

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

REVISED 9/8/15

Elkhart Community Schools  
Elkhart, Indiana

September 8, 2015

CALENDAR

Sep 8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep 8	Immediately following	Executive Session, J.C. Rice Educational Services Center
Sep 8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep 15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Sep 22	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  
August 25, 2015 – Public Work Session  
August 25, 2015 – Regular Board Meeting

E. TREASURER'S REPORT

Consideration of Claims

Public Hearing – A public hearing will be held on the 2016 Budget.

Public Hearing – A public hearing will be held on the 2016 Bus Replacement Plan.

Public Hearing – A public hearing will be held on the 2016 Capital Projects Fund Plan.

Budget Resolution – The Business Office presents the Budget Resolution documents for initial review.

Extra-Curricular Purchases – The Business Office seeks Board approval of extra-curricular purchase requests.

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

Energy Education Report

F. NEW BUSINESS

Communication & Data Department Update

Student Services Department Update

Instructional Leadership Department Update

Grant Approval – The administration recommends approval for the submission of a grant application to the Indiana Youth Institute for a Professional Development Grant from Pierre Moran Middle School.

Grant Approval – The administration recommends approval for the submission of a grant application to the Elkhart Education Foundation for Incentive Based Awards from Tipton Alternative.

Grant Approval – The administration recommends approval for the submission of a grant application to the Elkhart Education Foundation for Bee-Bots for Better Scores from the Roosevelt STEAM Academy.

Board Policy DLC – The administration presents proposed revisions to Board Policy DLC, Expense Reimbursements (Administrators), for initial consideration.

Administrative Regulation DLC – The administration presents proposed revisions to Administrative Regulation DLC, Expense Reimbursements (Administrators), for initial consideration.

Board Policy KL – The administration presents proposed new Board Policy KL, Corporate and Community Partnerships, for initial consideration.

Board Policy GDBA-10 – The administration presents proposed new Board Policy GDBA, Employees in Miscellaneous Positions Compensation Plan, for initial consideration, request Board waive second reading.

Elkhart Area Career Center Agreements – The administration recommends Board approval of the Elkhart Area Career Center agreements with its feeder schools.

G. PERSONNEL

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

Conference Leaves - The administration recommends approval of conference leave requests in accordance with Board Policy.

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

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT





inspiring. excellence.

**BEARDSLEY ELEMENTARY SCHOOL**  
Elkhart Community Schools  
1027 McPherson Street, Elkhart, IN 46514-3571  
(574) 262-5575 / 5576 fax  
www.elkhart.k12.in.us

DATE: August 31, 2015  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Beardsley Elementary  
RE: Donation Approval

Beardsley accepted with appreciation a \$3200.00 donation from First Presbyterian Church. The money will be used to help support the uniform program and other student needs.

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

First Presbyterian Church  
200 E Beardsley Ave  
Elkhart, IN 46514

Thank you,

Valerie Priller  
Principal  
Beardsley Elementary



inspiring. excellence.

**BEARDSLEY ELEMENTARY SCHOOL**  
Elkhart Community Schools  
1027 McPherson Street, Elkhart, IN 46514-3571  
(574) 262-5575 / 5576 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

DATE: August 31, 2015  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Beardsley Elementary  
RE: Donation Approval

Beardsley accepted with appreciation a donation of gift cards worth \$100.00 from Kroger. The gift cards will be used to help with emergency needs of our students and their families.

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:

Kroger  
Attn: Ralph James  
901 Johnson St  
Elkhart, IN 46514

Thank you,

Valerie Priller  
Principal  
Beardsley Elementary



**ELKHART CENTRAL HIGH SCHOOL**

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: August 27, 2015

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Brian Buckley  
Elkhart Central Athletic Department

RE: Donation Approval

A donation in the amount of \$675.00 has been given to the Elkhart Central High School athletic department from Allstate Insurance. This donation will assist in strengthening our wrestling program at Elkhart Central.

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

All State Insurance  
The Giving Campaign  
PO Box 7899  
Princeton, NJ 08543-7899

Sincerely,

Brian Buckley  
Director of Athletic  
Elkhart Central High School



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DR. DAVID BENAK** *DRB*

**DATE: AUGUST 26, 2015**

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**RE: DONATION APPROVAL - EACC**

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Jaime Stith has donated a 2004 Troybuilt 21 HP 46" lawn tractor (valued at \$500) and a Ryobi straight shaft weed eater (valued at \$50) with a combined approximate value of \$550.00 to be used in our motorcycle/outdoor power technology department at the Elkhart Area Career Center.

Ryan Gortney, motorcycle/outdoor power technology instructor, reports that these engines will be useful in his program 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:

Jaime Stith  
10330 Neely Rd  
Osceola IN 46561



**MONGER ELEMENTARY SCHOOL**

1100 HIVELEY AVENUE • ELKHART, IN 46517

PHONE: 574-295-4860



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 8-28-15

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: April Walker, Principal

RE: Donation Approval

We received a donation of \$300 towards new soccer uniforms from Mike Wain. Mike was the assistant soccer coach at Monger last year and saw the need for uniforms and wants to contribute. We will use the \$300 donation along with PTO funds to purchase new soccer uniforms for Monger 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:

Mike Wain  
1014 E. Bristol Street  
Elkhart, IN 46514





**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: August 24, 2015  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Barbara Cripe, Principal of Riverview School  
RE: Donation Approval

JC Penney Co., through the Adopt a Classroom website has donated \$100.00 to Jennifer Wagtowicz's classroom. This money will be used to buy supplies for her classroom such as construction paper, pencils, and manipulatives for reading and math.

Riverview School is grateful for this help in funding our kindergarten 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:

Adopt a Classroom

110 North 5th Street, 10th Floor

Minneapolis, MN 55403

<http://www.adoptaclassroom.org/>

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

Elkhart Community Schools  
Elkhart, Indiana

August 25, 2015

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

Time/Place

Board Members  
Present:

Carolyn R. Morris  
Susan C. Daiber

Karen S. Carter  
Dorisanne H. Nielsen  
Jeri E. Stahr  
Douglas K. Weaver

Roll Call

Absent:

Glenn L. Duncan

ECS Personnel Present:

Dave Benak  
Brenda Emerson  
Tony England  
Shawn Hannon

Doug Hasler  
Rob Haworth  
Doug Thorne  
Bob Woods

The Board heard a presentation on the Elkhart Area Career Center’s Early College Polytech program given by Dave Benak and Brenda Emerson. The Board discussed Student Resource Officers, fundraising, and the agenda for the regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 6:10 p.m.

