.00 to our school nurse. This will help in providing warm clothing and boots for our students, especially now with the cold weather we are experiencing.

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:


Trinity United Methodist Church  
Trinity United Methodist Women  
51905 Northfield Drive  
Elkhart, IN 46514





inspiring. excellence.

**HAWTHORNE ELEMENTARY SCHOOL**  
Elkhart Community Schools  
501 West Lusher Avenue, Elkhart, IN 46517-1822  
(574) 295-4820 / 4828 fax  
www.elkhart.k12.in.us

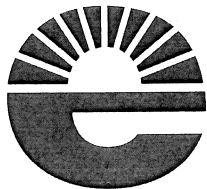
DATE: January 6, 2015  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Mary Teeter   
RE: Donation Approval

DonorsChoose.org has donated several items to Taylor Feller's PreK classroom for her "Leaping Towards a Love of Learning" project. The gift total of \$343.69 (excluding the donation to DonorsChoose.org) included an Alphabet Bowling, Side-to-Side Balance Board, Rainbow Parachute, Fun Tube, Potato Sack Jumping Bags and a Dance Your Way to Fitness CD set.

These materials will help PreK students' gross motor activities become educational, engaging, and fun! In our first few months of this new program, so many people have recognized the progress of these students and seen the genuine love for school that these student's possess. Their contribution will help continue this positive learning journey.

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:

DonorsChoose.org  
134 West 37<sup>th</sup> Street, 11<sup>th</sup> Floor  
New York, NY 10018



inspiring. excellence.

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

DATE: December 19, 2014  
TO: Dr. Rob Haworth  
Board of School Trustees  
RE: Donation Approval

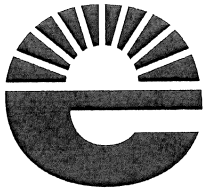
We are in receipt of an extracurricular donation in the amount of \$500.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and other miscellaneous costs associated with this program.

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:

Scott Hammontree  
Cressy and Everett Real Estate  
945 E. Beardsley Ave.  
Elkhart, IN 46514

Thanks,

Jacquie Rost  
Elkhart Memorial High School, Athletic Director



inspiring. excellence.

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

DATE: January 6, 2015  
TO: Dr. Rob Haworth  
Board of School Trustees  
RE: Donation Approval

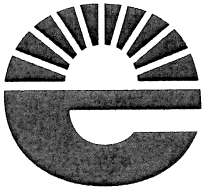
We are in receipt of an extracurricular donation in the amount of \$500.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and other miscellaneous costs associated with this program.

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:

Christal D. Henderson  
8980 SW Village Loop  
Chanhassen, MN. 55317-8589

Thanks,

Jacquie Rost  
Elkhart Memorial High School, Athletic Director



inspiring. excellence.

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

DATE: December 19, 2014  
TO: Dr. Rob Haworth  
Board of School Trustees  
RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and other miscellaneous costs associated with this program.

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:

Kimberly Pasquale  
909 Poquoson Crossing  
Chesapeake, VA 23320

Thanks,

Jacquie Rost  
Elkhart Memorial High School, Athletic Director



inspiring. excellence.

**WOODLAND ELEMENTARY SCHOOL**  
Elkhart Community Schools  
1220 County Road 3, Elkhart, IN 46514-8991  
(574) 262-5578 / 5746 fax  
www.elkhart.k12.in.us

DATE: 12/15/2014  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Jonathan LeVan  
RE: Donation Approval

We have recently secured the following donations to assist our Woodland families who are struggling during this holiday season.

1. Elkhart Police Department Juvenile Detective Christmas Party- \$600
2. Elkhart Police Department Shop With a Cop- \$200
3. Woodland PAC- \$90
4. St Paul's United Methodist Church- \$750
5. Knights of Columbus \$1,500
6. Anonymous donation- \$900
7. Stuff the Bus Food Drive- \$300
8. Anonymous Food Donation-\$100
9. Anonymous Christmas Gift Donation- \$500

Other charitable donations to Woodland:

10. Encounter Church donated a meal for the Woodland staff to recognize staff for their hard work and dedication to the students we serve. - \$285
11. Star Martial Arts- \$400 Star Martial Arts came to work with our third grade students during the day. They donated their services as well as donating pizza at the culminating event with parents on December 12.
12. Hometown Mortgage- \$2,800 was donated to our Woodland PAC to be used for an upcoming student event as well as other school related needs.
13. Grace Bible Church- Scheduled and paid for an anti-bullying program by an illusionist at Woodland \$200

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

back by 1/7/15  
(Date)

TO: Board of School Trustees  
FROM: Dr. Robert Haworth, Superintendent of Schools  
SUBJECT: Profile of Woodland Elementary  
(Name of School)

\*\*\*\*\*

Number of Staff: 2 Administrators 33 Certified Staff 23 Classified Staff

Enrollment: 446 Total 47 %White 13 %Black 29 %Hispanic .6 %Asian .2 %Amer. Indian 9 %Multi Racial 12-15-14 %Pac. Island /Hawaiian As of Date

Previous Year Stability Rate: 62%  
Stability percentage is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.

Parent Involvement: 6% (Parent Activity Council)  
% of Families Represented in PTA/PTO

Special Education:  
16% speech, SLD, or Cognitive Disability.  
14% of population enrolled in speech.

% on Free Lunches: 100% CEP see attachment % with Reduced Lunches: NA

Breakfast Program: 100% CEP  
Average Daily Participation

Before & After School Child Care:                      am participation                      pm participation

• Special Programs  
• Special curriculum features  
• Awards/honors  
see attachment

Attachments: School Improvement Plan Information, Standardized Test Profile, and Staffing/Class Size Report

