

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

April 26, 2016

CALENDAR

Apr	26	6:15 p.m.	Executive Session, J.C. Rice Educational Services Center
Apr	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	26	Immediately following	Public Work Session, J.C. Rice Educational Services Center
May	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	10	Immediately following	Executive Session, J.C. Rice Educational Services Center
May	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	10	Immediately following	Executive Session, J.C. Rice Educational Services Center
May	17	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- D. Gift Acceptance - The administration recommends Board acceptance with appreciation recent donations made to the Elkhart Community Schools.
- E. SPECIAL RECOGNITION
 - Certified Staff Member with 40 Years of Service
 - Certified Support Employee of the Year
 - Classified Support Employee of the Year
- F. STUDENT RECOGNITION
 - Elkhart Area Career Center:
Award for Excellence Winner
 - 2016 American Advertising Award Winners
- G. MINUTES -
 - April 12, 2016 – Regular Board Meeting
 - April 12, 2016 – Public Work Session
 - April 14, 2016 – Public Work Session
 - April 19, 2016 – Public Work Session

H. TREASURER'S REPORT

Consideration of Claims

Financial Report – January 1, 2016 – March 31, 2016

Fund Loans – The Business Office reports on fund loans made at the end of March 2016.

RX Help Center – The Business Office seeks Board approval of a proposal from RX Help Center.

School Corporation Waiver from the Implementation of Protected Taxes – The Business Office seeks Board authorization to file the application.

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.

I. NEW BUSINESS

Student Services – Social Workers

Memorandum of Understanding – The administration seeks Board approval of a Memorandum of Understanding with the Vincennes University regarding early college opportunities for Elkhart Area Career Center students.

2015-2016 Board Meeting Schedule – The administration seeks Board approval of the proposed changes to the Board of School Trustees' meeting schedule for 2015-2016, and asks to waive 2nd reading.

Board Policy IF – Curriculum Development - The administration presents proposed revisions to Board Policy IF – Curriculum Development.

Board Policy IG – Instructional Program Development - The administration presents proposed revisions to Board Policy IG – Instructional Program Development.

Administrative Regulation IG – New Course Adoption Procedure - The administration presents proposed revisions to Administrative Regulation IG – New Course Adoption Procedure, and asks to waive 2nd reading.

Administrative Regulation IG-(1) – Instructional Cycle - The administration presents proposed revisions to Administrative Regulation IG-(1) – Instructional Cycle.

Board Policy IGBB – Programs for High Ability Students - The administration presents proposed revisions to Board Policy IGBB – Programs for High Ability Students.

Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students - The administration presents proposed revisions to Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students.

Board Policy IKF – Graduation Requirements - The administration presents proposed revisions to Board Policy IKF – Graduation Requirements, and asks to waive 2nd reading.

Administrative Regulation IKFB – Foreign Students – Certificate of Attendance - The administration presents proposed revisions to Administrative Regulation IKFB – Foreign Students – Certificate of Attendance, and asks to waive 2nd reading.

Board Policy JEA – Compulsory Attendance and Initial Entrance - The administration presents proposed revisions to Board Policy JEA – Compulsory Attendance and Initial Entrance, and asks to waive 2nd reading.

Administrative Regulation JEA-1 – ECS Kindergarten Early Entrance Procedure and Application Form - The administration presents proposed revisions to Administrative Regulation JEA-1 – ECS Kindergarten Early Entrance Procedure and Application Form, and asks to waive 2nd reading.

Grant Confirmations – The administration seeks Board confirmation of grants submitted to:

Community Foundation of Elkhart for Student Leadership Summit grant from ECS.

Project Lead the Way CPEG Northern Indiana for Project Lead the Way 2016-2017 from Beardsley Elementary.

Hass Manufacturing for a college tuition grant from EACC.

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

J. PERSONNEL

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

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

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT



Sales Order

Stealth Enterprises, LLC
 JBA Stealth Trailers
 110 MAPLE STREET
 BRISTOL, IN 46507
 Phone : (574) 848-5900
 Fax: (574) 848-5901

Order Number: 0054473
 Order Date: 4/11/2016
 Salesperson: House-Retail
 Customer Number: 20-0000364

Sold To:		Ship To:	
ELKHART CENTRAL BAND		ELKHART CENTRAL BAND RODNEY 574-202-2216	

Confirm To:		Customer P.O.		Ship VIA		Due Date		Terms		
RODNEY		D						Payment Prior To Shipping		
Model / Item Number		VIN / Serial Number		Unit		Ordered		Price		Amount
S17LT716TA2SD		52LBE1621HE054473		EACH		1.00		3,850.00		3,850.00