Adjournment

APPROVED:

Signatures

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

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Karen S. Carter, Member

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Glenn L. Duncan, Vice President

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Dorisanne H. Nielsen, Member

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Susan C. Daiber, Secretary

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Jeri E. Stahr, Member

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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
August 25, 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): two trombones and one saxophone valued at \$1,450.00 from Kathy Rhode; backpacks containing school supplies for all students at Riverview Elementary from Costco Wholesale valued at \$6,300.00; \$50.00 from Target Corporation's "Thanks a Billion" campaign to Riverview Elementary to fund rewards for students; a 1987 Pierce Fire Pumper valued at \$40,000.00 from the City of Elkhart Fire Department to the Elkhart Area Career Center's (EACC) firefighting department; five (5) 1.2 LLO engines valued at \$1,595.00 from General Motors Corporation for the EACC's automotive services technology department; used extrication equipment valued at \$5,000.00 from the Baugo Township Fire Department to the EACC's firefighting department; \$700.00 from Greg Thorne to Central High School's (CHS) athletic department for the boys' soccer program; 150 backpacks filled with school supplies from Natasha Fisel and family, boxes of school supplies from the Indiana Toll Road, and 750 filled backpacks and boxes of supplies from WNDU-TV, which were distributed by the Student Services department through social workers; and \$500.00 each from McCollough Scholten Construction, Inc., Stahl Heating & Air Conditioning, KIB Electronics, Mishawaka Sheet Metal, and Elkhart Plastics, to Memorial High School's (MHS) athletic department for the volleyball program. Board members commented on the number of donations and the generosity of the community.

Gift Acceptance

<p>By unanimous action, the Board approved the following minutes:        August 11, 2015 – Public Work Sessions        August 11, 2015 – Regular Board Meeting        August 18, 2015 – Public Work Session</p>	<p>Approval of Minutes</p>
<p>By unanimous action, the Board approved payment of claims totaling \$3,911,723.05 as shown on the August 25, 2015, claims listing. (Codified File 1516-16)</p>	<p>Payment of Claims</p>
<p>The Board received a financial report for the period January 1 – July 31, 2015 and found it to be in order.</p>	<p>Financial Report</p>
<p>Doug Hasler, executive director of support services, reported the following fund loans were made on July 31, 2015: \$6,200.00 to Debt Service Fund from Capital Projects Fund; \$561,000.00 to Retire/Sev Bond Fund Debt Service Fund from Capital Projects Fund; and \$181,000.00 to Transportation Fund from Transportation Bus-Replacement Fund.</p>	<p>Fund Loans</p>
<p>Doug Hasler presented the proposed 2016 Budget, Capital Projects and Bus Replacement Plans for review. He reported the total budget amounts to \$124,314,873. Budgets are reported to the state through the Gateway online reporting system, as required by the Indiana Department of Local Government Finance (DLGF). The new Referendum Debt Fund has been added with payments to begin in June of 2016. In 2015, ECS qualifies for a waiver from the implementation of “protected taxes” for property tax supported funds, as was the case for the first time in 2014. Mr. Hasler reviewed the various budget documents, and gave a brief history of the circuit breaker tax credit losses which impact all property tax supported funds. He also reported a public hearing will be held to present the budget on September 8, 2015.</p>	<p>2016 Budget, Capital Projects and Bus Replacement Plans</p>
<p>By unanimous action, the Board authorized Doug Hasler to advertise the required documents related to the 2016 Budget, Capital Projects and Bus Replacement Plans.</p>	<p>Permission to Advertise</p>
<p>By unanimous action, the Board approved an extra-curricular purchase of a volleyball standard and padding for North Side Middle School in the amount of \$1,051.85</p>	<p>Extra-Curricular Purchase</p>
<p>By unanimous action, the Board approved proposed school fundraisers in accordance with Board Policy. The funds raised through the listed activities are deposited into each school’s extra-curricular fund. (Codified File 1516-17)</p>	<p>Fundraiser Approval</p>

Shawn Hannon, assistant superintendent of communication and data, stated the federal report required biannually from the Office of Civil Rights has been completed. Recognition was given to the following for all of the work required to prepare the report: Wendy Wood, personnel, adult education, finance, student services, assessment and data, tech services, language minority, special education, bullying prevention, security, and athletics. Preparation for Fall State reporting has begun.

Department Report

Tony England, assistant superintendent of student services, introduced Carl Rust, assistant principal at Mary Feeser Elementary School, who provided an overview of the Elkhart Elementary Academy program being implemented this Fall. The goals are to motivate students to want to be in their classroom with their peers, to teach social skills and classroom behavior, to help students learn replacement skills which will enable them to be productive students in the classroom, and to reduce disruption and suspensions. The program comes at a minimal cost and is designed for K-6<sup>th</sup> grade students. Mr. England and Mr. Rust responded to numerous questions from the Board.

Department Report

By unanimous action, the Board approved the submission of a grant from Central High School to Target for a Field Trip Grant to fund lunch for orchestra students attending a Midwest Clinic. (Codified File 1516-18)

Grant Approval

By unanimous action, the Board approved the submission of a grant from Pierre Moran Middle School to the Indiana Youth Institute for a Professional Development Grant. (Codified File 1516-18)

Grant Approval

By unanimous action, the Board approved the following overnight trip requests: volleyball players from MHS to travel to Indianapolis and Muncie on September 25 and 26, 2015 for a football game and to compete in a volleyball tournament; volleyball players from MHS to travel to Carmel, IN on October 15 and 16, 2015, to compete in a volleyball tournament; and Osolo Elementary 5<sup>th</sup> graders to travel to Camp Eberhart in Three Rivers, MI, on November 5 and 6, 2015 to participate in activities focused on natural science and native American studies.

Overnight Trip Requests

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 25, 2015 listing. (Codified File 1516-19)

Conference Leaves

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

Personnel Report

Administrative appointment of Jill Balcom, assistant principal at Bristol, effective August 26, 2015. Mrs. Balcom thanked the Board for the opportunity.

Administrative Appointment

<p>Employment of the following six (6) certified staff members, effective on dates indicated, for the 2015-16 school year:  Jennifer Benak - grade 4 at Beck, 8/19/15  Jennifer Garcia - counselor at Tipton, 8/24/15  Mary Gensel - librarian at Pierre Moran, 8/13/15  Julie Rokop - grade 3 at Bristol (TC), 8/18/15  Dawn Settles - behavior support at Daly/Roosevelt, 8/24/15  Anthony Venable - language arts at Pierre Moran, 8/17/15</p>	<p>Certified Employment</p>
<p>Medical leave of absence for certified staff member Shalon White, kindergarten at Woodland, beginning 8/24/15 and ending 6/1/16.</p>	<p>Certified Medical Leave</p>
<p>Resignation of certified staff member Emily Davidson, math at Pierre Moran, effective 8/14/15.</p>	<p>Certified Resignation</p>
<p>Regular employment of the following five (5) classified employees, who have successfully completed their probationary periods, on dates indicated:  Steven Mason, Jr. - custodian at Roosevelt, 8/17/15  Heather Palmer - food service at Memorial, 8/17/15  Heather Penney - food service at Memorial, 8/10/15  Barbara Smith - bus driver unassigned at Transportation, 8/17/15  Bill Wooley - bus driver unassigned at Transportation, 8/10/15</p>	<p>Classified Employment</p>
<p>Resignation of the following six (6) classified employees effective on dates indicated:  Brook Bevan - food service at Bristol, 8/6/15  Amanda Hepner - custodian at Central, 8/14/15  Terri Neely - paraprofessional at PACE, 8/7/15  Sandra Piggie - food service at Central/Monger, 8/12/15  Daniel Pulianas - custodian at Central, 8/19/15  Holly Quirk - food service at Cleveland, 8/12/15</p>	<p>Classified Resignation</p>
<p>Retirement of classified employee Terry Chomer, director of school safety/security, effective 6/30/16 with 25 years of service.</p>	<p>Classified Retirement</p>
<p>Superintendent Haworth reported he will be attending an Indiana Urban School Association meeting in Indianapolis on August 26<sup>th</sup>.</p>	<p>From the Superintendent</p>
<p>Board member, Karen Carter, commented on the great presentation on the Schools Without Walls program recently given by David Bird and Romison Saint-Louis to the League of Women Voters.</p>	
<p>The meeting adjourned at approximately 8:10 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