**WOODLAND ELEMENTARY SCHOOL**

**1220 County Road 3, Elkhart, 46514**

**Phone: 262-5578**

**Fax: 262-5746**

**Principal**

Jonathan LeVan

Julie Woodiwiss, Head Secretary

**Assistant Principal**

Levar Johnson

Michele Habic, Assistant Secretary

**Kindergarten**

Denise Kurth

Amy Richardson

Shalon White

Rachel Woodward

**First Grade**

Jeremy Bechtel

Heather Carlson

Rose Miller

Karin Wirick

**Second Grade**

Stacie Back

Krista Dodd

Linda Kloess

**Third Grade**

Linda Gray

Jennifer Loupee

Tara Williams

**Fourth Grade**

Stephanie Markley

Rob Teitsma

**Fifth Grade**

Amanda Collier

Julie Kelly

**Sixth Grade**

Christy Grubb

James Wasikowski

**Intervention Teachers**

Ami Balding

Jennifer Wakeman

Phillip Whybrew

Gayle Wise

**ESL**

Kim Kalamaros

**Special Education**

Jai Palmer-Davidson

Randi Weidman

Mild Disabilities

Mild Disabilities

**Art**

Kirsten Hawn

Physical Education

Brice Hartman

Social Worker

Gayla Konanz

Speech Pathologist

Teresa Zinich

Parent Support

Theresa Maier

Nurse

Deb Douglas

Music

Lyn Borener

Jeanette Sagarsee

Behavior Support

Melissa Cutcliffe

Paraprofessional and Technical Assistants

Kimberly Bartolini

Donna Bellino

Sabrina Engbrecht

Ferland

Frank Guzman

Leigh Lechlitrer

Heather LeVan-Grinage

Heidi Pawling

Vicky Westphal

Cafeteria

Cynthia Hackman

Lynda Barker

Kimberly Buckley

Kim Corse

Denise Getter

Kelly Martin Del Campo

Annie Wiley

Toya Wiley

Custodians

David Fager

Jackie Wilson

Instructional Paraprofessional

Instructional Paraprofessional

Translator Paraprofessional

Ernest

Keyboarding Paraprofessional

ESL Technical Assistant

Instructional Paraprofessional

Special Needs Paraprofessional

Special Needs Paraprofessional

Library Paraprofessional

Head Custodian





> **Special Programs:**

- > 1. Partnership with Bethel College Women's Basketball team who provides some BC Lady Pilot mentors to work with our 5th and 6th grade students. Students and parents were taken to Bethel to watch the Lady Pilots play a game.
- > 2. Partnership with Grace Bible Church to provide STAR Club weekly (October-March) for 40 students in grades 3-6. Students are picked up at Woodland by Grace staff, taken to the church for mentoring, tutoring, and other activities, and then taken directly to their homes.
- > 3. Junior Achievement in a Day: This is our second year hosting Junior Achievement in May to come in for 1/2 a day to provide grade specific career and community instruction from community volunteers.
- > 4. Annual Woodland student play- Mr. Teitsma, Mrs. Engbrecht, and parents work together to teach students how to perform a play. The past two years, we've taken the show on the road to showcase Woodland talent with other ECS elementary schools.
- > 5. Three Title I Academic nights where we provide information and resources to parents about how they can help their children.
- > 6. Winter and spring musicals are held at Elkhart Memorial School.
- > 7. Partnership with Encounter Church to provide mentors, human resources for events, and meals provided to the staff.
- > 8. STAR Martial Arts during the day- STAR provided an instructor to work with our 3rd grade students during their lunch and recess time.
- > 9. Woodland's Got Talent- Annual student talent show in March where students are able to exhibit their special talents for the audience.
- > 10. Science Club- This is offered weekly for about 8 weeks for students who need support creating a science fair project. This is provided by our Science Fair Coordinator, parent volunteers, and Memorial Honor students.
- > 11. Grades 4-6 will visit ND, Bethel, and Southwestern Michigan College as a part of our college and career readiness.
- > 12. The PBIS team created a College and Career focus to teach, implement and reward positive student behaviors in the cafeteria. The team assigned each grade level a college that they represent in the cafeteria.
- > 13. High school visits to football and volleyball games as a part of the College and Career Readiness. We had more than 60 parents attend both of these events plus 65 students. We were very intentional to get parents involved in these events.
- > 14. Partnership with Child Evangelism Ministries to provide Happy Day Club each week for 20+ students.
- > 15. Robotics club

> **Special Curriculum Features:**

- > 1. Staff instruct Indiana Academic Standards by using minilesson style instruction in reading and writing. Teachers follow district reading curriculum but supplement and modify to meet the needs of our Woodland students. We instruct reading using a version of the balanced literacy approach. The district Journey's curriculum is used as one of the tools in this process.
- > 2. Teachers at grade levels have worked collaboratively to create standards based writing instruction. Writing instruction occurs daily for 40-60 minutes.
- > 3. All students are actively involved with their performance data. This information is contained in a red data folder. Students are actively involved with their teachers to set and track individual goals.
- > 4. We are implementing a version of the 8 Step Instructional Cycle. One alteration of this process is that the students are given one day per week when they play the Everyday Math Games. This has created a time within the day when specific student needs have been addressed through the use of these games.
- > 5. Daily implementation of the Math Review as a part of the 5 Easy Steps to a Balanced Math Curriculum.
- > 6. Daily 5 centers are used in grades K-3. This is a very focused student directed learning time that ensures students are actively involved in learning while the teacher meets with guided reading groups during the 90 minute reading block.

> **Awards/Honors:**

- > 1. Woodland was again given an "A" grade based upon our annual performance.
- > 2. Students are given monthly awards based upon academic and PBS criteria

**Appendix A:**  
**Action Plan and Assessment Plan**

**WOODLAND ENGLISH LANGUAGE ARTS ACTION PLAN - 2014-15**

School: WOODLAND ELEMENTARY						
Focus Area: READING						
GOAL (SUMMATIVE GOALS)						
Begin Date	Teacher Action Steps	Persons Responsible	Begin Date	Professional Development	Person Responsible For PD	Evidence of Implementation
	<ul style="list-style-type: none"> <li>By spring of 2015 80% of students in grades K-2 will read at or above grade level as measured by the final TRC progress monitoring.</li> <li>By spring of 2016 83% of students in grades K-2 will read at or above grade level as measured by the final TRC progress monitoring</li> <li>By spring of 2017 86% of students in grades K-2 will read at or above grade level as measured by the final TRC progress monitoring</li> </ul> <p><b>All grade 3 students will pass IREAD.</b></p> <ul style="list-style-type: none"> <li>By spring of 2015 82% of students in grades 3-6 will score proficient as measured by ISTEP+.</li> <li>By spring of 2016 85% of students in grades 3-6 will score proficient as measured by ISTEP+.</li> <li>By spring of 2017 88% of students in grades 3-6 will score proficient as measured by ISTEP+.</li> </ul> <p><b>BENCHMARKS (FORMATIVE GOALS)</b></p> <ul style="list-style-type: none"> <li>Students in grades K-2 will achieve benchmarks at building expectation levels DIBELS NEXT/TRC for each individual grade level at the percentages listed above.</li> <li>Students grade 3 achieve building benchmarks expectations DIBELS NEXT/F&amp;P Benchmarks &amp; achieve 65% on ACUITY reading standards each qtr at % listed above.</li> <li>Students in grades 4-6 will achieve 65% correct on ACUITY reading standards each qtr &amp; be on building level expectations on F/P benchmarks at percentages listed above.</li> </ul>					
8/11	<p><b>GENERAL:</b> Follow <b>INSTRUCTIONAL CALENDAR aligned ACUITY/State Critical Standards</b> to provide reading instruction during the 90 minute uninterrupted reading block for all K-6 students.</p> <p>Conduct F &amp; P spelling inventory in Aug. for purpose of grouping students into reading groups.</p> <p>Electronic student data portfolio to monitor student progress</p>	K-6 teachers		Present the concept of how to use the spelling inventory.	Collaborative groups	Administrative Reading Instruction Walkthrough
8/14		2-6 teachers	Aug. 2014		Data coordinator/c lassroom teachers	Student data
8/14	<p><b>GENERAL:</b> Conduct pre and post-test for SUCCESS groups. Pre test is analysis of Tier 1 instruction. Teacher</p>	3-6 teachers	Aug. 14	Hold staff conversation to clarify the intent and implementation of these	Admin. and SIP team	Learning Log Minutes Data Team
						TRC ACUITY MCLASS BENCHMARKS
						TRC ACUITY MCLASS