7x16 - 72" Interior Height Spring #3500 x 2
 Color: Polar White
 Top: Round Top

Liberty Series

Standard Features

Tubular Steel Main Frame	24" Tall ATP Stoneguard
Tube Steel Wall Studs (16" O/C)	ATP Fenders
Tube Steel Roof Bows (24" O/C)	Roof Vent
16" O/C 2 x 3 Tube Floor Crossmembers	Framed For RV Flush Lock
3500# Lippert Spring Axle/s w/4" Drop	LED Strip Tail & Marker Lights
ST205/75R15 LRC Radial Tires w/Chrome Center Caps	Luan Above Roof Bows***NEW***
Silver Powder-Coated Modular Wheels	3/4" RainBlock Floor
Brake Drop Axles on TA	3/8" Rainblock on Side Walls
Wide Track Axles on 7x(No Int Wheel Wells)	(2) 12 Volt LED Dome Light w/ Switch
2-5/16" Coupler With A-Frame	Aluminum Framed DBL Rear Doors w/Cam Lock on 6/7/8 Wides
7-Way Electrical Plug (4-Way on SA)	32" Aluminum Frame Side Door on 6x
Painted Tongue & Rear Sill (Ramp Door)	36" Aluminum Frame Side Door on 7x
Seamless Aluminum Round Top Roof	48" Aluminum Frame Side Door on 8.5x
.080 Roof Cove	Side Door Pull-Handle
.030 Exterior Aluminum Screwless	STAINLESS STEEL HARDWARE
Fiberglass Front Cap (Black or White)	Aluminum Door Holdbacks
Painted Aluminum Rear Header/Corner Post	6" Barrier Tape
3" Heavy Duty Extruded Bottom Trim	DOT/CSA Approved Safety Equipment
	Limited 5 Year Structural Warranty

7 Wide - LT. Duty Ramp Door w/Flap - 3000lb	EACH	1.00	190.00	190.00
E-Track Recessed in Floor (Heavy Duty) 2 ROWS 10" AWAY FROM WALLS	FEET	32.00	9.00	288.00
E-Track Recessed in Walls (Heavy Duty) 1 ROW R/S AND C/S 36" AFF TO BOTTOM OF TRACK	FEET	32.00	9.00	288.00
15" Deep Shelf w/2" Lip Lined w/Aluminum 8' LONG	FEET	8.00	25.00	200.00



Sales Order

Stealth Enterprises, LLC
 64 Stealth Trailers
 10 MAPLE STREET
 BRISTOL, IN 46507
 Phone : (574) 848-5900
 Fax: (574) 848-5901

Order Number: 0054473
 Order Date: 4/11/2016
 Salesperson: House-Retail
 Customer Number: 20-0000364

Sold To:		Ship To:	
ELKHART CENTRAL BAND		ELKHART CENTRAL BAND RODNEY 574-202-2216	

Confirm To:		Customer P.O.		Ship VIA		Due Date		Terms		
RODNEY		D						Payment Prior To Shipping		
Model / Item Number		VIN / Serial Number		Unit		Ordered		Price		Amount
**NO CHARGE PER SK						1.00		4,816.00-		4,816.00-

Sales Discounts

OPTIONS:

Signature below confirms your order to build this unit as shown above.

_____ Date: _____

NOTE: You MUST send back a signed confirmation BEFORE your order will be placed on the production work schedule.

Net Order:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total	0.00

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
April 12, 2016

<p>Elkhart Central High School, One Blazer Blvd., Elkhart - at approximately 7:00 p.m.</p>	<p>Place/Time</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members Present:</td> <td style="width: 33%;">Glenn L. Duncan Susan C. Daiber Karen S. Carter</td> <td style="width: 33%;">Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver</td> </tr> </table>	Board Members Present:	Glenn L. Duncan Susan C. Daiber Karen S. Carter	Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver	<p>Roll Call</p>
Board Members Present:	Glenn L. Duncan Susan C. Daiber Karen S. Carter	Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver		
<p>President Glenn Duncan called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited. The Star Spangled Banner was sung by the Shades of Blue.</p>	<p>Call to Order</p>			
<p>Mr. Duncan discussed the invitation to speak protocol.</p>	<p>Protocol</p>			
<p>Superintendent's Student Advisory Council (SSAC) representatives introduced themselves. Rachel Swanson represented Central High School (CHS). Ms. Swanson, a senior, is involved in soccer, National Honor Society, Key Club and the recent musical, and will be attending Belmont University in Nashville to pursue a song writing career. Ms. Swanson highlighted recent events including: the orchestra's trip to New York City; the choir's trip to Chicago to see Matilda; on-going voter registration efforts; upcoming sports events; and a dance marathon this Saturday. Olivya Beathea, a sophomore from Memorial High School (MHS) presented the Board members with the media guide to spring sports provided by the Booster Club. Ms. Beathea reported on spring sports; the marching band's spring break trip to Florida for a performance at the Magic Kingdom; preparations for the ISSMA competition hosted by CHS next week; the progress of Project Y including being over half way to the goal of raising \$10,000 in scholarships.</p>	<p>SSAC Representatives</p>			
<p>By unanimous action, the Board approved the following minutes: March 16, 2016 - Public Work Session March 18, 2016 - Public Work Session March 22, 2016 - Regular Board Meeting March 22, 2016 - Public Work Session</p>	<p>Approval of Minutes</p>			
<p>By unanimous action, the Board approved payment of claims totaling \$16,558,936.85 as shown on the April 12, 2016, claims listing. (Codified File 1516-113)</p>	<p>Payment of Claims</p>			

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500.00 each from Christal Henderson and Dr. and Mrs. Boling for the purchase of team clothing and equipment for MHS girls/boys track team; \$500.00 from Stahl Heating & Air conditioning to MHS for transportation and tournament costs for the volleyball program; building materials valued at \$1,432.73 from Big C Lumber to be used for junior varsity softball and baseball dugout enclosures at MHS; 800 backpacks filled with school supplies and hygiene items along with 53 cases of snack food items for ECS children in need from Feed the Children; and two 9-foot banners valued at \$410.00 from A-One Apparel, Signs and Designs to ECS to be used to advertise the district-wide Kindergarten open house.