## 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:

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BOARD OF SCHOOL TRUSTEES

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

# 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

# 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

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

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, Indiana

September 3, 2015

TO: Dr. Haworth  
Board of School Trustees

FROM: Doug Hasler

SUBJECT: Extra-Curricular Purchase

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The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Orchestra	4 Unit String Instrument	\$801.00
Extra Curricular Account	Storage Rack	



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

\*\*\*\*\*

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

## **West Side Middle School Orchestra**

### **Bass/Cello Storage Rack Proposal**

The middle school orchestra is in need of replacing some instrument storage racks. The padding and felt that covers the racks wears over time which causes the wood of the instruments to be in direct contact with the wood on the rack. Another issue with older instrument storage racks is the support struts can become loose. The added sway can cause instruments to bump into each other resulting in cosmetic damage, open seams, and damage to the instrument bridges.

There are times when some of these issues can be fixed without new purchase. However, the storage rack needing replacement is pulling apart in several places where there are support struts. Looking through the instrument inventory many of our new cellos and basses average \$1500-\$3500 to replace. Having adequate and quality built instrument storage racks would help protect the school corporation's investment.

I am proposing to spend \$801 from the Orchestra Extra Curricular Account. The invoice estimate is for a 4 unit string bass storage rack from Wenger Corporation. This estimate also includes shipping. It is my hope to get the storage rack as soon as possible. Please feel free to contact me with any additional questions.

Sincerely,

Jim Keranen

West Side Middle School 

Orchestra Director

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

574-295-2297

# Customer Quotation

Quote: 1000183

Prepared For: Jim Keranen  
 West Side Middle School  
 101 S Nappanee St  
 Elkhart, IN 465141955



Page: 1  
 Date: 8/11/2015  
 Effective: For 30 days only  
 Ship Within: 4 Weeks, ARO  
 Delivery Within:  
 Tax:  
 Terms: NET 30/PENDING CREDIT APPROVAL  
 F.O.B. Point:

Regarding: 4 Unit String Bass Racks

Item	Description	Quantity	Unit Price	Price
148J004.105	STR.BASS RACK,4-UNIT,MPL,PB	1	705.00	705.00
	Total Product Charge			705.00
	Freight/Handling Charge			96.00
	Total Charge			801.00
<p>*****                      The freight reflected in this quotation is for common carrier shipment with tailgate delivery. Tailgate delivery will require staff at your location to be available for unloading, moving the product to your desired location and completing any assembly or installation. Contact your Wenger representative if you want to look into delivery and installation by Wenger truck and technician.                      *****</p>				

\* Terms and Conditions of Sale appear on following page.

Submitted By: Nancy Clark  
 Sales Representative

Phone: 800-733-0393 Ext 8145 Fax: 507-455-4258  
 Email: nancy.clark@wengercorp.com

WENGER CORPORATION  
 555 Park Drive, PO Box 448  
 Owatonna, MN 55060-0448  
 Phone 800.4WENGER (493-6437)  
 Fax 507.455.4258  
 Parts & Service 800.887.7145

WENGER CORPORATION  
 CANADA OFFICE  
 Phone 800.288.0148

WORLDWIDE  
 Phone 1.507.455.4100  
 Fax 1.507.774.8576

WEB SITE  
 www.wengercorp.com



**Elkhart Community Schools**  
Proposed School Fundraising Activities  
September 8, 2015 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Bristol Student Council	Student council members will sell bookstore items and smencils in the bookstore. Proceeds will be used to support the student body and purchase spirit shirts for student council members.	9/9/2015 - 5/31/2016	Nicole King
Bristol PBIS	Teachers will work together to make themed baskets to be sold at the Fun Fair. Proceeds will be used to purchase items for the PBIS store and used towards celebrations.	9/10/2015 - 9/18/2015	Jill Balcom & Stephanie Marks
Bristol PBIS	Every Friday a Healthy Snack will be offered for sale to students for .50. Proceeds will be used to purchase items for the PBIS store and used towards celebrations.	9/10/2015 - 5/27/2016	Jill Balcom & Stephanie Marks
Bristol 6th Grade Class	6th grade class will sell concessions at the Family Fun Fair. Popcorn, hot dogs and soda will be sold. KuKuis shaved ice will be there and share a portion of the profits with the 6th grade. Proceeds will be used for 6th grade field trips and graduation.	9/18/2015	Jayme Iannarelli
Bristol Student Council	Students will donate .25 to wear a hat to school. This activity will be held once a month. Proceeds will be donated to a charity to be determined by the student council.	9/18/2015 - 5/31/2016	Nicole King
Bristol PBIS	PBIS will have a Nelson's Chicken BBQ. Proceeds will be used to purchase items for the PBIS store and towards celebrations.	9/25/2015 - 10/9/2015	Jill Balcom & Stephanie Marks
Bristol 6th Grade Class	Brax Spirit cups will be sold by students to family and friends. Proceeds will be used for the 6th grade trip.	10/26/2015 - 11/13/2015	Jayme Iannarelli
Bristol 4th Grade	4th grade will conduct a contest for the best art submission/shirt design. T-shirt orders will then be taken from the entire school to purchase the shirts. Proceeds will be used to cover 4th grade field trips.	11/16/2015 - 11/20/2015	Damian Beauchamp
Bristol Student Council	Students will pre-sell jumbo jelly beans with parent help outside of school. Proceeds will be used to support the student body such as Red Ribbon Week.	2/1/2016 - 3/25/2016	Nicole King
Bristol 6th Grade Class	Students will sell Popcorn Palace popcorn to friends and family. Proceeds will be placed in student's account for their 6th grade trip.	2/8/2016 - 2/26/2016	Jayme Iannarelli