Begin Date	Teacher Action Steps	Persons Responsible	Begin Date	Professional Development	Person Responsible For PD	Evidence of Implementation	BENCHMARKS
8/14	discussion focuses on strategies to reach 80% mastery in Tier 1. Post-test measures learning that took place during SUCCESS for the low group only. Use 8-step process to teach, assess & provide 30-min. differentiated interventions daily. Merge 8-step-data team process to test effectiveness of SUCCESS period teaching & monitor student growth Classroom teacher works on reading skills using guided reading group concept with lowest group during SUCCESS. The on-grade level students will work on enrichment	All staff  Administrators		revised strategies. Hold discussions in separate K-1 and 2-6 groups.		Minutes	Teacher SMART goals
	Conduct monthly meetings with paras to share data and provide more background knowledge for them to use in SUCCESS groups. <b>GENERAL:</b> Provide monthly progress monitoring to measure growth on comprehension using SRI in the computer lab. (3-6) Use to determine progress on smart goals. Conduct running record on students who do not show growth on SRI.	3-6 teachers Keyboard instructor	9/14	Review procedures of SRI and use of data.	Admin.	SRI scores	Fountas and Pinnell
Fall 2014	Jen will provide Tier 3 support daily for students who are not on grade level based on F&P, SRI and progress monitoring in grades 4-6. <b>GENERAL:</b> Provide proficient daily explicit instruction in writing workshop process 45-60 minutes <i>as part of the 120 minute ELA block</i> following the writing maps.	K-6 teachers	Summer 2014 Fall 2014 Spring 2015	Grade-level teams adjust the writing maps  Create new writing rubrics	Jon LeVan Collaborative groups		Quarterly Writing prompt rubric scores
8/14	Follow standards based Writing Instructional Focus maps. Review the new Indiana Standards.	K-6 teachers					
8/11	<b>LOW ACHIEVERS: TIER 2 (8 STEP)</b> Provide 30 minutes of intense interventions daily					Learning Log Minutes Data Team	TRC ACUITY MCLASS



	<p><b>CULTURAL COMPETENCY</b></p> <p>We will address our practice, procedures and cultural awareness of issues that cause over identification of African American students in special education in selected categories and the Disproportionality of student suspensions by increasing professional development, making necessary adjustments in our procedures, and increasing our monitoring of data.</p> <ul style="list-style-type: none"> <li>▪ All teachers implement school-wide PBS plan. Hold a weekly class meeting.</li> <li>▪ PBS team monitor discipline data</li> <li>▪ GEI team prescribes student interventions and monitor results</li> <li>▪ Book study</li> </ul>	<p>K-6 teachers</p> <p>K-6 teachers</p> <p>PBS/BIT team</p> <p>GEI team</p>			<p>Melissa Cutcliffe, behavior specialist</p> <p>psychologist</p>		<p>Monthly Discipline Data</p>	
9/13	<p><b>PARENT INVOLVEMENT</b></p> <ul style="list-style-type: none"> <li>▪ At parent conferences in fall, present reading level/performance results to parents. BOY K-6</li> <li>▪ At back to school and fall parent conferences concert conduct a parent volunteer/survey survey</li> <li>▪ In spring conduct parent climate survey</li> <li>▪ Welcoming event for new families at back to school night</li> </ul>	<p>K-3 teachers</p>				<p>Parent letters</p> <p>Materials for use at home</p> <p>Agenda of parent meetings</p>	<p>TRC</p> <p>ACUITY</p> <p>MCLASS</p> <p>BENCHMARKS</p> <p>Attendance at parent nights</p>	
6/13								
Begin Date	<p>Teacher Action Steps</p> <ul style="list-style-type: none"> <li>▪ Inform of IND. reading law, their child's reading level, interventions and how they can help at home. Sept. Conf., April/May (IREAD) results <ul style="list-style-type: none"> <li>○ Send letters home to parents who do not attend conferences.</li> <li>○ Teachers follow-up phone call to explain to parents.</li> <li>○ Provide tip sheet for home activities</li> </ul> </li> <li>▪ Send End of Year letter to parents K-6 informing of student's reading level.</li> <li>▪ Hold three parent academic nights to share resources, materials and activities to do at home during the summer. Sept., Nov.12, Mar 5.</li> </ul>	<p>Persons Respon.</p> <p>Parent support coordin. and parent volunteers</p> <p>K-6 teachers</p>	<p>Professional Development</p>	<p>Person Responsible For PD</p>	<p>Evidence of Implementation</p> <p>Materials for use at home</p> <p>Agenda of parent meetings</p>	<p>Evidence of Impact</p>		