Gift Acceptance

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 1516-114)

Fundraiser Approval

By unanimous action, the Board approved an extra-curricular purchase by West Side Middle School for music for the Spring concert \$500.00; and the purchase of a trophy case at CHS in memory of Tom Eastman, the athletic department will pay any remaining costs above the \$2,595 donated in Mr. Eastman's honor.

Extra Curricular Purchases

By unanimous action, the Board approved continued alternative non-residential services agreements for two (2) ECS special education students. (Codified File 1516-115 and 1516-116)

Residential Services Agreements

By unanimous action, the Board approved submission of a grant to the Department of Homeland Security for the 2016 Citizenship and Integration Grant Program from Adult Education. (Codified File 1516-117)

Grant Approval

By unanimous action, the Board confirmed the submission of a grant to the Indiana Department of Education for High Ability Education Grant from the Instructional Leadership Department. (Codified File 1516-117)

Grant Confirmation

By unanimous action, the Board confirmed the submission of a grant Skills USA and Ryder for a Diesel Tech Lab Enhancement Grant from the Elkhart Area Career Center. (Codified File 1516-117)

Grant Confirmation

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the April 12, 2016 listing. (Codified File 1516-118)

Conference Leaves

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

Personnel Report

<p>Employment of the following two (4) certified staff members effective on dates indicated: Howard Edwards - special education at Memorial, 3/28/16 Veronica Terry - speech pathologist at ESC, 4/12/16</p>	Certified Employment
<p>Resignation of the following four (4) certified staff members effective on dates indicated: Jennifer Hershberger - language arts at Memorial, 4/11/16 Andrew Krabill - social studies at Central, 6/1/16 Bryce Nixon - language arts at West Side, 6/1/16 Alexandra Salcedo - language arts at West Side, 6/1/16</p>	Certified Resignation
<p>Retirement of certified staff member Susan Kitt, grade 1 at Monger, effective 6/1/16, with 19 years of service.</p>	Certified Retirement
<p>Maternity leave for certified staff member Natalie Blair, grade 1 at Daly, beginning 4/12/16 and ending 6/1/16</p>	Maternity Leave
<p>Regular employment of the following five (5) classified employees, who have successfully completed their probationary periods, on dates indicated: Kathryn Aistrop - food service at Hawthorne, 3/23/16 Yesenia Alvarez - paraprofessional at Elkhart Academy, 3/23/16 Robin Hill - bus helper at Transportation, 4/12/16 Patricia Laws - food service at Pinewood, 3/24/16 April Sherwood - paraprofessional at Eastwood, 3/23/16</p>	Classified Employment
<p>Retirement of classified employee Diana Franklin, secretary at Elkhart Academy, effective 6/17/16, with 19 years of service.</p>	Classified Retirement
<p>Resignation of the following six (6) classified employees effective on dates indicated: Yvonne Curtis - food service at Pierre Moran, 3/9/16 Jammie Fields - food service at Beardsley, 3/28/16 Theodore Foland - energy education specialist at ESC, 6/30/16 LeDeana Owens - bus driver at Transportation, 4/11/16 Shawna Torok - food service at Cleveland/Woodland, 3/18/16 Sherree Wilkey - technical assistant at PACE, 3/25/16</p>	Classified Resignations
<p>Medical leave for classified employee, Haley Burkhart, physical therapist at PACE, beginning 3/18/16 and ending 6/1/16.</p>	Classified Medical Leave
<p>Termination of classified employee Monique Thompson, food service at Memorial, effective 4/12/16, in accordance with Board Policy GDPD.</p>	Termination

Ted Foland, energy education specialist, presented a Building Energy Report on MHS regarding the building's occupied holiday spring break audit conducted on April 4th. Only a few items were left turned on including computer lab screens. In 2015, CHS posted its best cost avoidance performance at 34.6%, valued at over \$246,000, and overall since September of 2009, over 1.2 million dollars has been saved. District-wide the cost avoidance is valued at over 6.8 million dollars.