**Elkhart Community Schools**

Proposed School Fundraising Activities

September 8, 2015 Meeting of Board of School Trustees

Bristol 6th Grade Class	Nelson BBQ tickets will be pre-sold for pick up at family night. Potato chips and drinks will be sold to make it a meal for families. Proceeds will be used for the 6th grade trip and graduation.	3/28/2016 - April 13, 2016	Jayne Iannarelli
Eastwood Teachers	Teachers will pay \$20 for the year to wear jeans on non-pay Fridays. Proceeds will be used to purchase a swing for disabled students to use at recess.	9/11/2015 - 5/27/2016	Nicole Gernand
Central Blazer Pennant	During Parent Teacher conferences, members will solicit donations from those attending conferences. As a thank you, members will offer people a slice of pizza. Proceeds will go towards publication costs of the magazine.	10/8/2015	Leslie Smith
Central International Club	A Nelson BBQ sale will be held at the Walgreens on the corner of Bristol and Cassopolis streets. Proceeds will be used to cover costs of club activities throughout the year.	9/18/2015	Angela Garcia
Central Art Club	AP art students are creating an Art Exhibit for 10/31/2015. Student attendees will be allowed to pay to dress in Halloween Costumes to come to the exhibit. Funds will be used to purchase letters for AP student letterman jackets.	10/31/2015	Elizabeth Sokolowski
Central Baseball	Game on Fundraiser discount cards will be sold containing discounts from local businesses. Proceeds will be used to buy uniforms and equipment for the baseball program.	3/14/2016 - 3/19/2016	Steve Stutsman
Central Baseball	A Trivia Night will be held with proceeds being used to purchase uniforms and equipment.	4/23/2016	Steve Stutsman
Central Baseball	Central baseball diamonds will be used to host a Pastime Tourney for travel baseball teams. Proceeds will be used to purchase uniforms and equipment.	June and July 2016	Steve Stutsman
Central Key Club	Sports Time restaurant will sponsor the Key Club for a business day. A percentage of proceeds will go to the Key Club. Proceeds will be used for supplies for service projects.	11/7/2015	Krista Riblet
MHS Student Government	A dodge ball tournament will be held at EMHS gym. Proceeds will be deposited into the Student Government account.	9/28/2015	Julie Tyrakowski

