

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

September 22, 2015

CALENDAR

Sep 22	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep 22	Immediately following	Executive Session, J.C. Rice Educational Services Center
Sep 22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep 27	thru 29	ISBA Fall Conference, Indianapolis, IN
Oct 13	7:00 p.m.	Regular Board Meeting, Mary Beck Elementary School
Oct 27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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A. CALL TO ORDER/PLEDGE

B. INVITATION TO SPEAK PROTOCOL

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

D. MINUTES

September 8, 2015 – Public Work Session  
September 8, 2015 – Regular Board Meeting  
September 15, 2015 – Public Work Session

E. TREASURER'S REPORT

Consideration of Claims

Financial Report – January 1, 2015 – August 31, 2015

Fund Loans

2016 Budget - The Business Office recommends Board approval of the 2016 Budget.

2016-2020 Capital Projects Plan - The Business Office recommends Board approval of the plan for the Capital Projects Fund for 2016-2020.

2016 School Bus Replacement Plan - The Business Office recommends Board approval of the 2016 School Bus Replacement Plan.

Tax Neutrality Resolution – The Business Office recommends adoption of a resolution to reduce the 2016 Capital Projects and Bus Replacement Funds by an amount equal to the levy for debt service on the pension bonds.

2016 Budget Goals – The Business Office recommends adoption of a resolution for establishing budget goals for 2016.

Resolution for Budget Reduction – The Business Office recommends adoption of a resolution authorizing reductions, which may be required at the budget hearing with Department of Local Finance.

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

F. UNFINISHED BUSINESS

Board Policy DLC – The administration recommends approval of the proposed revisions to Board Policy DLC, Expense Reimbursements (Administrators), as initially presented at the Board’s September 8<sup>th</sup> meeting.

Administrative Regulation DLC – The administration presents proposed revisions to Administrative Regulation DLC, Expense Reimbursements (Administrators), as initially presented at the Board’s September 8<sup>th</sup> meeting.

Board Policy KL – The administration recommends approval of the proposed new Board Policy KL, Corporate and Community Partnerships, with revisions suggested at the Board’s September 8<sup>th</sup> meeting.

G. NEW BUSINESS

Communication & Data Department Update

Student Services Department Update

Instructional Leadership Department Update

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

Elkhart Education Foundation for an Extra Curricular Grant from the Elkhart Area Career Center Cosmetology Department.

Elkhart Education Foundation for a Wildcats in the Community Grant from the West Side Community Service Club.

Elkhart Education Foundation for an Extra Curricular Grant from Elkhart Memorial High School Athletic Department.

Elkhart Education Foundation for an Extra Curricular Grant from Elkhart Memorial and Central High School Athletic Departments.

Indiana Department of Education for an Innovation Planning Grant from ECS.

Lowe's Toolbox for Education Grant for Creating a Courtyard Classroom from Cleveland Elementary.

First Source Foundation for a Midwest Clinic Orchestra Performance Lunch from Elkhart Central High School Orchestra.

Teachers Credit Union Foundation for a Midwest Clinic Orchestra Performance Lunch from Elkhart Central High School Orchestra.

Indiana Youth Institute for a Professional Development Grant from Tipton.

Target for a Target Field Trip Grant from Mary Beck Elementary.

Grant Confirmation – The administration seeks Board confirmation for a grant submitted to Indiana Youth Institute for a Professional Development Grant from Riverview.

Board Policy GDBA-5 – The administration presents proposed revisions to Board Policy GDBA-5, Secretarial/Business Wage Schedule, for initial consideration.

Board Policy GDBA-10 – The administration presents proposed revisions to Board Policy GDBA-10, Employees in Miscellaneous Positions Compensation Plan, for initial consideration and requests waiver of second reading.

H. PERSONNEL

Conference Leaves for Carl D. Perkins Grant – The administration recommends approval of conference leave requests in accordance with Board Policy.

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

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

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT



**COMMUNICATION & DATA**

PHONE: 574-262-5569



**ELKHART COMMUNITY SCHOOLS**

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

**TO: DR. ROBERT HAWORTH, BOARD OF SCHOOL TRUSTEES**

**FROM: BRENDA KOLBE, COMMUNICATION SPECIALIST**

**DATE: SEPTEMBER 2, 2015**

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**GIFT APPROVAL – BEN’S PRETZELS**

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Ben’s Pretzels has donated 1,400 gift certificates, each for a free pretzel, with a total value of \$4,606.00 (\$3.29 each). One hundred certificates will be sent to each of Elkhart Community Schools’ 14 elementary schools. These will be given out at the school’s discretion to students who display random acts of kindness.

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

Tiffany Watts  
Ben’s Pretzels  
2840 Lillian Dr  
Elkhart, IN 46514

Thank you,

Brenda Kolbe  
Communication Specialist  
Elkhart Community Schools













**RIVERVIEW ELEMENTARY SCHOOL**

2509 WOOD STREET • ELKHART, IN 46516

PHONE: 574-295-4850



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: September 8, 2015  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Barbara Cripe, Principal of Riverview School  
RE: Donation Approval

The Elkhart Lions Club has donated copies of "A Student's Dictionary" for all Riverview third grade students. The value of sixty-three dictionaries, at a cost of \$ 3.00 each, amounts to a gift of \$ 189.00.

Riverview teachers and students are very appreciative of this generous donation.

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

Elkhart Lions Club  
Attn: Maryellen Baker  
227 South Main Street  
Elkhart, IN 46516







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

Elkhart Community Schools  
Elkhart, Indiana

September 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

Dawn McGrath  
Doug Thorne  
Bob Woods

The Board heard updates regarding food vendors and the "My Brother's Keeper" event; discussed the upcoming community meetings, ISBA conference arrangements, naming criteria, and the agenda for the regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 6:15 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
September 8, 2015

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

Place/Time

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

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$675.00 from Allstate Insurance Company's Giving Program to Central High School's athletic department for the wrestling program; \$300.00 from Mike Wain to assist with new soccer uniforms for Monger students; a 2004 Troybuilt 21 HP 46" lawn tractor and a Ryobi weed eater valued at \$550.00 to the Elkhart Area Career Center's (EACC) motorcycle/outdoor power technology department from Jamie Stith; \$100.00 worth of gift cards from Kroger to Beardsley Elementary School to help with emergency needs of students and their families; \$3,200.00 from the First Presbyterian Church to help support the uniform program and other student needs at Beardsley; and \$100.00 from J.C. Penney Company's Adopt a Classroom program to Riverview Elementary School for reading and math supplies.

Gift Acceptance

By unanimous action, the Board approved the following minutes:  
August 25, 2015 – Public Work Sessions  
August 25, 2015 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$7,314,755.84 as shown on the September 8, 2015 claims listing. (Codified File 1516-20)

Payment of Claims

President Morris opened a public hearing on the proposed 2016 Budget, with no comments from audience members, President Morris declared the hearing was closed.

Public Hearing on 2016 Budget

President Morris opened a public hearing on the proposed 2016 Bus Replacement Plan, with no comments from audience members, President Morris declared the hearing was closed.

Public Hearing  
on 2016 Bus  
Replacement  
Plan

President Morris opened a public hearing on the proposed 2016 Capital Projects Plan, with no comments from audience members, President Morris declared the hearing was closed.

Public Hearing  
on 2016  
Capital Projects  
Plan

Doug Hasler, executive director of support services, gave an overview of the resolutions being brought before the Board for approval at the next meeting. They include: a Budget Reduction Resolution, a Budget Goals Resolution, a Budget Form 4 Resolution, a Tax Neutrality Resolution, a Capital Projects Plan Hearing Resolution, and a Bus Replacement Plan Hearing Resolution. He noted in the past, ECS has exceeded the state average for classroom spending. In response to Board inquiries, he stated ECS's goals include striving to equal or better our prior year classroom spending level.

Budget  
Resolutions

By unanimous action, the Board approved an extra-curricular purchase of a 4-unit string instrument storage rack for West Side Middle School's orchestra in the amount of \$801.00.