Building Energy Report

Elkhart Central High School Principal Frank Serge welcomed everyone to the school. The following students were presented with excellence awards: All-State Honor Choir members Marcella Sanfillipo and Lanya Dancler. Athletics: Brian Buckley, Athletic Director introduced Rylee Damewood, Xochitl Gallegos, Abigail Downs, Ashley-Lauren Harmon, Estela Pedraza, Skiler Reveal, Mackenzie Scott and Kiara Stabler, 8th place finish at state gymnastics meet; Sydney Dygert, qualifier for state swimming meet in 200 yard individual medley and 100 yard butterfly; Logan Brown, 10th place finish at state diving meet. Principal Serge discussed the school improvement plan and success of various student activities including 35 active clubs with over 350 students involved. The following departments were highlighted: Orchestra; Principal Serge noted the jazz ensemble was the only group at state to win gold with distinction and he added over 150 students will be involved in orchestra next year requiring additional space. Sadie Knepper, Gillian Smith, Madeline Congdon and Andrew Scott performed. The robotics club gave a demonstration. Kristin Baker, language arts teacher, noted Shrek the Musical was a near sell out and the involvement of orchestra students as well as theater arts students contributed to its success. Ms. Baker also acknowledged the Elkhart Education Foundation's contribution which provided outstanding sets and costumes. Lincoln Bowers and Joseph Iavagnillio performed a song from the play. Early College: Regina Roberson, early college career counselor, reported on the success of the program including current participation of 49 juniors, 42 sophomores, and the recent addition of 53 freshmen. Twenty juniors are on track to graduate next year from CHS and Ivy Tech. Gio Parra talked about his experience in the program. Project Lead the Way: Eric Jantzen, science teacher, described the program. Will Southern spoke about how the program has given him direction into the bio-medical field and his future plans to become an oncologist. Co-Teaching: Cory Watt described the various scenarios used by co-teaching and the benefits to the students. The jazz band performed.

Building Report

The meeting adjourned at approximately 8:50 p.m.

Adjournment

APPROVED:

Glenn L. Duncan, President

Susan C. Daiber, Vice President

Karen S. Carter, Secretary

Carolyn R. Morris, 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

April 12, 2016

Elkhart Central High School, One Blazer Blvd., Elkhart – 8:25 p.m.

Time/Place

Board Members
Present:

Glenn L. Duncan
Susan C. Daiber
Karen S. Carter

Carolyn R. Morris
Dorisanne H. Nielsen
Jeri E. Stahr
Douglas K. Weaver

Roll Call

ECS Personnel Present:

Tony Giansesi
Shawn Hannon

Rob Haworth

The Board heard a marketing presentation from Joel Harmon, president Harmony Marketing.

Topics
Discussed

The meeting adjourned at approximately 9:20 p.m.

Adjournment

APPROVED:

Signatures

Glenn L. Duncan, President

Carolyn R. Morris, Member

Susan C. Daiber, Vice President

Dorisanne H. Nielsen, Member

Karen S. Carter, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

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

Elkhart Community Schools
Elkhart, Indiana

April 14, 2016

Elkhart Area Career Center, Room A111, 2424 California Road, Elkhart
- 2:00 p.m.

Time/Place

Board Members
Present:

Glenn L. Duncan
Susan C. Daiber
Karen S. Carter

Carolyn R. Morris
Dorisanne H. Nielsen
Jeri E. Stahr
Douglas K. Weaver

Roll Call

ECS Personnel Present:

Shawn Hannon
Doug Hasler
Rob Haworth

Dawn McGrath
Doug Thorne

The Board heard presentations from staff on various class structures and transportation scenarios regarding the strategic plan. Financing information was presented by Todd Samuelson of H.J. Umbaugh & Associates.

Topics
Discussed

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

Adjournment

APPROVED:

Signatures

Glenn L. Duncan, President

Carolyn R. Morris, Member

Susan C. Daiber, Vice President

Dorisanne H. Nielsen, Member

Karen S. Carter, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

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

Elkhart Community Schools
Elkhart, Indiana

April 19, 2016

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

Time/Place

Board Members

Present:

Glenn L. Duncan

Susan C. Daiber

Karen S. Carter

Carolyn R. Morris

Dorisanne H. Nielsen

Jeri E. Stahr

Roll Call

Absent

Douglas K. Weaver

ECS Personnel Present: 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 9:45 a.m.

Adjournment

APPROVED:

Signatures

Glenn L. Duncan, President

Carolyn R. Morris, President

Susan C. Daiber, Vice President

Dorisanne H. Nielsen, Member

Karen S. Carter, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

ACCOUNT BALANCES/INVESTMENT DETAIL

MARCH 2016

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	17,596,224.85
Lake City Bank - Merchant Account	905,629.37
Teachers Credit Union	2,825,099.22
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(27,725.41)
Change Fund	2,110.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,674,538.22
------------	--------------

PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	727,211.68
Lake City Bank - Flex Account	56,563.82
Teachers Credit Union-Payroll Account	50,237.68
Teachers Credit Union - Flex Account	11,659.13

INVESTMENTS:

Lake City Bank Certificate of Deposit	0.00
---------------------------------------	------

\$ 24,229,468.56



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: Mr. Douglas A. Hasler

FROM: Tracey Bolin

DATE: March 31, 2016

LOANS – ONE FUND TO ANOTHER

The following loans were made on 03/31/16:

\$240,000 to Fund 0410 Transportation Operating Fund from Fund 0350 Capital Projects Fund

\$24,000 to Fund 0200 Debt Service Fund from Fund 0100 General Fund

ELKHART COMMUNITY SCHOOLS
Elkhart, IN

April 26, 2016

TO: Board of School Trustees
Dr. Haworth

FROM: Doug Hasler

SUBJECT: RX Help Centers Proposal

Through the efforts of Jeff Hadden, our medical benefits consultant, our Insurance Committee has received a proposal from RX Help Centers to provide a prescription drug advocacy service to ECS employees who are enrolled in our medical benefit plan.

The RX Help Centers program is focused on assisting employees to obtain expensive brand name and/or specialty drugs at deeply discounted prices. RX Help Centers is able to provide this service by leveraging its relationships with prescription drug manufacturers and foundations to tap into sources of funding for prescription medications.