# Elkhart Community Schools Energy Program Progress Report

9/2009–7/2015

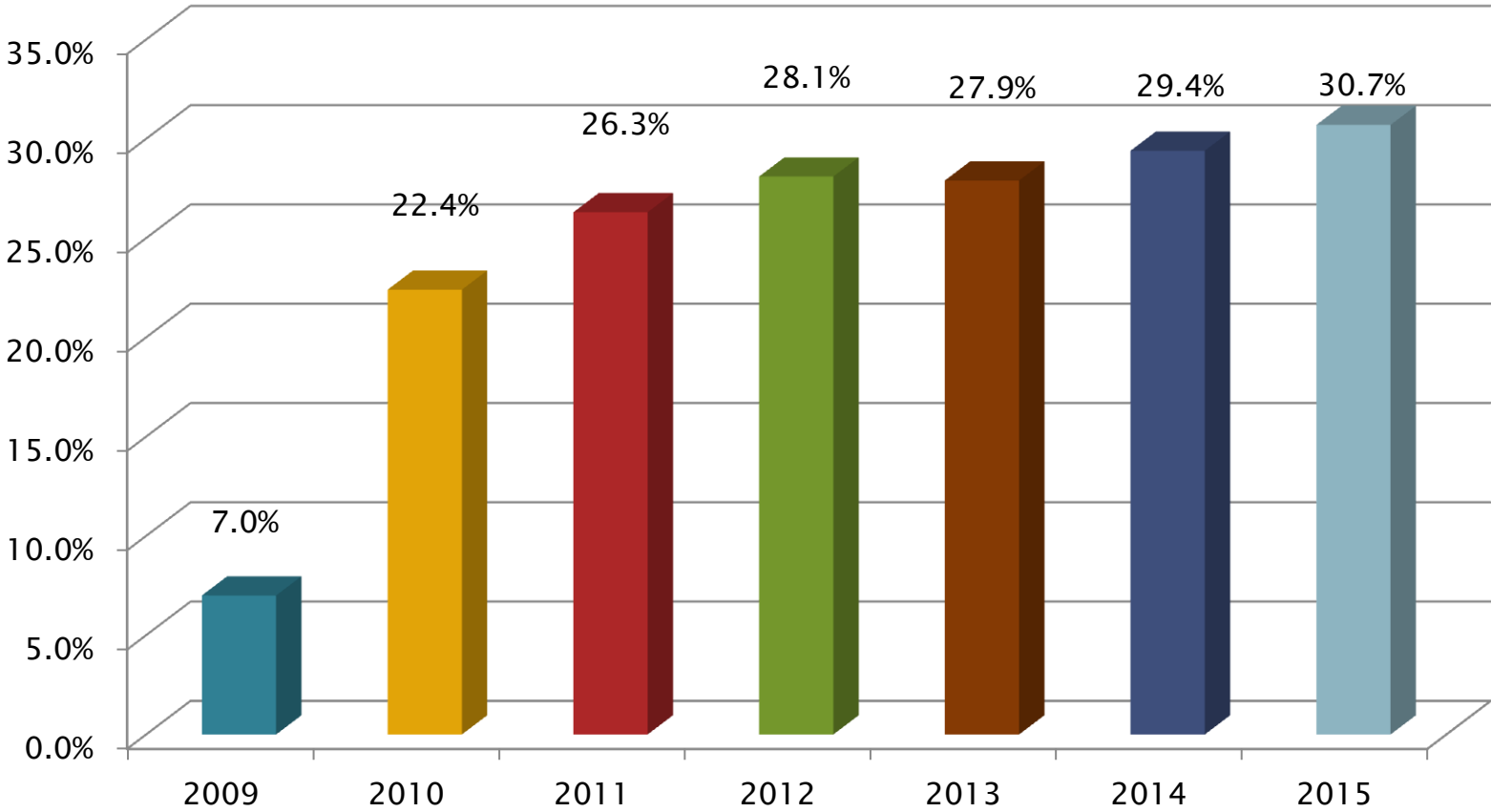


**ELKHART**  
COMMUNITY SCHOOLS

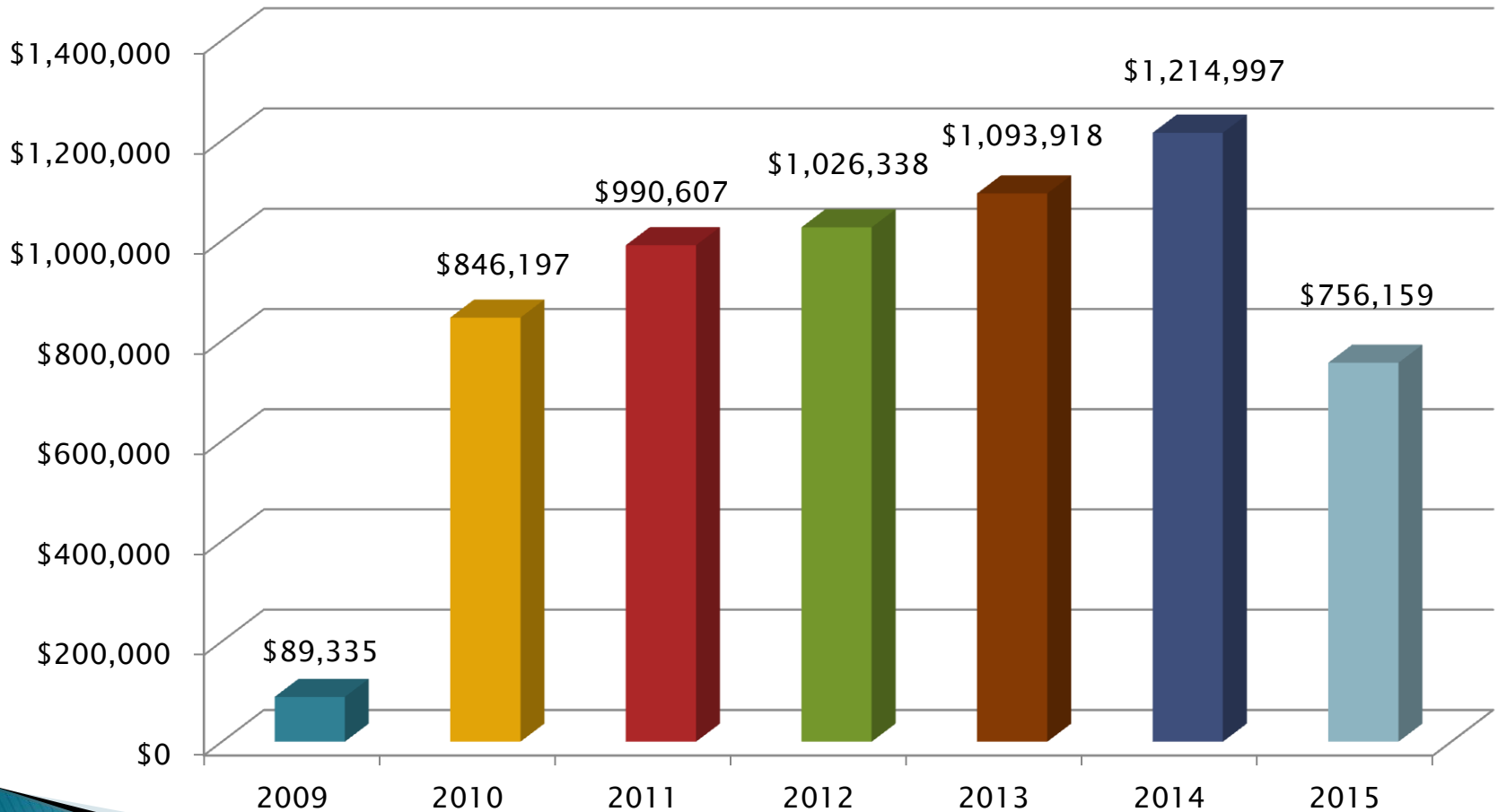
**Cenergistic™**

The Energy Conservation Company

# Cost Avoidance 9/2009-7/2015



# Cost Avoidance Yearly Trend





# 213 Auto Flush Urinals

Schools	# per Restroom	Total #
▶ <b>Beardsley</b> 7/2015	2 in gym, 5, 5	12
▶ <b>Hawthorne</b> 7/2015	5, 5, 4	14
▶ <b>Daly</b>	2, 4	6
▶ <b>Monger</b> 7/2013	4,4	8
▶ <b>Pinewood</b> 7/2015	7,7	14
▶ <b>Woodland</b> 7/2015	6,6	12
▶ <b>North Side</b>	20, 20	40
▶ <b>Pierre Moran</b> 12/2014	6, 6, 6, 6	24
▶ <b>West Side</b> 7/2015	5, 5, 5, 5, 5	25
▶ <b>Memorial</b>	6, 6, 6, 6, 6, 4, 4, 4	42
▶ <b>Central</b>	4, 3, 3	10
▶ <b>Career Center</b>	6	6
▶ <b>Auto Flush Urinals Replaced</b>		107

# Pierre Moran

## January–June 2014 & 2015

### Water/Sewer

	Usage	Cost
▶ 2014	1 451 KGAL	\$7,421.66
▶ 2015	531 KGAL	\$3,473.70
▶ Six Month		
▶ Total Savings	920 KGAL	\$3,947.86
▶ \$27.41 per urinal/month savings		
▶ Equal to filling Memorial swim pool 4 ½ times		



DATE: 8/17/15

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

FROM: Kristy Cisneros

SCHOOL /ENTITY APPLYING: Pierre Moran Middle School

GRANT TITLE: Indiana Youth Institute Professional Development Grant

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO: Indiana Youth Institute

GRANT AMOUNT: \$448

GRANT SUBMISSION DEADLINE: October 10, 2015

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *Cynthia Bonner*

**EXPLANATION OF GRANT:**

This grant would provide professional development funds for me to attend the Indiana School Counseling Association (ISCA) Conference.

**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:**

A sustainability plan is not applicable as this is a one-time grant that would provide professional development funds for me to attend a conference.

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

The grant funds will be utilized to pay for conference registration and hotel fare for the conference.

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

Kristy Cisneros

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL



DATE: 8-20-15

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

FROM: Mark Tobolski

SCHOOL /ENTITY APPLYING: Tipton Alternative

GRANT TITLE: Incentive Based Awards

GRANT APPLICATION READ  YES  NO

ENTITY APPLYING TO: Elkhart Education Foundation

GRANT AMOUNT: 1000.00

GRANT SUBMISSION DEADLINE: 11-1-15

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *Mark Tobolski*

**EXPLANATION OF GRANT:**

I would like to give incentive-based awards to students in 4 areas-attendance, behavior, credits earned and overall in both LIFE and Junior LIFE.

**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:**

The purpose is to assist both high schools reach their goals of 90% graduation rate. By allowing incentives, I am hoping we can get students more focused in the alterative setting. In accomplished, this would allow Elkhart Community Schools to a few in the area to boast a 90% graduation rate and a front runner in education.

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

Tipton Administration

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

Mark Tobolski and Mindy King

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:**

We are requesting \$2,635.35 for Bee-Bot Robots, Learning Mats, and a Bee-Bot Lesson book to enhance our kindergarteners' and fourth graders' understanding of engineering and programming skills. These resources will be used in the classroom and in an after school club.

**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:**

If funded, the Bee-Bot project will continue within the kindergarten and fourth grade collaborative classrooms every school year. Additionally, we hope to expand the Bee-Bot project to include other grade levels. This project is self-sustaining and there will be no recurring costs to continue the Bee-Bot project in the future. No additional funding will be required.