	<ul style="list-style-type: none"> <li>▪ Hold 2 concerts (fall and spring)</li> <li>▪ Find free, leveled reading resources to send home for parents/students to read together.</li> <li>▪ Homework should be at independent student learning levels. 30 min K-6.</li> <li>▪ Use a daily homework log to communicate with parents in the planners for students 1-6.</li> <li>▪ Work with local church-sponsor/coach athletics</li> <li>▪ Prepare a KG prep DVD for parents</li> </ul>							
Summer	<p><b>TRANSITIONS</b></p> <ul style="list-style-type: none"> <li>▪ Offer KG Klub for incoming KG students at Daly</li> <li>▪ Hold KG Round-up in the Spring</li> <li>▪ Advertise KG Round-up to encourage parents to come and sign up.</li> </ul>	KG teachers Admin. Parent coordin. Parents						
Fall 2014	<p><b>TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>▪ SMARTBOARDS (K-6)</li> <li>▪ ACUITY</li> <li>▪ Address K-6 technology standards in the computer lab in preparation for New Indiana Standards – at least once a week</li> <li>▪ Provide weekly technology class focused on Standards and keyboarding skills</li> <li>▪ IPODs with MCLASS (K-2)</li> <li>▪ THINK CENTRAL access/use as a resource.</li> </ul>	J.LeVan Mr. Ferland Technology Instructional Paras	Aug. 13 Fall 2014 Fall 2014	Training on SMARTBOARDS Review essential skills publish for new IN standards K-2 whiteboard training for portable board EXCEL training for teachers as needed	A. Collier Classroom teachers Keyboard Instructor Ms.Neff			

## WOODLAND ELEMENTARY MATH ACTION PLAN – 2014-2015

**Goal:** By spring of 2014, 83% of students in grades 3-6 will meet Indiana Academic Standards in Math as measured by ISTEP+.

**Benchmarks:**

By Spring 2014, 83% of grades K-6 students score Proficient as measured by mClass Math K-2; 65% proficient ACUITY

By Spring 2015, 86% of grades K-6 students score Proficient as measured by mClass Math K-2; 65% proficient ACUITY

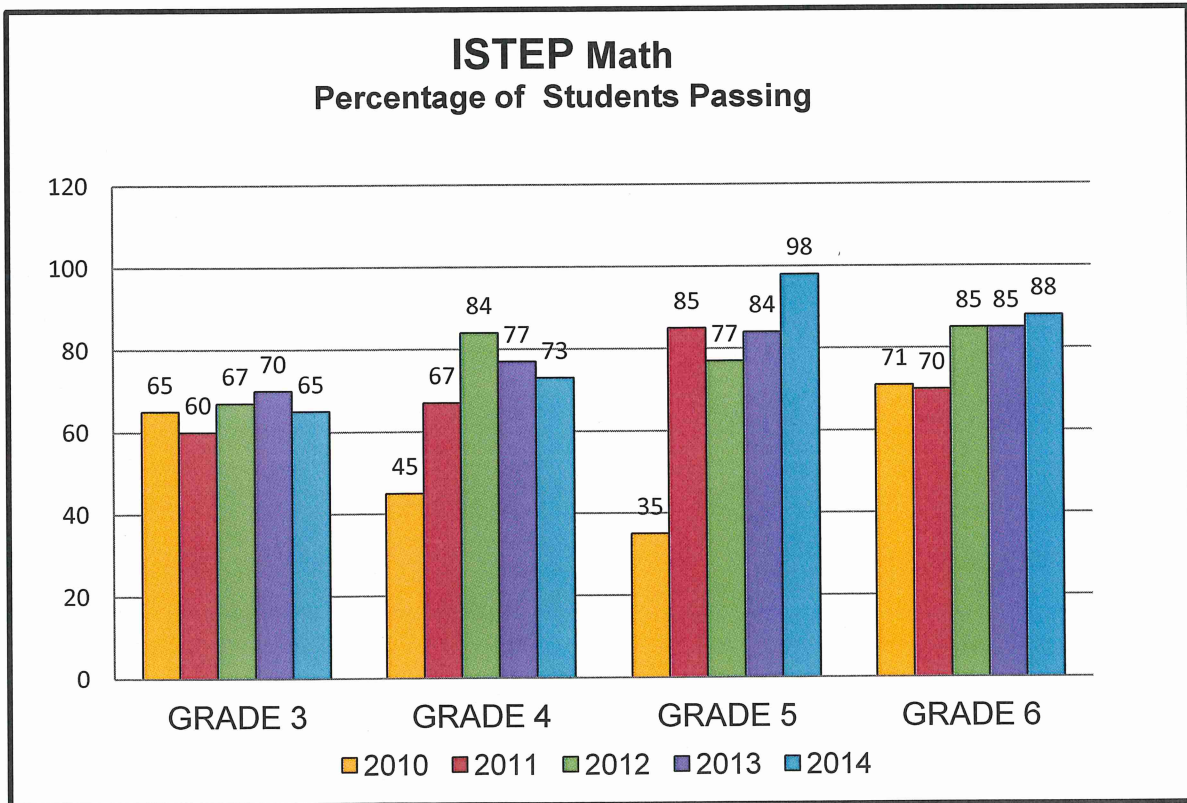
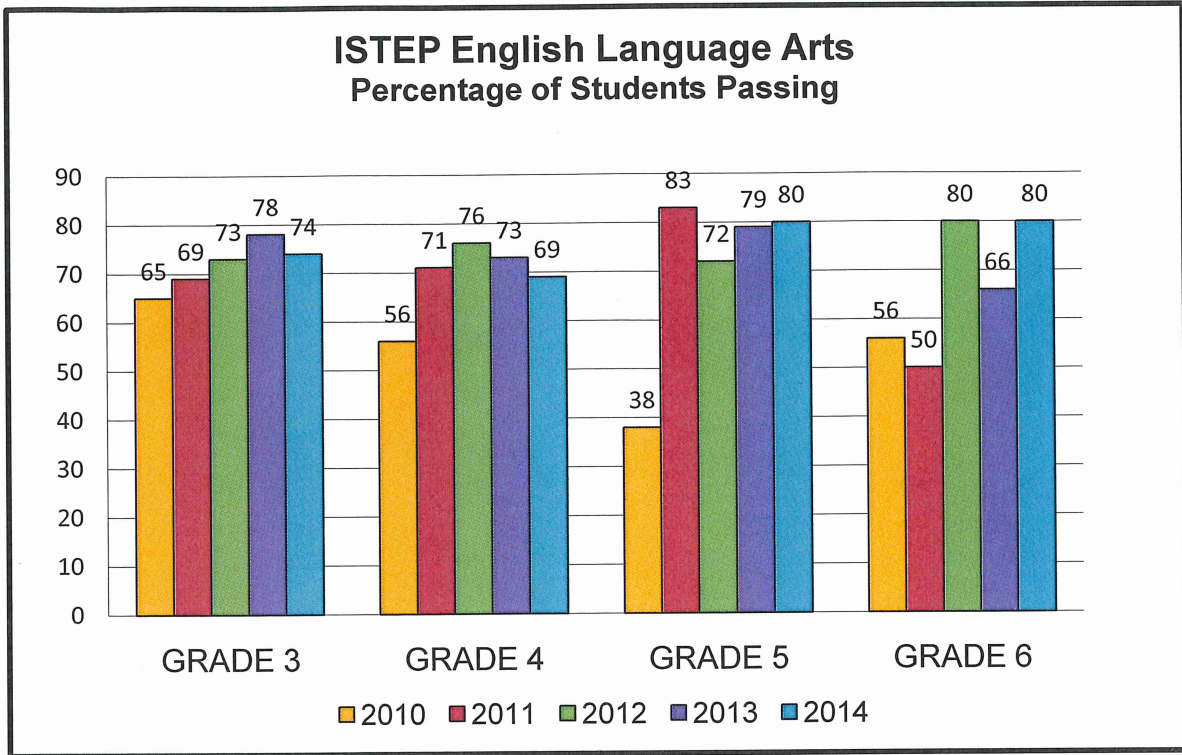
By Spring 2016, 89% of grades K-6 students score Proficient as measured by mClass Math K-2; 65% proficient ACUITY