If the RX Help Centers program were instituted in Elkhart Community Schools, employees who are enrolled in our medical benefits plan would be eligible to participate. Participation would be voluntary. Those who chose to take advantage of the RX Help Centers program would do so free of charge. Elkhart Community Schools would pay a fee for every employee who elects to participate. Estimated annual costs for this program would be between \$50,000 and \$60,000. Projected savings to Elkhart Community Schools could be as high as \$1 million. Savings of significantly less than this projected level would still allow ECS to recover our cost. Any savings exceeding our costs would reduce the overall cost of our medical benefit plan which would assist ECS in controlling annual claim costs.

I have been in communication with employers who currently participate in the RX Help Centers program. Those employers report that they are generating savings through their participation in this program.

Our Insurance Committee has reviewed the RX Help Centers program with Jeff Hadden, and has received a presentation from an RX Help Centers representative. The Insurance Committee has recommended that Elkhart Schools implement this program, as a benefit to ECS employees, and as part of an effort to control future claim and insurance premium costs.

I will be recommending Board approval of the RX Help Centers proposal during the April 26th Board meeting. Please contact me at 262-5563 if you have any questions concerning this matter.

Elkhart Community Schools
Elkhart, Indiana

April 26, 2016

TO: Board of School Trustees
Dr. Haworth

FROM: Douglas Hasler

SUBJECT: Protected Taxes Waiver

As a school corporation which is heavily impacted by circuit breaker property tax credits, Elkhart Schools is eligible to request a waiver of Indiana's "protected taxes" statute. This law has been established to shield debt service funds from the loss of revenue due to reduced distributions of property taxes. The effect of "protecting" our debt service funds, however, is to shift the burden of these losses to other funds, including the Transportation Fund and Capital Projects Fund. By applying for, and receiving the waiver from protected taxes, the loss of property tax revenue to our Transportation and Capital Projects Funds will be reduced to about half of what it would be in the absence of the waiver.

It is critical to the operation of our Transportation program that we apply for the Protected Taxes waiver. I need to submit a form (see attached) to the Indiana Department of Local Government Finance by May 2nd in order to meet the deadline. By signing the form, I am certifying that I have authority from the Board of School Trustees to submit this request. I will be requesting your authorization to complete and submit this form to DLGF during the April 26th Board meeting.

If you have any questions concerning this matter prior to Tuesday, please contact me at 262-5563.



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

State Form 56028 (4-16)
Prescribed by the Department of Local Government Finance

Please e-mail completed form to David Marusz at dmarusz@dlgf.in.gov by May 2, 2016.

School Corporation: Elkhart Community School Corporation

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

School Corporation's Calculation of Eligibility Pursuant to IC 6-1.1-20.6-9.9:

All data included in the calculation below should be based on the year for which the waiver is being requested.

Circuit Breaker Credits Applied to School Corporation's Transportation Fund (2016)	\$1,072,902
School Corporation's Transportation Fund Certified Levy (2016)	\$4,743,300
Transportation Fund Circuit Breaker Credits as a Percent of the Transportation Fund Certified Levy	22.6%

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

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

Signature _____ Douglas A. Hasler
Printed Name

Executive Director of Support Services _____ April 27, 2016
Title Date (month, day, year)

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

April 21, 2016

TO: Dr. Haworth
Board of School Trustees

FROM: Doug Hasler

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EMHS Extracurricular	T-Shirts for Choir	\$2,000.00
EMHS Extracurricular	Back drop for concert	\$ 650.00



inspiring. excellence.

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

Cary Anderson
Principal

Memo

To: Dr. Robert Woods
From: Cary Anderson
Date: 04/15/2016
Re: Expenditure of extracurricular funds.

The purpose of this memo is to request board approval for the expenditure of EMHS extracurricular funds. The CHOIR will be spending \$2000 to purchase t-shirts for each choral ensemble to wear as they perform in the annual Spring Sing concert, to be held on May 26th, 2016. Students reimburse the choral department for the purchase price of these shirts.



inspiring. excellence.

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

Cary Anderson
Principal

Memo

To: Dr. Robert Woods
From: Cary Anderson
Date: 4/15/2015
Re: Expenditure of extracurricular funds.

The purpose of this memo is to request board approval for the expenditure of EMHS extracurricular funds. The CHOIR will be spending \$650 to rent a backdrop for their annual Spring Sing concert, to be held May 26th, 2016. Proceeds from ticket sales for this event will offset the cost of this backdrop.

Elkhart Community Schools

Proposed School Fundraising Activities

April 26, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Feeser Student Council	Penny Wars will be held. All proceeds will be donated to Riley's Children's Hospital.	5/9/2016 - 5/12/2016	Daleanne Woods
Central Champs	Penny Wars are being held during lunch hours. Proceeds will be given to the United Cancer Society of Elkhart County	4/27/2016 - 5/4/2016	Missie Dickerson
West Side Track Team	A Kona Ice truck will be at the 5/5/16 track meet selling snow cones. 20% of the profit will be given to the team. Proceeds will be used to purchase track equipment and training equipment.	5/5/2016	Jami Presswood
MHS Girl's Basketball	A Port a Pit Chicken fundraiser will be held. Proceeds will be used to pay for Summer Basetball Tournaments.	5/13/2016 -	Steve Scott
	Please note the following fundraiser is presented for confirmation only.		