Extra-  
Curricular  
Purchase

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. In response to Board inquiry, Mr. Hasler replied fundraising events are reviewed by Pam Melcher, director of food services, in regard to compliance with the wellness policy. (Codified File 1516-21)

Fundraiser  
Approval

Ted Foland, energy education specialist, presented an Energy Progress Report. 2015 cost avoidance through July was 30.7%, .5% ahead of the same time period in 2014. The total cost avoidance projection for 2015 should reach one million dollars and a goal of 30%. The program's cost avoidance is valued at over 6 million dollars. Over 50% of the 213 auto flush urinals have been replaced. Monger and Pierre Moran have shown savings in excess of \$5,000. New challenges were presented by the multiple construction projects, earlier school start date, and warmer weather. Continued diligence on the part of building administrators regarding end of day shutdown will help with ongoing cost reductions.

Energy  
Education  
Report

Shawn Hannon, assistant superintendent of communication and data, reported on media relations and the great coverage on recent events including: My Brother's Keeper, Move2Stand, Congresswoman Jackie Walorski's recent visit to the Roosevelt STEAM Academy, cheerleaders, and the Hawthorne home visits. A new video highlighting teachers prepared for various uses was presented to the Board. It will be shown at the upcoming Community Meetings. It was noted what a great job Brenda Kolbe has done working with the media.

Department  
Report

Tony England, assistant superintendent of student services, reported on the success of My Brother's Keeper and Move2Stand events. He noted the partnership with Elkhart Brass in conjunction with the ball pit used as a training aide. He updated the status of name changes for the LIFE program, the School Without Walls (SWW) new location, the continued success of the SWW programs with a current enrollment of 185 students and 100 credits already earned this school year. A statistical report showing participation outside of ECS will be provided at a future meeting.

Department Report

Dawn McGrath, deputy superintendent, present two frameworks being utilized by the instructional leadership department. The first framework consists of six focus areas which are both the topic of district-wide professional development on select early release days as well as the subject of study for six administrative teams. Focus areas include: assessment, teacher evaluation, equity and intercultural relationships, backward design, technology integration, and systems of support. The second framework, The Instructional Cycle, is an iteration of the curriculum adoption cycle which includes the following stages: (1) identifying enduring understandings/essential questions, (2) measuring progress and achievement; (3) securing texts, resources, activities; (4) implementing the curriculum; (5) verifying the quality of implementation; and (6) evaluating the program evaluation. All subject areas will be involved simultaneously at different stages of this cycle.

Department Report

By unanimous action, the Board approved the submission of a grant to the Indiana Youth Institute for a Professional Development Grant from Pierre Moran Middle School to cover fees for the Indiana School Counseling Association conference. (Codified File 1516-22)

Grant Approval

By unanimous action, the Board approved the submission of a grant to the Elkhart Education Foundation for Incentive Based Awards from Tipton Alternative. (Codified File 1516-22)

Grant Approval

By unanimous action, the Board approved the submission of a grant to the Elkhart Education Foundation for Bee-Bots for Better Scores from the Roosevelt STEAM Academy to purchase learning materials for kindergarten and 4<sup>th</sup> grade classes. (Codified File 1516-22)

Grant Approval

The Board was presented with proposed revisions to Board Policy DLC, Expense Reimbursements (Administrators), for initial consideration.

Board Policy DLC

The Board was presented with proposed revisions to Administrative Regulation DLC, Expense Reimbursements (Administrators), for initial consideration.

Administrative Regulation DLC

The Board was presented with proposed new Board Policy KL, Corporate and Community Partnerships, for initial consideration. In response to Board inquiries, revisions will be made with regard to parameters within the policy.

Board Policy KL



By unanimous action, the Board approved proposed revisions and waived the second reading to Board Policy GDBA-10, Employees in Miscellaneous Positions Compensation Plan. The revision is due to the realignment of positions regarding Community Education.

Board Policy  
GDBA-10

By unanimous action, the Board approved the EACC's agreements with its feeder schools – Baugo, Bremen, Concord, Edwardsburg, Goshen, Middlebury, Penn-Harris-Madison, School City of Mishawaka, and Wa-Nee. (Codified File 1516-23)

Elkhart Area  
Career Center  
Agreements

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 September 8, 2015 listing. (Codified File 1516-24)

Conference  
Leaves –  
Perkins Grants

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 3, 2015 listing and the September 8, 2015 Addendum. (Codified File 1516-25)

Conference  
Leaves

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

Personnel  
Report

A consent agreement regarding unpaid time for one certified staff member. (Codified File 1516-26)

Consent  
Agreement

Employment of the following five (5) certified staff members, effective on dates indicated, for the 2015-16 school year:

Certified  
Employment

Jacob Bartlett - art at Monger/Osolo, 8/31/15

Jacquelyn Krull - grade 6 at Bristol, 8/24/15

Adriana Largotta - science at West Side, 9/8/15

Jennie Siri - speech pathologist at Cleveland, 8/25/15

Eliza Stoltzfus - grade 5 at Beardsley, 8/26/15

Resignation of certified staff members Matthew McQueen, science at West Side, effective 8/21/15, and Tara Torok, art at Roosevelt, effective 8/14/15.

Certified  
Resignations

Change to resignation of certified staff member Ryan Bounds, language arts at Central, effective 8/21/15.

Certified  
Change to  
Resignation

Retirement of the following three (3) certified staff members effective at the end of the first semester of the 2015-2016 school year, with years of service in parenthesis:

Certified  
Retirement

Candice Clarke - art at Memorial (22)

Thomas Grove - art at Central (40)

Nico Valentijn - media at Center (39)

<p>Regular employment of the following two (2) classified employees, who have successfully completed their probationary periods, on dates indicated:  Janine Halliburton - custodian at Daly, 8/31/15  Connie Maglish - bus driver unassigned at Transportation, 8/24/15</p>	<p>Classified Employment</p>
<p>Resignation of the following five (5) classified employees effective on dates indicated:  Miranda Fulmer - paraprofessional at Beck, 8/27/15  Tyllis Mason - custodian at Memorial, 8/19/15  Matthew Perkey - paraprofessional at Central, 8/26/15  Jamie Schultz - paraprofessional at Beck, 9/11/15  Clarence Warren - bus driver unassigned at Transportation, 8/18/15</p>	<p>Classified Resignations</p>
<p>Medical leave of absence for classified employee Toya Wiley, bus driver at Transportation, beginning 8/26/15 and ending 10/6/15.</p>	<p>Classified Leave</p>
<p>Termination of classified employee Melissa Lovett, bus driver unassigned at Transportation, effective 9/2/15; in accordance with Board Policy GDBDA.</p>	<p>Classified Termination</p>
<p>A bus driver expressed gratitude for the grief counseling provided in regards to the death of a coworker.</p>	<p>From the Audience</p>
<p>Superintendent Haworth acknowledged the act of kindness from Lisa Dercach in response to a need.</p>	<p>From the Superintendent</p>
<p>The meeting adjourned at approximately 8:45 p.m.</p>	<p>Adjournment</p>

APPROVED:

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

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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

Signatures

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

Elkhart Community Schools  
Elkhart, Indiana

September 15, 2015

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

Time/Place

Board Members  
Present:

Susan C. Daiber

Karen S. Carter  
Dorisanne H. Nielsen  
Jeri E. Stahr

Roll Call

Absent:

Carolyn R. Morris  
Glenn L. Duncan

Douglas K. Weaver

ECS Personnel Present:

Rob Haworth

Doug Thorne

The Board met to review proposed bylaws and revisions to the policies adopted for Elkhart Community Schools.

Topics  
Discussed

The meeting adjourned at approximately 8:45 a.m.