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

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

BOARD:  APPROVED  DENIED

DATE OF BOARD APPROVAL

**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.

**Proposed Revised Administrative Regulation****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 a 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 five thousand (\$5,000) dollars or more shall be submitted to the Board for its action.
  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 five thousand (\$5,000.00) 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.**

**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
Child Care Coordinator	13.44 – 16.67
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

\* 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
<b><u>Adult and Community Education Program Manager</u></b>	<b><u>60,000 – 70,000</u></b>
School Psychologist Intern	35,520
Early College Data Specialist	22.90 – 26.17
21 <sup>st</sup> Century Community Learning Center Coordinator	2,500 (per semester)
Community Engagement Manager	28,428
Jr. ROTC Program Manager	50,765

An 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.

July 14, 2015 **September 8, 2015**



ELKHART AREA CAREER CENTER

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO:** DR. HAWORTH  
**FROM:** DAVE BENAK *DRB*  
**DATE:** AUGUST 26, 2015

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**SUBJECT: SIGNED AGREEMENTS FROM SENDING SCHOOLS**

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The enclosed agreements have been signed by our sending schools' superintendents and their Board members. Please include the signed agreements in the Board's packet for review and approval at the next Board meeting.

Agreements for the following sending schools are included in this packet:

- Baugo Community Schools
- Bremen Public Schools
- Concord Community Schools
- Edwardsburg Public Schools
- Goshen Community Schools
- Middlebury Community Schools
- Penn-Harris-Madison Schools
- School City of Mishawaka
- Wa-Nee Community Schools

A blank agreement is also attached for your review.

Thank you.

# *Elkhart Area Career Center Agreement*

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of August, 201  , by and between the Elkhart Community Schools, Elkhart County, Indiana, and «School Corporation».

WHEREAS, Elkhart Community Schools has constructed a building to provide occupational training for those individuals residing within the school corporation/districts who are desirous and in need of such training, said Center being known as the Elkhart Area Career Center and

WHEREAS, «School Corporation» is desirous as a school corporation/district to participate in their students attending said Career Center,

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, the parties mutually agree as follows:

## ARTICLE I. STUDENTS AUTHORIZED TO ATTEND THE CAREER CENTER

Students from participating school corporations/districts may attend the Career Center on a full or partial day basis at the discretion of their own participating school corporation/district, and all credits toward graduation will be issued by the said home corporation/district.

Each student attending the Career Center shall be considered a student of the participating school corporation/district for the purposes of calculating the average daily attendance for the participating school corporation/district, including private, charter, and home schools.

ARTICLE II. ADMINISTRATIVE CONTROL

The Elkhart Area Career Center shall be under the administrative control of the Board of School Trustees, Elkhart Community Schools, Elkhart, Indiana, and said Board shall have authority and responsibility to determine all final decisions concerning the financing and the operation of the Center.

ARTICLE III. LOCAL ADVISORY COUNCIL FOR CAREER AND TECHNICAL EDUCATION (CTE)

A local Career and Technical Education (CTE) advisory council for career and technical education shall be approved by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana, representing broad interests in career and technical education, on an interest basis. The functions of this council shall be to provide recommendations for the operation of the Career Center and to bring these recommendations to the administration of the Career Center and the Board of School Trustees, Elkhart Community Schools. This advisory council, as nearly as possible, should represent the interests of all of the people within the area served by the Elkhart Area Career Center.

This advisory council will meet a minimum of two times each year, and the minutes of those meetings shall be emailed to all participating school corporations/districts and shall be available at the Elkhart Area Career Center at all times.

ARTICLE IV. TRANSPORTATION OF STUDENTS

Decisions regarding transportation of students to the Career Center shall be left to the discretion of the local Boards. No transportation of students to and from the Center will be provided by the Career Center.



ARTICLE V. BUDGET AND ACCOUNTING

The annual budget for the operation of the Career Center shall be prepared in accordance with the policies of the Indiana State Board of Accounts and the Superintendent of Public Instruction. Said budget will be developed on a total project basis and shall first be subject to the final approval by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana. Elkhart Community Schools shall maintain a separate Vocational Fund in the Fund Ledger and Ledger of Receipts, and shall observe all other accounting procedures required by the Indiana State Board of Accounts.

The Elkhart Community Schools, serving as the administering school, is entitled to recover costs incurred for administering the Elkhart Area Career Center program by multiplying their approved federal fund indirect cost rate times the Elkhart Area Career Center fiscal year current expenditures and prorating the costs in accordance with the provisions of ARTICLE IV, as a part of the total cost per pupil enrolled.

A copy of the projected budget shall be submitted to the participating school corporations/districts no later than February 1, for the following school year. At the end of the fiscal year, an expenditure of funds report will be submitted to each school corporation/district.

ARTICLE VI. COST TO PARTICIPATING SCHOOL CORPORATION/DISTRICT

The cost to a participating school corporation/district shall be determined in the following manner: Each participating school corporation/district will pay the net per capita cost for each of its students enrolled in the Career Center program. Said net per capita cost shall be determined on the basis of the following formula:

$$\begin{array}{l} \text{Total operating cost of program} \\ \text{Less state and federal reimbursement} \\ = \text{Net cost per student enrollment in the Career Center} \end{array}$$

Utilizing this formula, the participating school corporation/district shall be billed on a monthly basis on the estimated cost per student. The final billing shall be resolved after the reimbursement is made in July and will be based on the actual net cost per capita for the students enrolled.

Any specific fees, such as book rental or student supplies shall be the responsibility of the student.

#### ARTICLE VII. STUDENTS TO BE ENROLLED

The following enrollment procedures will be used:

The Guidance Department of the Career Center will provide each participating school corporation/district with a list of CTE programs to be offered during the new school year on or before January 10 of each year.

Applications for enrollment will be supplied to the participating school corporations/districts on or before February 20 and the enrollment process initiated.

On or before March 31, the participating school corporation/district shall have completed the enrollment forms and returned them to the Guidance Department of the Elkhart Area Career Center.

On or before April 5, the Career Center counseling staff shall tabulate the number of applications and initiate the normal balancing procedure working with cooperating school counselors to insure reasonable and cost effective class enrollment numbers. It is understood that some variation in enrollment will take place between this spring balancing and the ADM final count; however, cooperating school agrees to have done the major portion of their screening by May 10 and only minor adjustments should occur from this point to the official ADM day.

On or before the official ADM count day for the school year of this Agreement, the participating school corporation/district does herewith enter into as a part of this contract to provide for the financial costs incurred for those student enrollees whose placement shall be determined in accordance with the procedures herewith defined for the succeeding school year.

ARTICLE VIII. EMPLOYMENT OF PERSONNEL

All personnel employed at the Elkhart Area Career Center shall be the responsibility of the Elkhart Community Schools, in accordance with licensing procedures of the State of Indiana.

ARTICLE IX. PERIOD OF AGREEMENT

This agreement shall begin on the 1<sup>st</sup> day of August, and shall continue on a fiscal year, July 1 to June 30. A new contract will be written on or before August 1 of the fiscal year.

IN WITNESS WHEREOF the parties hereto have signed this Agreement and caused their seals to be affixed and attested on the day and year indicated.