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

DR. DAVID BENAK, DIRECTOR

TO: DR. ROBERT HAWORTH
FROM: DR. DAVID R. BENAK *DRB*
DATE: APRIL 20, 2016

EARLY COLLEGE MOU (ECS/EACC - VINCENNES UNIVERSITY)

I have submitted a copy of the CTE Early College MOU between Elkhart Community Schools (EACC) and Vincennes University for Board of School Trustees approval. The program will provide early college opportunities for EACC students Cosmetology, Welding, Law Enforcement, and Automotive Collision and Refinishing.

Memorandum of Understanding

Between
Elkhart Community Schools
and
Vincennes University

The purpose of this Memorandum of Understanding is to set the terms and conditions of an agreement between Elkhart Community Schools and Vincennes University to provide a University at the Elkhart Area Career Center. The purpose of this offering is to provide a higher education experience for up to 400 students of the Elkhart Area Career Center. Working together to prepare students to pursue higher education experiences, the partnership strives to provide appropriately prepared students with an Associate's Degree as the student achieves a high school diploma.

Each party does hereby agree to the following:

I. Administrative Responsibilities

A. Elkhart Community Schools

1. Provide a facility for the University at the Elkhart Area Career Center.
2. Advertise, recruit, qualify, and register students for the program.
3. Provide high school faculty credentialed to teach dual-credit courses for all disciplines in which a full-time faculty member is required to meet the curricular needs of the early-college program.
4. Provide administrative, teaching, and support personnel for the Elkhart Area Career Center.
5. Assign one part-time learning coach to mentor, encourage, and support students as they choose a program of study.
6. Provide students the opportunity to participate in Xmester following the junior year of study.
7. Display appropriate Vincennes University signage/banners/flags in mutually-agreed upon conspicuous locations on the grounds of the University at the Elkhart Area Career Center.
8. Inform Vincennes University of any press or public relations activities involving Early College prior to their distribution.

B. Vincennes University

1. Provide Vincennes University courses in a University at the Elkhart Area Career Center.
2. Offer dual-enrollment courses for the Elkhart Area Career Center.
3. Review and certify Elkhart Area Career Center faculty for teaching dual-enrollment courses.
4. Review and certify courses as dual-enrollment courses.
5. Manage the option of hiring adjunct faculty as needed to supplement dual-enrollment courses.
6. Assign a University administrator as Assistant Dean of VU Curriculum.
7. Provide two part-time learning coaches as needed to mentor, encourage, and support students.
8. Provide a part-time Math tutor and a part-time English tutor as needed to support student success in college-level courses.
9. Provide connections to the VU Learning Resources Center Databases.

10. Provide on-going mentoring for all at the Elkhart Area Career Center faculty teaching Dual-enrollment classes.
11. Inform the Elkhart Area Career Center of any press or public relations activities involving Early College prior to their distribution.

C. Final Authority

1. Vincennes University reserves control of the higher education portion of the curriculum and the assignment of Vincennes faculty to teach that curriculum. Elkhart Community Schools has final authority over the high school portion of the curriculum and the assignment of Elkhart Area Career Center faculty to teach that curriculum.
2. Vincennes University has final authority over any disciplinary decisions with regard to enrollment in college courses and awarding university credit to students in the University in Elkhart Area Career Center portion of the program. Elkhart Community Schools retains final authority over disciplinary decisions with regards to student classroom behavior in all programming at the Elkhart Area Career Center.
3. Vincennes University and Elkhart Community Schools will jointly form an oversight committee for the University in the Elkhart Area Career Center to review all matters of concern. All recommendations related to the University in the Elkhart Area Career Center shall be referred to the Superintendent of Elkhart Community Schools and/or the Director of the Elkhart Area Career Center and the Provost of Vincennes University.
4. No third entity is created by this Agreement, and each party to this Agreement will retain independent responsibility for its participation in the University in the Elkhart Area Career Center program nor shall this Agreement create or be intended to create a joint enterprise for purposes of legal liability.
5. Except as specifically provided for in this Agreement, the parties assume no responsibility for the contractual obligations and errors or omissions of the other.

II. Faculty Employment

- A. Elkhart Community Schools' faculty teaching in the dual-enrollment program will continue to receive the pay and benefits of teachers of Elkhart Community Schools.
- B. Elkhart Community Schools' faculty teaching in the dual-enrollment program will be provided the same privileges afforded to Vincennes University faculty to access all VU web sites and support materials and opportunity to participate in VU provided professional development activities.
- C. Vincennes University employees who are hired for or are assigned to work within the facilities operated by Elkhart Community Schools will comply with the same employment requirements of references and criminal history checks before working within Elkhart Community Schools facilities.
- D. Elkhart Community Schools' services, such as bookstore, computational facilities, copy and duplication centers, stores, activities, etc. shall be made available to Vincennes University employees working at University in the Elkhart Area Career Center on the same basis and at the same cost as the services are made available to Elkhart Community Schools faculty. The services are limited to the classes being taught or related services provided at the Elkhart Area Career Center

III. Student Registration and Records

- A. Students are assessed prior to enrollment in Vincennes University courses using the Accuplacer national test administered at the Elkhart Area Career Center or the home school.
- B. Students who do not meet the appropriate readiness levels will participate in high school courses provided by Elkhart Community Schools until certified as ready by instructors from University in the Elkhart Area Career Center.
- C. Where mutually agreed upon by Elkhart Community Schools and Vincennes University, students may enroll in VU developmental courses.
- D. Vincennes University and Elkhart Community Schools will each maintain separate academic records necessary for their purposes for all dual-enrollment coursework.
- E. Elkhart Community Schools will maintain records of all high school courses.
- F. Vincennes University will maintain records of all college credits.