Adjournment

APPROVED:

Signatures

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

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

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

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

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Susan C. Daiber, Secretary

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Jeri E. Stahr, Member

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

# ACCOUNT BALANCES/INVESTMENT DETAIL

AUGUST 2015

PETTY CASH \$ 500.00

## GENERAL ACCOUNTS:

Lake City Bank	28,430,968.06
Lake City Bank - Merchant Account	554,706.29
Teachers Credit Union	2,817,010.13

## SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(30,204.10)
Change Fund	2,110.00

## TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,101,507.73
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## PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	446,800.36
Lake City Bank - Flex Account	55,948.09
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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**\$ 33,518,243.37**



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: Tracey Bolin**

**DATE: August 31, 2015**

**LOANS – ONE FUND TO ANOTHER**

**The following loan was made on 08/31/15:**

**\$743,000 to Fund 0200 Debt Service Fund from Fund 0100 General Fund**

**\$233,000 to Fund 0410 Transportation Fund from Fund 0420 Trans. Bus Replacement Fund**

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4

Ordinance Number:

Be it ordained/resolved by the **Board of School Trustees** that for the expenses of **ELKHART COMMUNITY SCHOOL CORPORATION** for the year ending December 31, **2016** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **ELKHART COMMUNITY SCHOOL CORPORATION**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Board of School Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Board of School Trustees	School Board	09/22/2015

DLGF-Reviewed Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0022	REFERENDUM FUND - EXEMPT OPERATING - POST 2009	\$4,000,000	\$3,503,839	0.1575
0101	GENERAL	\$85,005,845	\$0	0.0000
0180	DEBT SERVICE	\$9,867,281	\$9,084,675	0.4083
0186	SCHOOL PENSION DEBT	\$2,979,495	\$4,175,915	0.1877
0187	REFERENDUM DEBT FUND - EXEMPT CAPITAL	\$1,384,000	\$2,072,500	0.0931
1214	CAPITAL PROJECTS (School)	\$11,577,750	\$12,054,797	0.5418
6301	TRANSPORTATION	\$8,250,000	\$8,661,459	0.3893
6302	BUS REPLACEMENT	\$1,250,502	\$1,299,662	0.0584
		<b>\$124,314,873</b>	<b>\$40,852,847</b>	<b>1.8361</b>

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4

Name		Signature
Carolyn R. Morris	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Glenn L. Duncan	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Susan C. Daiber	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Karen S. Carter	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Dorisanne H. Nielsen	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jeri E. Stahr	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Doug Weaver	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

**ATTEST**

Name	Title	Signature



RESOLUTION TO ADOPT A PLAN  
FOR A CAPITAL PROJECTS FUND  
(20-2305)

This resolution is adopted by the Board of School Trustees of the Elkhart Community Schools, Elkhart, Elkhart County, Indiana:

WHEREAS, A School Capital Projects Fund has been established; and

WHEREAS, the Board of Trustees is required under I.C. 20-46-6-5 to adopt a plan with respect to the Capital Projects Fund; and

WHEREAS, the Board of Trustees held a public hearing on the capital projects plan on September 8, 2015, at 2720 California Road.

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan for Elkhart Community Schools for the years 2016 through 2020 is hereby incorporated by reference into this resolution, and is adopted as the Board of Trustees' plan with respect to the School Capital Projects Fund.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution (including the adopted plan) to the Department of Local Government Finance as required by I.C. 20-40-8-8 for approval.

ADOPTED THIS 22<sup>nd</sup> DAY OF September 2015.

**AYE**

**NAY**

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BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

ATTEST: \_\_\_\_\_, Secretary  
Board of School Trustees, Elkhart Community Schools

RESOLUTION TO ADOPT THE YEAR 2016  
BUS REPLACEMENT PLAN  
(20-2305)

This resolution is adopted by the Board of School Trustees of the Elkhart Community Schools, Elkhart, Elkhart County, Indiana:

Whereas a School Bus Replacement Plan has been established; and

Whereas the Board of School Trustees is required under I.C. 20-46-5 to adopt a plan with respect to the School Bus Replacement; and

Whereas the Board of School Trustees held a public hearing on the plan on the 8<sup>th</sup> day of September, 2015, at 2720 California Road, Elkhart, Indiana;

THEREFORE, BE IT RESOLVED, by the Board of School Trustees that the plan entitled School Bus Replacement Plan for the years 2016 through 2027, is hereby incorporated by reference into this resolution, and is adopted as the Board of School Trustees' plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of School Trustees shall submit a certified copy of this resolution (including the adopted plan and the Calculation Worksheet) to the Department of Local Government as required by I.C. 20-40-7 for approval.

ADOPTED THIS 22<sup>nd</sup> DAY OF SEPTEMBER, 2015.

**AYE**

**NAY**

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BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

ATTEST: \_\_\_\_\_, Secretary  
Board of School Trustees, Elkhart Community Schools

# Elkhart Community Schools

Elkhart County, Indiana

## TAX NEUTRALITY RESOLUTION

WHEREAS, the School Pension Debt Service Fund has been established for the purpose of budgeting principal and interest payments on pension bond debt authorized under Indiana Code 20-48-1-2;

WHEREAS, Elkhart Community Schools issued debt pursuant to Indiana Code 20-48-1-2 in June 2006;

WHEREAS, Indiana Code 20-48-1-2 provides that a School Corporation shall reduce the total property tax levy for its transportation, school bus replacement, and/or capital projects funds in an amount equal to the debt service levy approved for the School Pension Debt Service Fund;

WHEREAS, the Indiana Department of Local Government Finance will determine the total property tax levy reduction amount necessary for the 2016 budget over the course of its budget review process;

WHEREAS, the decision on which fund(s) to designate for reduction in the 2016 property tax levy would be best made when DLGF has prepared preliminary tax rates for all such funds.

THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF ELKHART COMMUNITY SCHOOLS that the Executive Director of Support Services is authorized to allocate the tax neutrality reductions required under Indiana law across the Capital Projects Fund, the Transportation Operating Fund, and the Bus Replacement Fund, with such amounts to be reported to the Board of School Trustees after they have been approved.

Adopted this 22<sup>nd</sup> day of September, 2015

AYE

NAY

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Attest: \_\_\_\_\_  
Secretary of Board of Trustees

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

**2016 BUDGET GOALS  
RESOLUTION**

WHEREAS, IC 21-10-3 has established a process whereby public school corporation expenditures will be categorized into the following classifications:

- (1) Student academic achievement;
- (2) Student instructional support;
- (3) Overhead and operational; and
- (4) Non-Operational;

WHEREAS, the intent of IC 21-10-3 was to encourage school corporations to review their budgetary priorities and to increase expenditures that impact student academic achievement;

WHEREAS, the State of Indiana average percentage of expenditure for academic achievement and student instructional support for fiscal year 2013 (the most recent year for which this calculation has been done) was 57.5%;

WHEREAS, Elkhart Community School's percentage of expenditure for academic achievement and student instructional support for fiscal year 2013 was 64.1%;

WHEREAS, IC 21-10-3-6 requires that each governing body establish a goal of increasing the school corporation's allocation of taxpayer resources that go directly to support student instruction and learning in light of the unique circumstances present in the school corporation for each school year;

NOW, THEREFORE, BE IT RESOLVED THAT Elkhart Community Schools shall strive to achieve a percentage of expenditure for academic achievement and student instructional support during fiscal year 2016 that is equal to 64.1% or greater.

AYE

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BOARD OF SCHOOL TRUSTEES

ATTEST: \_\_\_\_\_

Secretary, Board of School Trustees

## ELKHART COMMUNITY SCHOOLS

### RESOLUTION TO REDUCE PROPOSED BUDGET

- (Reduces total budget estimate, Budget Form 4B, Line 1 – 2016)
- (Reduces necessary expenditures, Jul 1-Dec 31, Budget Form 4B, Line 2 – 2015)
- (Reduces Operating Balance, Budget Form 4B, Line 11)
- (Reduces Net Amount to be Raised, Budget Form 4B, Line 16)
- (Reduces Net Tax Rate, Budget Form 4B, Line 17)

WHEREAS, it may be necessary to make reductions in certain existing appropriations, and reductions in the proposed budget estimate, operating balance, net amount to be raised, and/or net tax rates, and

WHEREAS, the exact amount of such reductions will be determined through the budget approval process conducted by the Indiana Department of Local Government Finance.