*ELKHART COMMUNITY SCHOOLS*

*«School Corporation»*

By \_\_\_\_\_  
President of the Board

By \_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Superintendent of Schools

Attested:  
  
\_\_\_\_\_  
Secretary of the Board

Attested:  
  
\_\_\_\_\_  
Secretary of the Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: September 2, 2015  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak *DRB*  
 RE: Conference Leave Requests for Carl D. Perkins Grant  
 September 8, 2015 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

<b>2015 - 2016 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>AMERICAN LUNG ASSOCIATION: LUNG FORCE EXPO</b> This conference will focus on teaching the latest treatments, resources, and research for lung disease and is required to keep teaching credentials. Indianapolis, IN September 24, 2015 (1 day's absence) LAURIE HUND-SCHIEBER - EACC (0-0)	\$378.00	\$85.00
<b>INDIANA ASSOCIATION OF CAREER AND TECHNICAL EDUCATION (IACTE) CONFERENCE</b> As an executive board member and the northern representative, attendance is required at this professional development conference. Indianapolis, IN September 24-25, 2015 (2 day's absence) BILL KOVACH - EACC (1-4)	\$601.87	\$0.00
<b>SCHOOL SAFETY SPECIALIST ADVANCED 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) JON CHEVALIER - EACC (0-0)	\$242.50	\$170.00
<b>PAWS WITH CAUSE INSTRUCTOR DEVELOPMENT/UPDATE</b> This professional development class will renew industry certification and augment the K9/fire investigation portions of the CSI curriculum. This will also aid in the Career Center's Tech Centers That Work project. Grand Rapids, MI October 1-5, 2015 (3 day's absence) NICOLE DYER - EACC (0-0)	\$643.00	\$255.00
<b>TOTAL</b>	<b>\$1,865.37</b>	<b>\$510.00</b>
2015-16 YEAR-TO-DATE PERKINS FUNDS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$1,865.37</b>	<b>\$510.00</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 3, 2015  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *DMcGrath*  
 RE: **Conference Leave Requests**  
**September 8, 2015 - Board of School Trustees Meeting**

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

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>FACILITATING RESTORATIVE CONFERENCE</b></p> <p>This conference will provide information regarding effective ways to repair harm and rebuild relationships, how to facilitate behavior change, how to improve school climate, how to increase accountability, as well as alternatives to suspension.</p> <p>Columbus, OH</p> <p>September 9 - 10, 2015 (2 day's absence)</p> <p align="center">JOYCE BILBREY - NORTH SIDE (0-0)</p>	\$300.00	\$170.00
<p><b>INDIANA HIGH SCHOOL FORENSIC ASSOCIATION COACHES CLINIC</b></p> <p>This conference is a national speech, debate, and theater conference designed for state organizational directors in an effort to enhance our state programs.</p> <p>Indianapolis, IN</p> <p>September 10 - 12, 2015 (1 day's absence)</p> <p align="center">KATHRYN LANE - MEMORIAL (0-0)</p>	\$200.00	\$85.00
<p><b>2015 EMBROIDERY EXTRAVAGANZA</b></p> <p>This is an opportunity to learn new sewing and embroidery techniques which can be incorporated into the curriculum.</p> <p>South Bend, IN</p> <p>September 11 - 12, 2015 (1 day's absence)</p> <p align="center">ANITA GORDEN - CENTRAL (0-0)</p>	\$0.00	\$85.00
<p><b>DIGITAL CURRICULUM STRATEGY DISCUSSION</b></p> <p>Participating in this discussion regarding the state of developments in curriculum trends nationally, particularly digital content, directly aligns with the direction our district is heading. It is imperative, as district leaders in the area of curriculum, we keep up with the rapidly developing and changing world of technology in which our children live. In order for teachers to impact student achievement, district administrators must provide both the vision and the pathway to the most current trends to help schools move forward with a well-reasoned strategy for digital content and curriculum, and professional development.</p> <p>Indianapolis, IN</p> <p>September 15, 2015 (1 day's absence)</p>	\$854.00	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
JEAN CREASBAUM - ESC (0-0) WILLIAM KOVACH - EACC (1-4) MICAH LAMBERT - DALY (0-0) KRISTIE STUTSMAN - WEST SIDE (0-0)		
<b>ANNUAL FALL CONFERENCE PRESENTED BY INDIANA ASSOCIATION OF SCHOOL PSYCHOLOGISTS (IASP)</b> This conference is an opportunity for professional development which will provide information regarding a systems approach to mental health, building cultural competency, and Multi-tiered Systems of Support. All information learned will be shared with other psychologists during their monthly meetings. Indianapolis, IN September 15 - 16, 2015 (2 day's absence) REBEKAH THOMPSON - STUDENT SERVICES (0-0) LISA WARD - STUDENT SERVICES (0-0)	\$708.30	\$0.00
<b>DATA ANALYSIS WORKSHOP: FOCUS ON CLASSROOM</b> This workshop will introduce a data analysis process and apply this process to classroom data (student work, texts, classroom-based assessments, and other materials from a unit or lesson). Educators will gain more experience analyzing data for classroom decision-making through a language lens. Akron, IN September 16, 2015 (1 day's absence) SHANNON LOVELY - WEST SIDE (0-0) MARILYN TORRES - WEST SIDE (0-0)	\$77.50	\$85.00
<b>ADVANCED PLACEMENT TRAINING AND INCENTIVE PROGRAM INDIANA (TIP-IN) MOCK EXAM GRADING</b> The workshop will provide an opportunity for teachers to deepen their understanding of the redesigned exam in order to better prepare students for the AP exam. Indianapolis, IN September 18, 2015 (1 day's absence) TINA DAVIDHIZAR - MEMORIAL (0-0) AMY SEMANCIK - MEMORIAL (0-0) JULIE TYRAKOWSKI - MEMORIAL (0-0)	\$1,132.35	\$255.00
<b>3RD ANNUAL RESEARCH CONFERENCE IN ADULT, COMMUNITY, AND HIGHER EDUCATION (ARCACHE)</b> In an effort to dynamically nurture and sustain a collaborative community among researchers and practitioners, this conference supports new research, explores policy, and showcases industry best practices through interaction with innovative established professionals in the fields of adult learning, higher education, and community engagement.	\$797.53	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p>Muncie, IN</p> <p>September 19, 2015 (1 day's absence)</p> <p>JOY GRABER - ADULT EDUCATION (0-0)</p> <p>ELIZABETH PARSONS - ADULT EDUCATION (0-0)</p>		
<p><b>UNIFIED ENGLISH BRAILLE (UEB) INSTRUCTIONAL STRATEGIES</b></p> <p>This conference will provide the most recent research based instructional strategies for implementing and teaching the new unified braille code.</p> <p>Indianapolis, IN</p> <p>September 21, 2015 (1 day's absence)</p> <p>JULENE FITCH - TIPTON (0-0)</p>	\$192.50	\$0.00
<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>FRANK KURTH - MEMORIAL (0-0)</p> <p>BERNADETTE TAYLOR - MEMORIAL (1-1)</p>	\$837.40	\$0.00
<p><b>AMERICAN ASSOCIATION OF FAMILY AND CONSUMER SCIENCES CONFERENCE</b></p> <p>This conference will provide professional development information and new ideas to enrich the instruction which drives the FACS curriculum.</p> <p>Indianapolis, IN</p> <p>September 25 - 26, 2015 (1 day's absence)</p> <p>ANITA GORDEN - CENTRAL (1-1)</p> <p>BARBARA VAN WECHEL - CENTRAL (0-0)</p>	\$687.60	\$0.00
<p><b>2015 ENVIRONMENTAL EDUCATION ASSOCIATION OF INDIANA CONFERENCE</b></p> <p>This conference will provide information about ecology, restoration and environmental justice. Information learned will be used and incorporated into activities involving the Science 2 Go Bus.</p> <p>Chesterton, IN</p> <p>September 25 - 27, 2015 (2 day's absence)</p> <p>JOHN MORAN - ETHOS (0-0)</p>	\$0.00	\$0.00
<p><b>INDIANA SCHOOL SAFETY SPECIALIST ACADEMY</b></p> <p>This training is provided by the School Safety Specialist Academy and will count towards training required by the State for the School Safety Specialist Certification renewal.</p> <p>Indianapolis, IN</p>	\$247.50	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
September 30 - October 1, 2015 (2 day's absence) KRISTIE STUTSMAN - WEST SIDE (1-1)		
<b>THE EVALUATION LANDSCAPE IN INDIANA: ANNUAL CONFERENCE OF INDIANA EVALUATION ASSOCIATION</b> This conference will provide participants with information and tools to make wise choices regarding programming via improved evaluation. Indianapolis, IN October 9, 2015 (1 day's absence) SHAWN HANNON - ESC (0-0)	\$241.50	\$0.00
<b>AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS CONFERENCE</b> This conference will provide workshops, presentations and exhibits to convey current practices and technology trends in media centers and school libraries across the United States. The information learned will be used to continue and improve the leadership and exceptional services of the media center for the students at Central High and West Side Middle Schools. Columbus, OH November 3 - 6, 2015 (4 day's absence) BRADLEY COMPTON - CENTRAL (0-0) MATTHEW HOWE - WEST SIDE (0-0)	\$2,229.00	\$0.00
<b>INDIANA ASSOCIATION OF SCHOOL PRINCIPALS (IASP) - ASSISTANT PRINCIPALS FALL CONFERENCE</b> This conference is specifically designed for assistant principals and will cover the current trends in education, updates on current law, and new standards. Indianapolis, IN November 19 - 21, 2015 (3 day's absence) MICAH LAMBERT - DALY (0-0)	\$1,161.25	\$0.00
<b>ESSENTIALS FOR ACHIEVING RIGOR</b> This workshop is a one day experience with Marzano's Essentials for Achieving Academic Rigor. Participants will gain knowledge of high-efficiency instructional strategies which will move students towards a higher level of thinking and help students take ownership of their own learning. Hobart, IN September 29, 2015 (1 day's absence) SHANNON LOVELY - WEST SIDE (1-1) MARK SCHROEDER - WEST SIDE (0-0) NATALIE SCHULTZ - WEST SIDE (0-0) MARILYN TORRES - WEST SIDE (1-1)	\$348.00	\$340.00
<b>TOTAL</b>	<b>\$10,014.43</b>	<b>\$1,020.00</b>