Strategies			Supporting Professional Development and Assessment				
Begin Date	Teacher Action Steps	Person(s) Responsible	Begin Date	Professional Development	Person Responsible	Evidence of Implementation	Evidence of Impact
Aug. '13	<p><b>GENERAL:</b> Follow the district pacing guide with fidelity during the 75-minute math block.</p> <p>Implement with fidelity:</p> <ul style="list-style-type: none"> <li>• Daily Math review</li> <li>• Problem solving weekly</li> <li>1. Problem Solving assessment monthly</li> <li>2. Poster method 2X per month</li> <li>3. Teacher's choice</li> </ul> <p>Progress monitor K-2 using MCLASS</p>	K-6 teachers	8/13	Teachers attend summer math training	District trainers	On Track with the district Pacing Guide	MClass Math K-2 ACUITY
9/13	<p><b>LOW ACHIEVERS:</b> Provide small group support to pre-teach and re-teach concepts/skills 1X/week in classroom.</p>	K-6 teachers		Collaboration at grade level	Jenny Hinman Jon LeVan/Grade Level Teams	Administrative Walkthroughs	MClass Math K-2 ACUITY
9/13	<p><b>LOW ACHIEVERS</b> Once a week provide intervention games based on student needs on grade level standards (Grades 1-6) During SUCCESS period</p>	All staff		Review math fact fluency strategies at grade level meetings	Jon LeVan/Grade level teachers		MClass Math K-2 ACUITY
Sept. '13	<p><b>HIGH ACHIEVERS:</b> Once a week provide challenge games during intervention time based on grade level standards. (K-6)</p>	K-6 teachers and paras					MClass Math K-2 ACUITY
Fall 13	<p><b>TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>▪ ACUITY remediation on the computer</li> <li>▪ SMARTBOARDS (3-6)</li> <li>▪ Address K-6 technology standards in the computer lab in preparation for Core Standards</li> <li>▪ IPODs with MCLASS</li> </ul>	K-6 teachers					



Begin Date	Teacher Action Steps	Person(s) Responsible	Begin Date	Professional Development	Person Responsible	Evidence of Implementation	Evidence of Impact
Fall 13	<p><b>PARENT INVOLVEMENT</b></p> <ul style="list-style-type: none"> <li>• Math-at-home game program once a week.</li> <li>• Family Learning Night – fall – make and take math games</li> <li>• Encourage parents to use the parent resource room – as volunteers to support teachers</li> <li>• Have grade level work folders in the parent room for parents to work on</li> <li>• Teachers will have parents sign up for being a school volunteer at back to school night. Theresa, parent coordinator, will gather lists, contact parents and assign them jobs.</li> <li>• Focus on building support, relationships and involvement with KG parents in Partnering with Parents of Preschoolers.</li> </ul>	<p>K-6 teachers</p> <p>Theresa Maier, Title 1 Parent Support Coordinator and Parents</p>					<p>Monthly Reports by Theresa Maier</p> <p>Parent Survey</p>

**WOODLAND ELEMENTARY ISTEP+  
5-Year Comparison**



MINUTES  
OF THE REGULAR MEETING AND WORK SESSION  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
December 22, 2014

J.C. Rice Educational Services Center, 2720 California Rd., Elkhart – 7:00 a.m.			Place/Time
Board Members Present:	Dorisanne H. Nielsen Carolyn R. Morris	Susan C. Daiber Jeri E. Stahr Douglas K. Weaver	Roll Call
Absent:	Glenn L. Duncan	Karen S. Carter	
President Dorisanne Nielsen called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.			Call to Order/Pledge
Mrs. Nielsen discussed the invitation to speak protocol.			Protocol
By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): approximately 250 scarves hand knit by Diane Dawe. Material for the scarves was donated by members of First Congregational Church. The scarves will be distributed to children in ECS; a check for \$800.00 from the Elkhart League of Women Voters for the U.S. History Trip; a Yamaha Upright Piano valued at \$2,300.00 from Fred and Judy Bechtold for ECS Music Department; 300 coats from the United Way of Elkhart for Roosevelt students in need; and a check for \$200.00 from Goodwill of South Bend to assist Roosevelt families in need of clothing and furniture.			Gift Acceptance
By unanimous action, the Board approved the following minutes: December 9, 2014 - Public Work Session December 9, 2014 - Regular Board Meeting			Approval of Minutes
By unanimous action, the Board approved payment of claims totaling \$5,870,157.22 as shown on December 22, 2014, claims listing. (codified file 1415-73)			Payment of Claims
The Board received a financial report for the period for the period January 1, 2014 – November 30, 2014 and found it to be in good order.			Financial Report
Doug Hasler, Executive Director of Support Services, reported the following fund loans were made on November 31, 2014: \$500,000.00 from General Fund to Transportation Operating Fund; and \$30,000.00 from General Fund to Transportation Bus Replacement Fund.			Fund Loans

By unanimous action, the Board awarded the bid for the purchase of fuel during the calendar year 2015 to North Central CO-OP as the lowest and best, most responsive bidder. Dr. Robert Woods, Director of Business Operations, shared, in previous years we have taken fuel price over the lowest available dock price on the date of deliver, this year the Business Office is recommending a fixed price per gallon for the entire year of \$1.833 per gallon for no lead fuel, \$2.138 and \$2.228 per gallon of 38% cetane and 50% cetane diesel fuel respectively. (codified file 1415-74)

Fuel Bids

By unanimous action, the Board approved the bid award from HIMCO in Elkhart as the lowest and best, most responsive bidder for refuse removal for the next three years, 2015, 2016, and 2017. This company has been responsible for the refuse removal for the previous three years and has been a cooperative vendor dealing with any issues that arise. (codified file 1415-75)

Refuse Bids

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

Fundraisers

By unanimous action, the Board approved and waived second reading of proposed revisions to Board Policy GCEA, Substitute Teacher Pay Schedule. Doug Thorne, Executive Director of Personnel and Legal Services, explained the changes and in response to Board inquiry, Superintendent Haworth commented the shortage of substitute teaches is a state and nationwide issue and when we are short substitutes, other staff in each building are compensated to cover the classes of the absent teacher.