NOW, THEREFORE, BE IT RESOLVED:

- (1) The Treasurer is authorized to reduce Budget Form 4B, Lines 1, 2, 11, 16, and 17 in the amounts determined to be necessary through the DLGF budget approval process.
- (2) Said reductions are understood to modify figures and amounts referenced in other budget documents, including Budget Form 3 (Notice to Taxpayers), and Budget Form 4 (Resolution for Appropriations and Tax Rates).
- (3) The Treasurer is directed to report on the amount of reduction(s) at a regular meeting of the Board of School Trustees.

ADOPTED THIS 22<sup>nd</sup> DAY OF SEPTEMBER, 2015:

AYE

NAY

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BOARD OF SCHOOL TRUSTEES

ATTEST: \_\_\_\_\_  
Secretary, Board of School Trustees



**Elkhart Community Schools**  
Proposed School Fundraising Activities  
September 22, 2015 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Eastwood Student Council	Students will be allowed to wear a mustache by paying \$1.00. The goal is to raise \$300 to give to Hawthorne Elementary for Thanksgiving turkeys.	10/30/2015	Kelly Kielce
Eastwood Student Council	Students will be allowed to wear a hat to school by paying \$1.00. Proceeds will be used to add funds to the Student Council account.	9/25/2015	Kelly Kielce
Eastwood Student Council	Students will be allowed to wear a hat to school by paying \$1.00. Proceeds will be used for the Back Pack Program that provides food for needy students over the weekends.	11/20/2015	Kelly Kielce
North Side Move 2 Stand	Students will sell hearts with kind messages on them to be delivered to fellow students, for World Kindness Day on November 13. Proceeds will be used to benefit West Side Student, Braden Hartman.	11/11/2015 - 11/13/2015	Tracey Miller
West Side Basketball	The Basketball team will have Nelson's chicken BBQ at the Walgreens on south Nappanee Street. Proceeds from the sale will be used to purchase traveling attire (sweatshirts and sweatpants) for the team.	10/10/2015	Matthew Walker
Central Rock Band Club	Popcorn will be sold at the end of the school day. Proceeds will be used to purchase instruments, supplies and defray the cost of T-shirt orders.	11/6/2015; 11/13/2015; 11/20/2015	Matthew Miles
MHS Charger Speech & Debate Team	Team members will sell insulated cups with MHS logo on them to faculty, students and community members. Proceeds will go to fund Speech and Debate Team activities.	9/23/2015 - 10/30/2015	Kathryn Love
MHS Genesis Publications	Students will pre-sell Rise n' Roll donuts, cookies and pies. Extra product will also be ordered to sell during Parent Teacher Conferences.	9/23/2015 - 10/8/2015	Sherri Greenfield-Ludwig
MHS Wrestling Team	Team members will sell Bens Pretzel Homemade Kits and Texas Roadhouse Gift Cards to friends, family and community members. Proceeds will be used toward costs of out of town tournaments.	11/2/2015 - 11/30/2015	Brian Weaver
MHS JAG	Members will offer a pre-sale of Krispy Kreme Donuts. Proceeds will be used for field trips, food and awards.	9/23/2015 - 9/28/2015	Michael Griffin

EACC Cosmetology	Students will sell Pink Hair Extensions for Breast Cancer Awareness month. 70% of the proceeds will be donated to American Red Cross, 20% will be used to purchase supplies for competition and events and 10% will be used to pay for the cost of the hair extensions.	10/1/2015 - 10/30/2015	Amy Stutsman & Tracy Plank-Teegarden

**Proposed Revised Board Policy**  
*(as presented during the 9/8/15 BST meeting)*

**EXPENSE REIMBURSEMENTS (Administrators)**

Section 1. **Transportation Allowances**

- A. Administrators who are required to use their personal vehicle to carry out their assignment of duties shall receive a reimbursement at the allowable rate established by the Internal Revenue Service per mile traveled. All mileage will be computed from place of original duty assignment.
- B. Administrators shall maintain a record of dates, nature of business, points of origin and destination, odometer readings, and miles traveled, and shall submit the appropriate claim form to the Business Office. The mileage chart Administrative Regulation DLC may be used in lieu of odometer readings.
- C. Reimbursement shall be paid when the administrator is in attendance as a direct responsibility of a work nature.

Section 2. **Released time for Additional Training**

Released time to obtain additional training may be approved by the Superintendent, either with or without pay.

Section 3. **Conference Attendance**

- A. Conference attendance is a part of the professional growth program. Conference attendance within the adopted budget may be recommended by the Superintendent for Board approval. Requests for conference attendance are to be submitted to the administrator's supervisor on form DLC-Request for Conference Leave.
  - 1. **Except as noted in A-2 below, S**such requests must be approved by the immediate supervisor, where applicable, and the **Deputy Superintendent**~~Assistant Superintendent~~ prior to attendance.
  - 2. **Those requests funded through the Title IV: Carl D. Perkins Career and Technical Education – Basic Grant must be approved by the immediate supervisor, where applicable, and the Director of Elkhart Area Career Center prior to attendance.**
- B. Reimbursement for expenses incurred while attending approved conferences will be allowed as listed in the following schedule:
  - 1. Allowable rate established by the IRS per mile traveled, using personal vehicle. The actual cost of other transportation, provided such transportation is approved by
    - a. the **Deputy Superintendent**~~Assistant Superintendent for Instruction~~ **or**

- b. **the Director of the Elkhart Area Career Center, where applicable,**
- prior to embarking. In no instance shall the vehicle mileage reimbursement exceed the coach rate air fare for any individual administrator. Administrators going to the same conference shall share rides whenever reasonably possible.
2. Cost of tolls and parking.
  3. Cost of registration and related expenses such as banquets/luncheons.
  4. Actual cost of meals as verified by receipt, not to exceed **\$50.00** ~~\$35.00~~ per day.
  5. Full amount of reasonable tips and gratuities – limitations by the State Board of Accounts.
  6. Actual cost of lodging as verified by receipt.
- C. Administrative Assignment - Travel by administrators for job related meetings or assignment will be reimbursed when approved in advance by the immediate supervisor. Approved expenses may include lodging, meals and mileage (or approved transportation). Administrative assignment shall not be granted for attendance at educational conferences.
- D. Upon return from conferences or administrative assignment, administrators shall file, with the **Deputy Superintendent** ~~Assistant Superintendent for Instruction~~ or immediate supervisor respectively, receipts for all expenses incurred and an itemized claim which does not exceed the actual expenditure.

~~November 25, 2003~~ **September 22, 2015**

**Proposed Revised Administrative Regulation***(as presented during the 9/8/15 BST meeting)***EXPENSE REIMBURSEMENTS (ADMINISTRATORS)**Section 1. **Guidelines for Administrative Mileage Claims**

The following guidelines are to be used by administrators filing for reimbursement of transportation expenses incurred in fulfilling their assignment of duties:

- A. Transportation expenses incurred to and from work on a direct route shall not be considered as a proper claim for mileage reimbursement; however, in the event that school-related business or job-related responsibilities require a deviation from an administrator's regular route to work, then it is proper to claim reimbursement for additional transportation expenses above and beyond those expenses incurred in the regular route to and from the place of work. Example: If an administrator travels a total of 18 miles in visiting two schools on the way to work, and a direct route from home to work is 12 miles, the administrator may claim mileage reimbursement for 6 miles.
- B. Transportation expenses incurred in returning to work in the evening or on Saturday to complete unfinished job requirements, except where such return is to attend a meeting, conference, or other required evening or weekend activity, shall not be a claimable expense.
- C. The primary place of job responsibility is to be used to determine beginning and ending points in computing total mileage traveled during the regular work day.
- D. When departing from the administrator's residence for the purpose of attending evening or Saturday meetings, conferences or other required activity within the Elkhart Community Schools corporation boundaries, the administrator's residence is to be used to determine beginning and ending points in computing total mileage traveled (no more than 20 miles may be claimed when using the administrator's residence in computing mileage).
- E. In determining whether or not mileage can be claimed when attending extra or co-curricular activities, mileage can be claimed when the administrator attends for the purpose of direct work responsibility.
- F. To claim mileage, the activity attended must be related to the administrator's position description, or be an express direction or requirement of the administrator's supervisor.
- G. ~~Claim booklets may be obtained from the Personnel Office.~~ The appropriate information is to be transferred to official Claim Form 101 and filed in the Business Office at least twice annually. Claim Form 101 is obtainable from the Business Office.