<b>2015 - 2016 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
2015 YEAR-TO-DATE GENERAL FUNDS	\$9,759.59	\$1,190.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$0.00	\$0.00
2015 YEAR-TO-DATE OTHER FUNDS	\$107,441.21	\$2,890.00
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>\$114,215.10</b>	<b>\$4,080.00</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 8, 2015

ADDENDUM

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath

RE: **Conference Leave Requests  
September 8, 2015 - Board of School Trustees Meeting**

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

2015-2016 CONFERENCES	Expenses	Substitutes
<b>ADVANCED PLACEMENT TRAINING AND INCENTIVE PROGRAM INDIANA (TIP-IN) MOCK EXAM GRADING</b> The workshop will provide an opportunity for teachers to deepen their understanding of the redesigned exam in order to better prepare students for the AP exam. Indianapolis, IN September 18, 2015 (1 day's absence) JILL HALLORAN-BARNES - CENTRAL (0-0)	\$272.65	\$85.00
	<b>\$272.65</b>	<b>\$85.00</b>

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



**TO: DR. ROBERT HAWORTH**  
**FROM: MR. DOUGLAS THORNE**  
**DATE: SEPTEMBER 8, 2015**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

<b>Jacob Bartlett</b>	<b>Monger~Osolo/Art</b>
<b>Jacquelyn Krull</b>	<b>Bristol/Grade 6</b>
<b>Adriana Largotta</b>	<b>West Side/Science</b>
<b>Jennie Siri</b>	<b>Cleveland/Speech Pathologist</b>
<b>Eliza Stoltzfus</b>	<b>Beardsley/Grade 5</b>

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

<b>Matthew McQueen</b> Began: 9/18/14	<b>West Side/Science</b> Resign: 8/21/15
<b>Tara Torok</b> Began: 8/13/12	<b>Roosevelt/Art</b> Resign: 8/14/15

- d. **Change to Resignation** – We report a change in resignation for the following employee:

<b>Ryan Bounds</b> Began: 8/13/07	<b>Central/Language Arts</b> Resign: 8/21/15
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- e. **Retirement** – We report the retirement of the following employees effective at the end of first semester of the 2015-2016 school year:

<b>Candice Clarke</b>	<b>Memorial/Art</b>	<b>22 Years of Service</b>
<b>Thomas Grove</b>	<b>Central/Art</b>	<b>40 Years of Service</b>
<b>Nico Valentijn</b>	<b>Central/Media</b>	<b>39 Years of Service</b>

## CLASSIFIED

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

**Janine Halliburton**  
Began: 6/29/15

**Daly/Custodian**  
PE: 8/31/15

**Connie Maglish**  
Began: 4/16/15

**Transportation/Bus Driver Unassigned**  
PE: 8/24/15

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

**Miranda Fulmer**  
Began: 1/5/15

**Beck/Paraprofessional**  
Resign: 8/27/15

**Tyllis Mason**  
Began: 4/1/15

**Memorial/Custodian**  
Resign: 8/19/15

**Matthew Perkey**  
Began: 9/15/09

**Central/Paraprofessional**  
Resign: 8/26/15

**Jamie Schultz**  
Began: 9/3/13

**Beck/Paraprofessional**  
Resign: 9/11/15

**Clarence Warren**  
Began: 3/16/15

**Transportation/Bus Driver Unassigned**  
Resign: 8/18/15

- c. **Health Leave** - We recommend an unpaid health leave for the following classified employee:

**Toya Wiley**  
Begin: 8/26/15

**Transportation/Bus Driver**  
End: 10/6/15

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

**Melissa Lovett**  
Began: 8/15/14

**Transportation/Bus Driver Unassigned**  
Terminate: 9/2/15  
Board Policy GDBDA