IV. Student Fees

- A. Tuition for dual credit courses, taught in the high school by the credentialed high school teacher, will be \$25 per credit hour.
- B. Tuition for dual credit courses, taught in the high school by the credentialed high school teacher, will be waived for students who qualify for the national free/reduced lunch program. A documented list of students qualifying for the free/reduced lunch waived tuition must be submitted to the Vincennes University Early College representative no later than September 1.
- C. Tuition for Early College distance education courses is \$75 per credit for all students, including those eligible for free and reduced lunch.
- D. Tuition for courses taught by a Vincennes University adjunct teaching at the high school who is paid by VU is \$75 per credit for all students, including those eligible for free and reduced lunch.
- E. The current Vincennes University full tuition fee will be charged for courses taught on any Vincennes University campus, i.e. ATC, ASL.
- F. Lab fees associated with any course is charged in full to all students who are taking courses at the main campus of Vincennes University.
- G. Tuition for designated courses listed on an early college career and technical program of study will be waived for early college career/tech students if the course is taught at the high school or career and technical center by a credentialed high school teacher.
- H. Tuition for courses not designated above will follow the Vincennes University Project EXCEL billing structure.

V. Fee Collection

- A. Vincennes University will bill Elkhart Community Schools students according to parameters defined in *Section IV. Student Fees*.
- B. Vincennes University will send a tuition bill to Elkhart Community Schools on October 15 for the Fall semester, March 15 for the Spring semester, and July 1 for Xmester.

VI. Student Financial Aid

- A. Dual-enrollment students are not eligible for Student Financial Aid through Vincennes University, but may pursue financial assistance independently.
- B. Vincennes University will provide counseling to students prior to high school graduation including the following:
 - 1. Answer general questions about financial aid and assist students in the completion of financial aid forms.
 - 2. Provide placement services for students who are eligible for work-study or who are seeking part-time employment.

VII. Program Costs

- A. Salaries and benefits of employees will be paid by the partner who has hired the employee.
- B. Elkhart Area Career Center will provide the materials, supplies, equipment, and maintenance contracts required to conduct mutually agreed upon Vincennes University courses.
- C. Elkhart Area Career Center will provide all of the office supplies for the early college offices.
- D. Elkhart Area Career Center will provide necessary phones, computers, printers, and technology supplies for Vincennes University uses at Elkhart Community Schools University in the Career Center High School facility according to Elkhart Community Schools' technology standards.
- E. All Vincennes University employees at the University in a Career Center High School site will be connected to the Vincennes University network at the expense of Vincennes University.
- F. Before July 1 preceding each school year, Vincennes University will provide a list of equipment needed for the University in a high school program to Elkhart Area Career Center. Subject to the availability of funds and mutual agreement, Elkhart Area Career Center will purchase equipment.
- G. Elkhart Area Career Center will retain title to any equipment it purchases for the University in the Career Center High School program. Vincennes University will retain title to any equipment purchased by Vincennes University for the University in a Career Center High School program.
- H. Vincennes University faculty, staff, and administrators will be provided with Elkhart Community Schools parking permits at the University at Career Center High School sites.
- I. The cost of parking permits is borne by Elkhart Community Schools.

VIII. Student Standards

- A. Students will be subject to the academic standards listed in the Vincennes University Catalog when enrolled in Vincennes University courses.
- B. Students will be subject to the conduct standards as listed in the Vincennes University catalog when enrolled in Vincennes University courses.

IX. Graduation

- A. Upon meeting the Associates Degree requirements, students are eligible to participate in a Vincennes University graduation ceremony.
- B. Upon meeting the Associates Degree requirements, students will receive recognition at a Elkhart Community Schools high school graduation ceremony.

- X. Insurance
 - A. Elkhart Community Schools will certify to Vincennes University that it carries appropriate liability insurance covering the facility and the high school portion of the University in the Career Center High School.
 - B. Vincennes University will certify to Elkhart Community Schools that it carries appropriate insurance covering the university portion of the University in the Career Center High School.

- XI. Indemnification
 - A. Elkhart Community Schools agrees to hold Vincennes University harmless from any claims arising out of the negligence of Elkhart Community Schools' employees.
 - B. Vincennes University agrees to hold Elkhart Community Schools harmless from any claims arising out of the negligence of VU employees.

- XII. Terms of Agreement
 - A. This Agreement shall be effective April, 2016 through June, 2018 unless terminated as specified below.
 - B. Both involved parties may amend this Agreement by an amendment ratified by both parties making specific reference to the term of this Agreement to be amended.
 - C. It is understood and agreed upon by the parties that Elkhart Community Schools is a governmental entity and a political subdivision as that term is defined by law, and therefore, this agreement and the terms thereof, are subject to the annual appropriation by the appropriate fiscal body as required by law.