- H. Questions concerning interpretation of this regulation are to be directed to the **Executive Director of Support Services** ~~Assistant Superintendent for Business~~.
- I. Mileage claims are not to be confused with conference attendance claims. Each administrator must have the **Deputy Superintendent's** ~~Assistant Superintendent for Instruction's~~, **or, when applicable, the Director of the Elkhart Area Career Center's** approval for conference attendance prior to such attendance. Only the immediate supervisor's approval is needed for administrative assignment and prior approval of other claimable transportation expense is not necessary.
- J. Administrative Regulation DLC (Mileage Chart) shall be used in determining distance between particular buildings in the school corporation except that no mileage between buildings shall be considered to be less than one mile.

~~August, 1992~~ **September 8, 2015**

**Corporate and Community Partnerships**

- A. **Generally – The Board recognizes the corporate and other private sponsorship of programs and activities related to education can provide valuable enhancement of the educational program offered by Elkhart Community Schools (“ECS”).**
1. **In recognition of the foregoing, the Board may enter into commercial, promotional, and corporate sponsorship and partnership agreements under certain conditions set forth in this policy.**
  2. **In addition to these agreements, the Board authorizes ECS employees to both accept and procure contributions, both financial and in-kind, to ECS from persons or entities external to the school district pursuant to the terms of this policy.**
- B. **Definitions –**
1. **An “educational partnership” is a co-operative relationship in which partners share our values, objectives, and/or educational interests to enhance learning for students for which the partner receives nothing in return except for good public relations or good will, e.g. providing time off for employees to mentor/tutor students without any benefits being received or earned by the business.**
  2. **An “educational sponsorship” is an arrangement pursuant to which the sponsor provides money, price reductions, equipment, materials, services, or other benefits in exchange for public recognition of its goods and services.**
  3. **“Solicitation” means to obtain monetary gifts, donations, or in-kind gifts from sources external to ECS.**
  4. **“Grants” shall be defined as funds received from private entities or persons subject to certain conditions or requirements. Applications for such grants are governed by the terms of Board Policy and Administrative Regulation DEF.**
  5. **“Monetary gifts/donations” shall be defined as funds received for no consideration, and are governed by the provisions of Board Policy and Administrative Regulation KH.**
  6. **“In-kind gifts” shall be defined as real or personal property other than money received for no consideration, and is governed by the provisions of Board Policy and Administrative Regulation KH.**
- C. **Authority to Enter into Agreements**
1. **The Supervisor of Corporate and Community Partnerships may initiate agreements for educational partnerships or sponsorships. Agreements of one five thousand (\$51,000) dollars or more shall be submitted to the Board for its action. Quarterly reports regarding such partnerships shall be provided to the BST by the Supervisor of Corporate and Community Partnerships.**
  2. **Building Principals may initiate agreements for educational partnerships or sponsorships, subject to approval by the Supervisor of Corporate and Community**

Partnerships, provided the value of said agreement is less than one five thousand (\$51,000.00) dollars. The Supervisor of Corporate and Community Partnerships shall provide monthly reports to the Board regarding any such agreements entered into by a building principal.

D. Requirements – Any agreement to enter into an educational sponsorship or educational partnership shall be in writing. The written agreement shall address the following:

1. The educational purpose for the relationship;
2. The right of the Board to terminate the agreement without cause;
3. The roles, expectations, rights, and responsibilities of all parties to the agreement, whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly define those rights;
4. The duration of the agreement;
5. The Board retains the exclusive right to authorize the use of ECS or the school name, logo, or other similar information;
6. The right of ECS to publish the partner's name on its website and in promotional materials, and the right of the partner to publish information regarding its relationship with ECS on various media platforms;
7. How the benefits arising from the agreement will be distributed;
8. All partnerships and sponsorships will be consistent with all federal and state laws, local ordinances, zoning laws, land use restrictions, business permit requirements, Board policies and regulations, and all preexisting Board contracts; and
9. A statement which any participation by any student or Board employee in any activity established pursuant to the agreement will be purely voluntary.

E. Prohibitions – No agreement shall be entered into if the sponsorship or partnership involves or gives the appearance of involving any activity which could result in the following:

1. Promotion of hostility or violence;
2. An attack on ethnic, racial, or religious groups;
3. Discrimination prohibited by any law or Board policy;
4. Promotion of the use of drugs, alcohol, tobacco, electronic cigarettes, firearms, or weapons;
5. Promotion of sexual, obscene, or pornographic activities; or
6. Promotion of any image which is not in keeping with the established goals and purposes of the Board

F. All agreements must comply with Board Policy KG, Use of School Property and any advertising guidelines or regulations promulgated by the Board or Superintendent.

September 22, 2015





DATE: 9/9/2015

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

FROM: Tracy Teegarden/Amy Stutzmar

SCHOOL /ENTITY APPLYING: Elkhart Area Career Center; Cosmetology 1

GRANT TITLE: Extra Curricular Grant

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO: Elkhart Education Foundation

GRANT AMOUNT: \$2000.00

GRANT SUBMISSION DEADLINE: October 1, 2015

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:   
MATT WERBINA

**EXPLANATION OF GRANT:**

Career and Technical Student Organizations such as SkillsUSA provide the foundation for teaching leadership, community service, philanthropy, competition and employability skills. We are asking for this Extra Curricular Grant to ensure that we may be able to continue to provide the opportunity for 100% of our Cosmetology 1 students (46 students) to afford membership and participate in SkillsUSA.

**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:**

Our future sustainability plan is to continue to raise funds as we have in the past, to look for additional grant opportunities and when necessary ask for parents/students to contribute towards the cost. We also plan to continue to look to our industry advisory board members for donations, student internship opportunities, and judges for contests.

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

2015/2016 SkillsUSA memberships, and to purchase competition and community service projects supplies

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

Tracy Plank-Teegarden; AM Cosmetology 1 Instructor

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



Grant Approval Form

DATE: Sept 17, 2015

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

FROM: C. Berkey, C.Lesperance

SCHOOL / ENTITY APPLYING: West Side Community Service Club

GRANT TITLE: Wildcats in the Community

GRANT APPLICATION READ [X] YES [ ] NO

ENTITY APPLYING TO: Elkhart Education Foundation

GRANT AMOUNT: \$243.75

GRANT SUBMISSION DEADLINE: Oct 1, 2015

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: [Handwritten Signature]

EXPLANATION OF GRANT:

The grant will provide students the opportunity to participate in service learning projects. Funds will pay for supplies to make dog treats for the Elkhart County Humane Society. We also will purchase carpet tiles to decorate and donate along with books to local elementary schools. Flags will also be purchased for students to place at the headstones of veterans in local cemeteries.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY [ ] YES [X] N/A DATE CONTACTED [ ]
DIRECTOR OF SAFETY AND SECURITY [ ] YES [X] N/A DATE CONTACTED [ ]
DIRECTOR OF STUDENT SERVICES [ ] YES [X] N/A DATE CONTACTED [ ]
DIRECTOR OF FOOD SERVICES [ ] YES [X] N/A DATE CONTACTED [ ]

SUSTAINABILITY PLAN:

Generation On will provide additional funding for projects throughout the year as staff members apply for the funding. We also hope that these projects will create a culture of giving and serving in our school that will encourage others to do the same.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

West Side Middle School after school service club

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Cami Berkey, Carolyn Lesperance, Kristie Stutsman

BOARD: [ ] APPROVED [ ] DENIED

DATE OF BOARD APPROVAL [ ]



DATE: 9/14/15

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

FROM: Frank Kurth and Jacquie Rost

SCHOOL /ENTITY APPLYING: EMHS

GRANT TITLE: Elkhart Education Foundation Extracurricular Grant

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO: Elkhart Education Foundation

GRANT AMOUNT: \$2,000

GRANT SUBMISSION DEADLINE: 10/1/15

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

**EXPLANATION OF GRANT:**

EMHS Athletic Department will partner with 5 Star to provide opportunities in character and team building initiatives. We hope to monitor and improve: attendance and tardies, discipline referrals, academic performance, NCAA and NAIA academic compliance, as well as, overall progress and achievement towards graduation.