Board Policy  
GCEA

By unanimous action, the Board approved an overnight trip request for Memorial Wrestling Team to travel to Anderson IN for a wrestling meet in Yorktown IN on December 19-20, 2014.

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 of the December 22, 2014 listing. (codified file 1415-76)

Conference  
Leaves

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

Personnel  
Report

Employment of the following two (2) certified employees for remainder of the 2014-2015 school year, effective on the dates indicated:

Certified  
Enrollment

Jessica Van, language arts at Pierre Moran, 1/5/15

Alexa Waggener, grade 3 PEP at Bristol, 1/5/15

Maternity Leave for the following two (2) certified employees effective on the dates indicated:

Maternity  
Leaves

Stacey VanEck, psychologist at ESC beginning 1/13/15 and ending on 2/23/15  
Lindsey Walters, language arts at Central beginning 2/5/15 and ending 6/5/15

By unanimous action, the Board cancelled the coaching and teaching contracts of James C. Iannarelli in accordance with Indiana Code 20-28-7.5-1(e).

Contract  
Cancellation

By unanimous action, the Board approved the Superintendent's contract with suggestions as presented at the December 9<sup>th</sup> Board meeting. The contract begins on July 1, 2015 and concludes on June 30, 2018

Superintendent  
Contract

The Board heard Dr. Hill, Assistant Superintendent for Instruction, report on "Music for Social Change Workshops" at Goshen College on January 12, 2015 and Roosevelt STEAM Academy on Tuesday January 13. He invited the Board to visit Roosevelt.

From the  
Audience

The meeting adjourned at approximately 7:34 a.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Dorisanne H. Nielsen - President

\_\_\_\_\_  
Carolyn R. Morris - Vice President

\_\_\_\_\_  
-absent  
Glenn L. Duncan - Secretary

\_\_\_\_\_  
Karen S. Carter - Member

\_\_\_\_\_  
-absent  
Susan C. Daiber - Member

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

\_\_\_\_\_  
Douglas K. Weaver - Member





Elkhart  
Community Schools

**WEST SIDE MIDDLE SCHOOL**

101 S. Nappanee Street Elkhart, IN 46514  
574-295-4815 fax 574-295-4812

January 5, 2015

West Side Middle School Band  
2015-2015 Instrument Purchase  
6-year instrument purchase plan

We are in year 4.  
ECS buys 3 instruments a year for West Side. The first 3 years we bought Baritones(est. \$1500ea.) and Tubas(est. \$3000 ea.). This upgraded these instruments and allowed students to have an instrument at home and at school. The next 3 years we are buying French Horns.(Conn 9D retails for \$5000) West Side French Horns need upgraded and we will be short of French Horns in the coming years with 12 French Horn players in the 6<sup>th</sup> and 7<sup>th</sup> grade.

The flutes, trumpets, and trombones will be upgraded this year. Clarinets will be upgraded next year. Oboes in two years. We will establish a new plan in 3 years.

We have 2 flute students student not able to play in class because we are short flutes.

Vendor is aware we need school board approval for purchases over \$500.

Instruments to be purchased from the WS account:

Qty.	6	Model 104 flute
Qty.	5	Model TR300H2 trumpet
Qty.	5	Model 606 trombone
TOTAL		\$5,967

Instruments will be purchased from Conn –Selmer, assisted by Quinlan and Fabish. Conn-Selmer is located here in Elkhart. Elkhart Community Schools are a Conn-Selmer All- American school corporation. With this distinction we are receiving \$12,456.75 off of retail price.

Thank you,

Tim Carnall  
Orchestra Director  
West Side Middle School

Kristie Stutsman  
Principal  
West Side Middle School



**Elkhart Community Schools**  
inspiring. excellence.

West Side Middle School  
101 S. Nappanee St.  
Elkhart, IN 46514


December 17, 2014

To Whom It May Concern:

The West Side Choral Department is requesting to use \$2527 for our extracurricular account in order to purchase a sound system. This sound system would be used for all music department concerts as well as assemblies during the school day (i.e. awards programs, school talent show, etc.) that need microphones and speakers. We would also use the speakers in the choir/orchestra classroom every day in order to supplement sound coming from the computer. The cost that is listed above is half of the cost listed on the pdf that is attached. The orchestra would be covering the remaining funds from their extracurricular account. If you have any questions, please do not hesitate to contact me at 574-295-4815 or [segreen@elkhart.k12.in.us](mailto:segreen@elkhart.k12.in.us). Thank you for your time and consideration.

Thank you,

Stephanie E. Green  
Choral Director  
West Side Middle School

Kristie Stutsman   
Principal  
West Side Middle School





**Elkhart  
Community Schools**

**WEST SIDE MIDDLE SCHOOL**

101 S. Nappanee Street Elkhart, IN 46514  
574-295-4815 fax 574-295-4812


December 19, 2014

To Whom It May Concern:

The West Side Orchestra Department is requesting to use \$2527 from our extracurricular account in order to purchase a sound system. This sound system would be used for all music department concerts as well as assemblies during the school day (i.e. awards programs, school talent show, etc.) that need microphones and speakers. We would also use the speakers in the choir/orchestra classroom every day in order to supplement sound coming from the computer. We need to have accompaniment playing, metronomes, and tuning pitches. The cost that is listed above is half of the cost listed on the pdf that is attached. The choral department would be covering the remaining funds from their extracurricular account. If you have any questions, please do not hesitate to contact me at 574-295-4815 or [pciesielski@elkhart.k12.in.us](mailto:pciesielski@elkhart.k12.in.us). Thank you for your time and consideration.