**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:**

With the subsequent data that is produced, we hope to establish that a need for the individual and team building support is credible and seek sponsorship for renewal in subsequent years.

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

Grant will be managed by each respective coach and overseen by Administration.

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

Athletic Director and Administration.

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



DATE:

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

FROM:

SCHOOL /ENTITY APPLYING:

GRANT TITLE:

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO:

GRANT AMOUNT:

GRANT SUBMISSION DEADLINE:

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: 

**EXPLANATION OF GRANT:**

This request is made on behalf of both Athletic Departments to support 60 athletes in need of financial assistance (120 total - 60 in each building) for payment of their athletic fees. This fee is required for participation in respective sports programs for each individual season. In turn, the athlete receiving the assistance will donate 3 hours of community service on their own respective campus.

**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:**

With the subsequent data that is produced, we hope to establish a network of support (via sponsorship) for the perpetuation (as demonstrated by the need) for a support system for those athletes who require the assistance to participate.

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

Grant will be managed by each respective Athletic Department

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

Athletic Directors and Assistant Principals at both high schools.

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



DATE: 9/17/2015

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

FROM: Dawn McGrath

SCHOOL /ENTITY APPLYING: Elkhart Community Schools

GRANT TITLE: Innovation Planning Grant

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO: Indiana Department of Education

GRANT AMOUNT: \$30,000

GRANT SUBMISSION DEADLINE: 9/24/2015

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *Dawn J. McGrath*

**EXPLANATION OF GRANT:**

The intent of this grant is to incentivize the thoughtful planning in corporations interested in creating or increasing the potential of eLearning in their classrooms.

**IF PART OF GRANT, NOTIFY:**

DIRECTOR OF TECHNOLOGY	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	DATE CONTACTED	9/10/2015
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 type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	

**SUSTAINABILITY PLAN:**

The intention of the grant is to contribute to strategic planning, which includes the conceptualization of sustainability and the subsequent opportunity to apply for the \$100,000 award.

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

Consultation services and administrative Training

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

Dawn McGrath

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



DATE: 08/14/2015

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

FROM: Martha Strickler

SCHOOL / ENTITY APPLYING: Cleveland Elementary

GRANT TITLE: Creating a Courtyard Classroom

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO: Lowe's Toolbox for Education

GRANT AMOUNT: \$5,000

GRANT SUBMISSION DEADLINE: 10/16/2015

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *M. Strickler*

**EXPLANATION OF GRANT:**

Cleveland Elementary plans to submit an application to support the creation of an outdoor classroom in the courtyard. Funds will be used to purchase materials for a weather station, as well as additional materials to support scientific exploration in nature and to rehabilitate the space to make it more inviting for use by teachers and students.

**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 type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	

**SUSTAINABILITY PLAN:**

Volunteers from the PTO will support the initial installation and will sponsor yearly work days to maintain the learning stations. Materials will be replaced as needed using funds raised through the PTO or through additional small grants to community foundations.

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

Cleveland Elementary's courtyard

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

Jennifer Burke Lefever

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



DATE:

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

FROM:

SCHOOL / ENTITY APPLYING:

GRANT TITLE:

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO:

GRANT AMOUNT:

GRANT SUBMISSION DEADLINE:

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: 

**EXPLANATION OF GRANT:**

This project will sserve students grades 10 - 12 who are a part of the Elkhart Central HS Orchestra. The grant would provide a catered lunch for our students, directors, and chaperones while the ECHS Orchestra is spending the day at McCormick Place West in Chicago, IL, for their performances at the Midwest International Band and Orchestra Clinic. It is a great honor for our students to be invited.

**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:**

There will be no recurring cost, as this is not an annual event.

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

Elkhart Central HS Symphony Orchestra, one catered lunch on December 18, 2015 at McCormick Place West

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

Kyle Weirich, ECHS Orchestra Director

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



DATE:

9-17-15

TO:

Dr. Robert Haworth, Superintendent  
Board of School Trustees

FROM:

Kyle Weirich

SCHOOL / ENTITY APPLYING:

Elkhart Central HS Orchestras

GRANT TITLE:

Midwest Clinic Orchestra Performance Lunch

GRANT APPLICATION READ

YES  NO

ENTITY APPLYING TO:

Teachers Credit Union Foundation

GRANT AMOUNT:

\$1836.00

GRANT SUBMISSION DEADLINE:

September 25, 2015

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

**EXPLANATION OF GRANT:**

This project will sserve students grades 10 - 12 who are a part of the Elkhart Central HS Orchestra. The grant would provide a catered lunch for our students, directors, and chaperones while the ECHS Orchestra is spending the day at McCormick Place West in Chicago, IL, for their performances at the Midwest International Band and Orchestra Clinic. It is a great honor for our students to be invited.

**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:**

There will be no recurring cost, as this is not an annual event.

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

Elkhart Central HS Symphony Orchestra, one catered lunch on December 18, 2015 at McCormick Place West

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

Kyle Weirich, ECHS Orchestra Director

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL





DATE:

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

FROM:

SCHOOL /ENTITY APPLYING:

GRANT TITLE:

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO:

GRANT AMOUNT:

GRANT SUBMISSION DEADLINE:

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

**EXPLANATION OF GRANT:**

This grant will fund registration and lodging costs for attendance at the national biennial Getting in Touch with Literacy conference.

**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:**

No additional costs are anticipated.

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

Pay for registration and lodging costs for conference attendance.

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

Julene Fitch

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



DATE: 9-15-15

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

FROM: Shantel Keith c/o Mary Beck Kin

SCHOOL /ENTITY APPLYING: Mary Beck Elementary School

GRANT TITLE: Target Field Trip Grant

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO: Target

GRANT AMOUNT: \$1053.00

GRANT SUBMISSION DEADLINE: 9-30-15

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *[Handwritten Signature]*

**EXPLANATION OF GRANT:**

Potawatomi Zoo field trip for kindergarten students and parent volunteers. This field trip will allow the students to explore animals, their families and habitats as it applies to prior classroom studies and activities.

**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 type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	

**SUSTAINABILITY PLAN:**

This will be a one time even and will have sustainability in the form of follow up activites in the classroom. These activities could include, but are not limited to, writing/drawing and compare/contrasting.

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

The money will be used for addmission fees at the zoo and transportation costs.

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

Shantel Keith, Christie Heerschop

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



SUPERINTENDENT'S OFFICE

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**  
**FROM: ROB HAWORTH** *RH*  
**DATE: SEPTEMBER 15, 2015**

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**RE: GRANT APPROVAL CORRECTION**

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The Indiana Youth Institute provides professional development grants to offer financial assistance for youth workers to attend continuing education opportunities to help them promote the healthy development of children and youth.

At the August 25, 2015 Board meeting, a grant to the Indiana Youth Institute was submitted for your approval in the Board packet. Another grant to the Indiana Youth Institute was included in the September 8, 2015 packet for your approval.

Due to an oversight on our part, the wrong grant approval form was included in the packet on September 8<sup>th</sup>. Attached is the correct grant approval form to the Indiana Youth Institute that should have been approved.

I apologize for the error.

I am requesting Board confirmation to correct the grant approval.

RH/jeb



DATE:

8/24/2015

TO:

Dr. Robert Haworth, Superintendent  
Board of School Trustees

FROM:

Megan Dumuje

SCHOOL /ENTITY APPLYING:

Riverview-SLP

GRANT TITLE:

IYI Professional Development Grant

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO:

Indiana Youth Institute

GRANT AMOUNT:

\$399.43

GRANT SUBMISSION DEADLINE:

September 10, 2015

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

**EXPLANATION OF GRANT:**

The IYI Professional Development Grant program is intended for those who work with children on promoting overall healthy development and who would like to attend courses that IYI does not or cannot offer and may not otherwise have the funds to attend.

**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:**

By receiving this grant to attend the conference, Timesaving Strategies to Integrate Your SLP Interventions into Classrooms, my proficiency in future therapy programs will increase by learning new and better ideas on how to integrate my services into the curriculum while targeting speech and language specific goals. This knowledge will also be shared with my SLP colleagues during an upcoming monthly meeting.

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

To attend the training session applied for and to pay for mileage

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

Megan Dumuje

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL

**SECRETARIAL/BUSINESS COMPENSATION PLAN**

<b>Section 1. SECRETARIAL/BUSINESS WAGE SCHEDULE</b>
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The Board of School Trustees hereby adopts the following wage schedule for secretaries commencing on January 1, 2015. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6
1	0 – 63 days	11.02	11.20	11.42	11.62	11.90	12.21	12.51	12.97	13.40
2	64 days – 1 year	11.28	11.52	11.78	12.05	12.47	12.88	13.30	13.73	14.16
3	1 year plus	11.62	11.91	12.21	12.51	12.93	13.36	13.68	14.11	14.60
4	2 years plus	12.05	12.47	12.88	13.30	13.67	14.02	14.40	14.82	15.28
5	3 years plus	12.51	12.91	13.30	13.68	14.16	14.69	15.17	15.62	16.06
6	4 years plus	13.30	13.67	14.02	14.40	14.86	15.39	15.89	16.34	16.77
7	5 years plus	13.68	14.16	14.69	15.17	15.76	16.36	16.93	17.36	17.81

\*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

A. Classifications

IV. Secretarial		Business	
Personnel (Certified) Personnel (Classified) Director of Student Services Director of Career & Technical Ed. High School Principal Instruction & Learning		Certified Payroll Classified Payroll Director of Business Operations Insurance Director of Transportation Mail Room/Duplicating <i>** (effective January 1, 2013)</i>	
III. Secretarial		Business	
C & I Secretary EACC Director of Community Ed EACC Principal EACC Central Office/Guidance/Accounting EACC – WVPE Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals LIFE Program Building Services-Clerical Assistant Student Services Secretary (5 positions) Secretary/Personnel Sr. Director of Data & Communications Switch Board/Personnel Assistant Library Services (CO) *Federal Programs		Business Office/Purchasing Cafeteria Payroll Assistant Computer Operator/Bus Garage Building Services-Textbook Coordinator Director of Food Services	
II. Secretarial		Business	
Board of School Trustees Assistant Adult & Community Ed. Data Entry <b><u>Adult &amp; Community Ed. Receptionist</u></b> Office Assistants High School Assistant Principal High School Media Center Middle School Assistant EACC Supervisor of Career & Technical Education		EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS)	
I. Secretarial		Business	

\*Subject to reclassification if this position becomes funded from the General Fund.

November 25, 2014 **September 22, 2015**

**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, 2015. 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	22.24 – 27.46
Transportation Trainer/Dispatcher	18.53 – 21.65
Food Service Truck Driver	14.87 – 17.67
Food Service Receiving/Supply	14.87 – 17.67
Evening Supervisor of Building Services	19.50 – 24.00
Food Service Training Specialist	16.85 – 23.61
Food Service Bids & Commodity Coordinator	16.05 – 25.08
<del>Child Care Coordinator</del>	<del>13.44 – 16.67</del>
Transportation Route/Driver Coordinator	18.53 – 21.65
Adult/Community Education Non-Contract Teachers	31.43 *
Building Community Education Coordinator	25.89 – 32.37
Radio Station Staff Announcer	8.73 – 12.41
Radio Station Development Assistant	10.15 – 16.24
School Security Officer	21.99
Title I/Funded Pupil/Program/Parent Support Person	18.50 – 26.94
High School Parent/Community Liaison	18.50 – 26.94
Evening Events Supervisor	14.00
Asst. Site Coordinator - 21 <sup>st</sup> 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	15.23 – 28.43
Technology Support for Student Accounting and Program Evaluation	16.05 – 19.10
Early College Data Specialist	22.90 – 26.17

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

POSITION	YEARLY SALARY RANGE
Radio Station Manager	46,922 – 69,711
Radio Station Development Director	44,159 – 66,821
Radio Station Business Account Manager	34,853 – 65,709
Radio Station Program Director	34,853 – 53,622
Radio Station Senior Reporter and Assignment Editor	30,109 – 44,087
Radio Station Operations Manager	24,130 – 39,546
Radio Station Morning Edition Host	27,385 – 43,108
Radio Station Promotions Manager	28,167 – 41,910
Radio Station Membership Manager	31,237 – 44,253

Safe and Drug Free Schools Coordinator	24,404 – 28,472
Olweus Bullying Prevention Program Coordinator	40,301 – 54,525
Energy Education Specialist	55,781 – 75,537
Assistant Supervisor of Building Services	52,000 – 65,000
Adult and Community Education Program Manager	60,000 – 70,000
School Psychologist Intern	35,520
21 <sup>st</sup> Century Community Learning Center Coordinator	2,500 (per semester)
Community Engagement Manager	28,428
Jr. ROTC Program Manager	<del>50,765</del> <b><u>50,000 – 65,000</u></b>

An **hourly** employee who is required to report to work to respond to an emergency outside of the employee's regular work hours will be paid for a minimum of two (2) hours.

September 8, 2015 **September 22, 2015**



**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: September 16, 2015  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak *DRB*  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 September 22, 2015 - Board of School Trustees Meeting**

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<b>OCTOBER LEADERSHIP DEVELOPMENT PROGRAM (LDP)</b>  The keynote speaker, Heather Sass, is a practitioner and leader regarding making instruction more relevant and rigorous. This conference will benefit our secondary development.  Purdue University, IN October 8-9, 2015 BILL KOVACH - EACC (2-6)	\$422.95	\$0.00
<b>CAREER AND TECHNICAL EDUCATION PROFESSIONAL DEVELOPMENT</b>  New Workplace Specialist instructors are required to attend this conference to learn skills as a new technical education instructor.  Indianapolis, IN September 25, 2015 (1 days absence) AGUSTIN JORDAN - EACC (0-0)	\$435.00	\$85.00
<b>TOTAL</b>	<b>\$857.95</b>	<b>\$85.00</b>
2015-16 YEAR-TO-DATE PERKINS FUNDS	\$1,865.37	\$510.00
<b>GRAND TOTAL</b>	<b>\$2,723.32</b>	<b>\$595.00</b>

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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: September 18, 2015  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *DJMcG*  
 RE: **Conference Leave Requests**  
**September 22, 2015 - Board of School Trustees Meeting**