Thank you,

Patrick P. Ciesielski  
Orchestra Director  
West Side Middle School

Kristie Stutsman   
Principal  
West Side Middle School

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
January 13, 2015 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Feeser Student Council	Students and staff will participate in a Penny War. Proceeds will be donated to Riley's Children Hospital	5/18/2015 - 5/22/2015	Daleanne Woods
Feeser Student Council	Valentine smencils will be sold to students and staff. \$900.00 was used from Student Council funds at Christmas time to sponsor 9 Feeser families. Money from the sale of smencils will go back to the Student Council Holiday Relief Fund for use next Christmas for Feeser families in need.	2/2/2015 - 2/13/2015	Daleanne Woods
	<b>Please note the following fundraisers are presented for confirmation only.</b>		
Charger Speech & Debate Team	Coupons will be handed out for Bigby Coffee and for each coupon used \$1.00 will be donated to the Charger Speech & Debate Team.	1/6/2015 - 2/28/2015	Todd Efsits



inspiring. excellence.

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

December 17, 2014

Memorandum

Re: Notification of Grant Submission

To The Elkhart Board of School Trustees:

Beck Elementary School has applied for a grant through the Indiana Department of Education Title I Office. The release of the grant opportunity on December 12, 2014 presented a short timeline for grant development and submission by the deadline of December 19, 2014. Due to the minimal time for grant development, the notification of grant submission is being delivered to the Board of School Trustees after the submission of the grant application.

This grant allows eligible schools to receive funding to participate in school improvement planning through AdvancED. This grant will require a partnership with AdvancED in using the ASSIST program, as well as possible professional development and site reviews. The intent of the grant is to provide resources to write an effective school improvement plan and build leadership capacity. I have been in communication with Mr. Dan Rice, Director of Technology, in regards to the technology needs in the event grant funds are awarded.

Please feel free to contact me with any additional questions.

Sincerely,

Beth A Williams  
Supervisor of Federal Programs



# Grant Approval Form

**DATE:**

12/17/14

**TO:**

Dr. Robert Haworth, Superintendent  
Board of School Trustees

**FROM:**

JeNeva Adams

**SCHOOL /ENTITY APPLYING:**

Beck Elementary

**RFA Read**  **YES**  **NO**

**NAME OF ADMINISTRATOR APPROVING APPLICATION:**

Beth A. Williams

**GRANT TITLE:**

1003 (a) Tier IV AdvancED Options

**ENTITY APPLYING TO:**

Indiana Department of Education

**GRANT AMOUNT:**

6,000.00

**GRANT SUBMISSION DEADLINE:**

12/19/14

**EXPLANATION OF GRANT:**

Eligible schools will receive funding to participate in school improvement planning through AdvancED. This grant will require a partnership with AdvancED in using the ASSIST program, as well as possible professional development and site reviews. The intent of the grant is to provide resources to write an effective school improvement plan and build leadership capacity.

**IF PART OF GRANT, NOTIFY:**

**DIRECTOR OF TECHNOLOGY**

**YES**  **N/A**

**DATE**

12/17/14

**DIRECTOR OF SAFETY AND SECURITY**

**YES**  **N/A**

**DATE**

**DIRECTOR OF STUDENT SERVICES**

**YES**  **N/A**

**DATE**

**DIRECTOR OF FOOD SERVICES**

**YES**  **N/A**

**DATE**

**SUSTAINABILITY PLAN:**

This is a pilot program offered by the IDOE.

**WHERE/HOW WILL GRANT FUNDING BE UTILIZED:**

This is a web-based school improvement program.

**WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:**

JeNeva Adams and Beth Williams

**BOARD:**  **APPROVED**  **DENIED**

**DATE OF BOARD APPROVAL**



inspiring. excellence.

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

December 17, 2014

Memorandum

Re: Notification of Grant Submission

To The Elkhart Board of School Trustees:

Pierre Moran Middle School has applied for a grant through the Indiana Department of Education Title I Office. The release of the grant opportunity on December 12, 2014 presented a short timeline for grant development and submission by the deadline of December 19, 2014. Due to the minimal time for grant development, the notification of grant submission is being delivered to the Board of School Trustees after the submission of the grant application.

This grant allows eligible schools to receive funding to participate in school improvement planning through AdvancED. This grant will require a partnership with AdvancED in using the ASSIST program, as well as possible professional development and site reviews. The intent of the grant is to provide resources to write an effective school improvement plan and build leadership capacity. I have been in communication with Mr. Dan Rice, Director of Technology, in regards to the technology needs in the event grant funds are awarded.

Please feel free to contact me with any additional questions.

Sincerely,

Beth A Williams  
Supervisor of Federal Programs



**Elkhart  
Community Schools**

inspiring. excellence.

# Grant Approval Form

**DATE:**

12/17/14

**TO:**

Dr. Robert Haworth, Superintendent  
Board of School Trustees

**FROM:**

Levon Johnson

**SCHOOL /ENTITY APPLYING:**

Pierre Moran Middle School

**RFA Read**  **YES**  **NO**

**NAME OF ADMINISTRATOR APPROVING APPLICATION:**

Beth A. Williams

**GRANT TITLE:**

1003 (a) Tier IV AdvancED Options

**ENTITY APPLYING TO:**

Indiana Department of Education

**GRANT AMOUNT:**

6,000.00

**GRANT SUBMISSION DEADLINE:**

12/19/14

## EXPLANATION OF GRANT:

Eligible schools will receive funding to participate in school improvement planning through AdvancED. This grant will require a partnership with AdvancED in using the ASSIST program, as well as possible professional development and site reviews. The intent of the grant is to provide resources to write an effective school improvement plan and build leadership capacity.

## IF PART OF GRANT, NOTIFY:

**DIRECTOR OF TECHNOLOGY**

**YES**  **N/A**

**DATE** 12/17/14

**DIRECTOR OF SAFETY AND SECURITY**

**YES**  **N/A**

**DATE**

**DIRECTOR OF STUDENT SERVICES**

**YES**  **N/A**

**DATE**

**DIRECTOR OF FOOD SERVICES**

**YES**  **N/A**

**DATE**

## SUSTAINABILITY PLAN:

This is a pilot program offered by the IDOE.

## WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

This is a web-based school improvement program.

## WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Levon Johnson and Beth Williams

**BOARD:**  **APPROVED**  **DENIED**

**DATE OF BOARD APPROVAL**



inspiring. excellence.

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

December 22, 2014

Memorandum

Re: Notification of Grant Submission

To The Elkhart Board of School Trustees:

The Elkhart Area Career Center is completing a grant application proposal to the United Way of Elkhart County. The United Way of Elkhart County has agreed to review and consider an Innovation Grant proposal outside of the typical grant cycle providing an excellent opportunity to pursue funding for a summer Career Camp for middle school students.