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

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>ISTEP+ CONTENT REVIEW MEETING</b></p> <p>Ms. Lubker has been asked to participate in the review of the newly developed ISTEP+ test items. Participation is critical to ensure all test components are developmentally appropriate for Indiana students and to be sure the content is aligned with the Indiana Academic Standards.</p> <p>Indianapolis, IN</p> <p>October 1 - 2, 2015 (2 day's absence)</p> <p align="center">KATHRYN LUBKER - MEMORIAL (0-0)</p>	\$0.00	\$0.00
<p><b>IMPROVING VOCABULARY INTERVENTION PRACTICES</b></p> <p>This workshop will describe vocabulary development and intervention from an academic prospective, focusing on selection of words for teaching, and implementation of empirically supported techniques for promoting knowledge of these words. The overall goal of the workshop is to translate research on vocabulary intervention into everyday practices implemented within classroom or clinical settings.</p> <p>Notre Dame, IN</p> <p>October 2, 2015 (1 day's absence)</p> <p align="center">ELIZABETH CAULEY - HAWTHORNE (0-0)                      EMILY GRANT - DALY (0-0)                      CATHY MAMMOLENTI - OSOLO (0-0)                      PAULINE REINKING - PINWOOD (0-0)                      PAIGE WALTERS - BECK (0-0)                      JANA WILDE - PACE (0-0)                      TERESA ZINICH - WOODLAND (0-0)</p>	\$525.00	\$0.00
<p><b>ISTEP CUT SCORE SETTING MEETING</b></p> <p>Participation in this meeting will give educators a better understanding of the new ISTEP test and how to best guide student and teachers in the mastering of our Language Arts standards.</p> <p>Indianapolis, IN</p> <p>October 5 - 7, 2015 (3 day's absence)</p> <p align="center">MARILYN TORRES - WEST SIDE (2-2)</p>	\$0.00	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>NWEA FUSION WEST</b></p> <p>This conference will provide information to energize teachers and leadership teams by learning more about the ways MAP data can create personalized learning paths.</p> <p>Portland, OR</p> <p>October 7 - 9, 2015 (3 day's absence)</p> <p>JEAN CREASBAUM - ESC (1-1)</p> <p>DAWN MCGRATH - ESC (0-0)</p> <p>DEE WAPPES - ESC (0-0)</p>	\$5,028.00	\$0.00
<p><b>USAC 2015 APPLICANT TRAINING</b></p> <p>This training will provide all the latest rule changes to the Federal E-Rate Program which contributes a significant amount of funding towards the district's technology program.</p> <p>Minneapolis, MN</p> <p>October 20, 2015 (1 day's absence)</p> <p>DANIEL RICE - ESC (0-0)</p>	\$883.00	\$0.00
<p><b>ANXIETY DISORDERS IN CHILDREN AND ADOLESCENTS</b></p> <p>This conference will discuss how and why anxiety develops in children and adolescents as well as practical treatment strategies which can be applied immediately. Other co-occurring disorders will also be discussed with an emphasis on creative interventions involving insight-oriented, cognitive-behavioral, biological, mindfulness, expressive arts and family systems approaches.</p> <p>South Bend, IN</p> <p>November 16, 2015 (1 day's absence)</p> <p>CARRIE FISH - STUDENT SERVICES (0-0)</p> <p>LAURA KRAUSE - STUDENT SERVICES (0-0)</p> <p>DANIELLE MILLER - STUDENT SERVICES (0-0)</p> <p>CHRISTINA MORRIS - STUDENT SERVICES (0-0)</p> <p>LISA WARD - STUDENT SERVICES (0-0)</p>	\$1,076.94	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<p><b>ADVANCED INDIANA FALL CONFERENCE 2015</b></p> <p>This conference is an opportunity for educators to discover ways to measure, promote, and increase learner engagement in the classroom by exploring the conditions and environments which support students taking an active role in education.</p> <p>Indianapolis, IN</p> <p>September 21 - 22, 2015 (2 day's absence)</p> <p>JASON GRASTY - CENTRAL (0-0)</p> <p>FRANK SERGE - CENTRAL (0-0)</p>	\$1,381.00	\$0.00

<b>2015 - 2016 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>DIGITAL LEARNING AT NOTRE DAME: DIGITAL WEEK</b> This conference features K-12 members and partner organizations from the Michiana community who are transforming education through educational technology in the classroom. Presenters will be sharing their innovative approaches to teaching and learning in a variety of content domains with the university at-large. Notre Dame, IN September 22, 2015 (0-0) TIFFANY MASON - ROOSEVELT (0-0) JILL ROBISON - ROOSEVELT (0-0)	\$20.00	\$170.00
<b>INDIANA SCHOOL SAFETY SPECIALIST ACADEMY</b> This training is provided by the School Safety Specialist Academy and will count towards training required by the State for the School Safety Specialist Certification renewal. Indianapolis, IN September 30 - October 1, 2015 (2 day's absence) MARK TOBOLSKI - LIFE (0-0)	\$70.00	\$0.00
<b>TOTAL</b>	<b>\$8,983.94</b>	<b>\$170.00</b>
2015 YEAR-TO-DATE GENERAL FUNDS	\$9,829.59	\$1,190.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$0.00	\$0.00
2015 YEAR-TO-DATE OTHER FUNDS	\$116,355.15	\$3,060.00
2015 YEAR-TO-DATE ADJUSTMENTS	(\$4,178.00)	\$0.00
2016 YEAR-TO-DATE OTHER FUNDS	\$1,192.30	\$0.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$123,199.04</b>	<b>\$4,250.00</b>

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

**ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana**

DATE: September 22, 2015

ADDENDUM

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath



RE: **Conference Leave Requests  
September 22, 2015 - Board of School Trustees Meeting**

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

2015-2016 CONFERENCES	Expenses	Substitutes
<b>INDIANA SCHOOL SAFETY SPECIALIST ACADEMY</b> This training is provided by the School Safety Specialist Academy and will count towards training required by the State for the School Safety Specialist Certification renewal. Indianapolis, IN September 29 - 30, 2015 (2 day's absence) MARY WISNIEWSKI - NORTH SIDE (0-0)	\$254.80	\$0.00
<b>ADVANCED PLACEMENT TRAINING AND INCENTIVE PROGRAM INDIANA (TIP-IN) PRESS CONFERENCE</b> Ms. Walker is a co-finalist for Advanced Placement TIP-IN for AP English Teacher of the Year award. She has been asked to be present for the press conference. Kokomo, IN October 6, 2015 (0-0) HEATHER WALKER - MEMORIAL (0-0)	\$0.00	\$0.00
	<b>\$254.80</b>	<b>\$0.00</b>

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



PERSONNEL DEPARTMENT

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: MR. DOUGLAS THORNE**  
**DATE: SEPTEMBER 22, 2015**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2015-16 school year:

<b>Angela Gortney</b>	<b>Career Center/Dental Health (temporary contract)</b>
<b>Jay Squibb</b>	<b>Pierre Moran/Social Studies</b>

- b. **Maternity Leave** – We recommend a maternity leave for the following employee:

<b>Melissa Morey</b>	<b>Roosevelt/Grade 5</b>
Begin: 10/26/15	End: 11/11/15

**CLASSIFIED**

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

<b>Shannon Asbury</b>	<b>Cleveland/Secretary</b>
Began: 5/18/15	PE: 9/8/15
<b>Kimberly Gappa</b>	<b>Central/Custodian</b>
Began: 7/6/15	PE: 9/8/15
<b>Earline Hunt</b>	<b>Transportation/Bus Helper</b>
Began: 5/14/15	PE: 9/16/15
<b>Nathan Schmitt</b>	<b>Building Services/Custodian</b>
Began: 7/6/15	PE: 9/8/15

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

<b>Dennis Copeland</b> Began: 11/1/13	<b>Roosevelt/Social Worker</b> Resign: 9/16/15
<b>Karla Cunningham</b> Began: 2/9/15	<b>Cleveland/Paraprofessional</b> Resign: 9/9/15
<b>Sabrina Engbrecht</b> Began: 9/17/12	<b>Woodland/Paraprofessional Translator</b> Resign: 9/11/15
<b>Angela Gortney</b> Began: 8/22/14	<b>Career Center/Para Print Manager</b> Resign: 9/18/15
<b>June Jensen</b> Began: 8/15/14	<b>Transportation/Bus Driver</b> Resign: 9/1/15
<b>Heather Kidder</b> Began: 8/28/13	<b>West Side/Paraprofessional</b> Resign: 9/4/15
<b>Georgi Simeonov</b> Began: 8/15/14	<b>Transportation/Bus Driver Unassigned</b> Resign: 9/4/15
<b>Lula Williams</b> Began: 3/17/14	<b>Pierre Moran/Lunch Paraprofessional</b> Resign: 6/5/15

c. **Health Leave** – We recommend a health leave for the following classified employee:

<b>Jane Bryant</b> Begin: 8/31/15	<b>Osolo/Paraprofessional</b> End: 12/18/15
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d. **Death** – We regretfully report the death of the following classified employee:

<b>Sylvester Wheeler</b> Deceased: 9/5/15	<b>Transportation/Bus Driver</b> Years of Service: 1
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e. **Termination** – We recommend the termination of the following classified employee:

<b>Kimberly Corse</b> Began: 9/29/14	<b>Woodland/Food Service</b> Terminate: 9/17/15 Board Policy GDPD
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