The United Way Innovation Grant would support partial funding for the proposed Career Camp for Middle School students during July 2015. The invitation to complete a grant application was received this week. Due to the short timeline for grant development and submission by the deadline of January 12, 2015, the notification of grant submission is being delivered to the Board of School Trustees after the submission of the grant application.

I am working with Mr. Kovach to ensure procedures for the School Board of Trustees are followed for notification of grant approval after submission of the grant application. I have been in communication with Mrs. Pam Melcher, Director of Food Service, in regards to the food needs in the event grant funds are awarded. The Elkhart Area Career Center was limited in the ability to submit a request for grant approval based on the timing of the grant application invitation.

Please feel free to contact me with any additional questions.

Sincerely,

Kimberly Boynton

Director of Grant Development



**DATE:**

12/22/14

**TO:**

Dr. Robert Haworth, Superintendent  
Board of School Trustees

**FROM:**

Kim Boynton

**SCHOOL / ENTITY APPLYING:**

Career Center

RFA Read  YES  NO

**NAME OF ADMINISTRATOR APPROVING APPLICATION:**

William Kovach

**GRANT TITLE:**

United Way Innovation Grant

**ENTITY APPLYING TO:**

United Way

**GRANT AMOUNT:**

\$30,000

**GRANT SUBMISSION DEADLINE:**

1/12/2015

**EXPLANATION OF GRANT:**

The United Way Innovation Grant will support the proposed career camp for middle school students. The purpose of the program is to provide opportunities for career exploration to begin earlier discussion related to career planning. In addition, it will provide an opportunity to embed career exploration in standards-based learning.

**IF PART OF GRANT, NOTIFY:**

**DIRECTOR OF TECHNOLOGY**

YES  N/A

**DATE**

**DIRECTOR OF SAFETY AND SECURITY**

YES  N/A

**DATE**

**DIRECTOR OF STUDENT SERVICES**

YES  N/A

**DATE**

**DIRECTOR OF FOOD SERVICES**

YES  N/A

**DATE** 12/22/14

**SUSTAINABILITY PLAN:**

Continued focus on partnering with businesses, community agencies, and additional funding sources including investigation of grants.

**WHERE/HOW WILL GRANT FUNDING BE UTILIZED:**

Elkhart Area Career Center Career Camp for middle school students.

**WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:**

William Kovach and Brad Sheppard

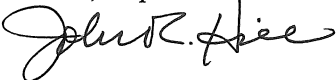
**BOARD:**  APPROVED  DENIED

**DATE OF BOARD APPROVAL**



**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: January 8, 2015  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. John Hill   
 RE: **Conference Leave Requests**  
**January 13, 2015 - Board of School Trustees Meeting**

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

2014 - 2015 CONFERENCES	EXPENSES	SUBSTITUTE
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>INDIANA PUBLIC BROADCASTING STATIONS ANNUAL MEETING</b>	\$354.80	\$0.00
This meeting will provide an opportunity to meet with other Indiana Public Broadcasting Station managers as well as Indiana legislators. Indianapolis, IN January 7 - 8, 2015 (2 day's absence) ANTHONY HUNT - WVPE (0-0)		
<b>HORIZON EDUCATION ALLIANCE - MUSIC FOR SOCIAL CHANGE</b>	\$25.00	\$0.00
This workshop will provide a better understanding of the El Sistema USA music program and how it can improve instruction and learning for students. Educators will learn the pedagogy to expand the El Sistema inspired music program in Elkhart Community Schools. Goshen, IN January 12, 2015 after school (0 day's absence) KYLE MILLER - PIERRE MORAN (0-0)		
2014 YEAR-TO-DATE GENERAL FUNDS	\$33,623.70	\$5,135.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$608.00	\$340.00
2014 YEAR-TO-DATE OTHER FUNDS	\$169,312.37	\$14,490.00
2014 YEAR-TO-DATE ADJUSTMENTS	(\$7,035.40)	(\$680.00)
2015 YEAR-TO-DATE OTHER FUNDS	\$7,285.27	\$680.00
2015 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$203,793.94</b>	<b>\$19,965.00</b>

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



Date: January 13, 2015  
To: Dr. Robert Haworth  
From: Mr. W. Douglas Thorne  
Subject: Personnel Recommendations

---

**Certified**

- a. **Retirement** – We report the retirement of the following employees at the end of the 2014-15 school year:

<b>Carolyn Aho-Rulli</b>	<b>Memorial/Special Ed</b>	<b>36 Years of Service</b>
<b>Annetta Ropp</b>	<b>ESC/Psychologist</b>	<b>23 Years of Service</b>

**Classified**

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

<b>Sherrie Anspach</b> Began: 9/29/14	<b>Pierre Moran/Technical Assistant</b> PE: 12/5/14
<b>Carol Brown</b> Began: 10/15/14	<b>Memorial/Food Service</b> PE: 1/7/15
<b>Larry Brown</b> Began: 9/30/14	<b>Transportation/Bus Helper</b> PE: 12/5/14
<b>Kimberly Corse</b> Began: 9/29/14	<b>Woodland/Food Service</b> PE: 12/5/14
<b>Diane Hobson</b> Began: 10/13/14	<b>Monger/Food Service</b> PE: 1/5/15
<b>Monique Holmes</b> Began: 10/6/14	<b>Beck/Roosevelt/Food Service</b> PE: 12/15/14
<b>D’Varius Johnson</b> Began: 10/20/14	<b>Beck/Custodian</b> PE: 12/23/14

**Shannon Link**  
Began: 10/13/14

**Daly/Secretary**  
PE: 1/5/15

**Debora Micolavonfurstenrecht**  
Began: 10/6/14

**Memorial/Central/Food Service**  
PE: 12/15/14

**Cheryl Nieves**  
Began: 9/30/14

**Transportation/Bus Helper**  
PE: 12/5/14

**Traci Pace**  
Began: 10/9/14

**Pierre Moran/Food Service**  
PE: 12/17/14

**Kirstin Truman**  
Began: 9/30/14

**Monger/Paraprofessional**  
PE: 12/5/14

**Julie Williams**  
Began: 10/13/14

**Beardsley/Paraprofessional**  
PE: 1/5/15

**Jacqueline Wilson**  
Began: 10/27/14

**Woodland/Custodian**  
PE: 1/5/15

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

**DeAnn Graham**  
Began: 2/19/14

**Cleveland/Food Service**  
Resign: 11/25/14

**Barbara White**  
Began: 8/29/12

**West Side/Food Service**  
Resign: 12/19/14

**Joseph Wood**  
Began: 1/28/13

**ESC/Support Tech I**  
Resign: 12/31/14