- XIII. Termination
 - A. This Agreement or any part thereof may be terminated in whole or in part by either party providing the other gives six months prior written notice of its intent to terminate.
 - B. It is the intent of Vincennes University and Elkhart Community Schools that all students enrolled in the University in a Career Center High School program at the time of termination be permitted to complete requirements for graduation subject to the terms and conditions of this basic Agreement and the availability of funding.

- XIV. Equal Opportunity in Employment and Education
 - A. Elkhart Community Schools and Vincennes University affirm their commitment to equal education and employment opportunity in the operation of the University in a Career Center High School program.
 - B. No person will be denied participation in whole or in part based upon a criterion that is contrary to Indiana or federal law.

In witness whereof, Elkhart Community Schools and Vincennes University each by its authorized officer, have executed this Agreement this ____ day of _____, 2016.

Elkhart Community Schools

Vincennes University

Dr. Robert Haworth
Superintendent

Dr. Charles Johnson
President

Elkhart Community Schools

Elkhart Area Career Center

Glenn L. Duncan
President

Dr. David R. Benak
Director

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings
2015-2016

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

A public work session is held at 5:30 p.m. preceding each regular meeting in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

July	14, 2015		January	12, 2016	Osolo
July	28, 2015		January	26, 2016	
August	11, 2015		* February	9, 2016	
August	25, 2015		* February	23, 2016	Pierre Moran
September	8, 2015		* March	8, 2016	
September	22, 2015		* March	22, 2016	
October	13, 2015	Mary Beck	* April	12, 2016	Central
October	27, 2015		* April	26, 2016	
November	10, 2015		May	10, 2016	
November	24, 2015	Eastwood	May	24, 2016	Riverview
December	8, 2015		June	14, 2016	
December	21, 2015	7:00 a.m.	June	28, 2016	

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

Public Work Sessions
2015-2016

Public work sessions will be held at 7:00 a.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart.

July	21, 2015	January 21 & 22, 2016 – Annual Board Retreat
August	18, 2015	February 16, 2016
September	15, 2015	March 15, 2016
November	17, 2015	April 19, 2016
December	21, 2015	May 17, 2016
		June 21, 2016

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Assistant Secretary to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.

Curriculum Development

The Board of School Trustees recognizes its responsibility for the quality of the educational program in the schools. To this end, the curriculum, assessment, and instruction shall be aligned with Indiana Academic Standards. The design of the curriculum, the blueprint of the assessments, and the delivery of the instruction will be evaluated and adjusted as a function of an ongoing instructional cycle.

As educational leads of the Corporation, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and preparation of courses of study. S/He shall establish administrative guidelines for curriculum which ensure proper development, implementation, and evaluation.

For the purpose of this policy, curriculum refers to courses of study including content, processes, classes, and instructional materials. The use of additional resources, materials, technology, educational study trips, instructional activities and other organized activities shall be related to the accomplishment of the educational goals of the corporation.

Instructional Cycle Committees shall meet on a regular basis with the appropriate parent, teacher, and administrative representation. Instructional materials shall be selected in alignment with the academic standards currently in effect in the State of Indiana as adopted by the Indiana State Board of Education. The Superintendent shall be responsible for the development of guidelines for the selection of materials, revision of curriculum, administration of assessments, and delivery of instruction.

The Board directs the curricula

- A. Provide instruction in courses required by the Indiana Code and IDOE rules and regulations
- B. Be consistent with the district's expectations, philosophy, and goals;
- C. Assure courses of study be coordinated effectively, thus eliminating unnecessary duplication and omissions;
- D. Maximize the development of each student's potential;
- E. Assure all students have access to the full curriculum;
- F. Be supported by non-biased research relative to program efficacy; and
- G. Support content literacy as defined by national content organizations.

The prescribed sequence of course prerequisites shall be established by the Instructional Leadership Department, acting on the recommendation of the district-wide Instructional Cycle Committees.

Instruction shall adhere to the adopted curriculum.

The Superintendent shall make progress reports periodically to the Board.

The Superintendent may conduct innovative programs as are deemed to be necessary to the continuing growth of the instructional program. The Superintendent shall report each innovative program to the Board periodically.

April 26, 2016

CURRICULUM DEVELOPMENT

~~The Board of School Trustees recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, maintained, evaluated, adjusted, and adopted on a continuing, cyclical basis and in accordance with an ongoing plan based on Indiana Department of Education (IDOE) rules and regulations and Indiana Academic Standards. Curriculum, instruction, and assessment must be aligned with each other.~~

~~For purposes of this policy, curriculum refers to courses of study including content, processes, classes, and instructional materials. The use of additional resources, materials, educational study trips, instructional activities and other organized activities shall be related to the accomplishment of the educational goals of the adopted curriculum.~~

~~Curriculum committees should meet on a regular basis with the appropriate parent, teacher, and administrative representation. Materials should be selected according to the Indiana Academic Standards and rules and regulations adopted by the IDOE. System-wide decisions on the selection of materials and revision of curriculum shall follow Data-Driven Decision Making.~~

~~The Board directs that the curricula~~

- ~~— A. — provide instruction in courses required by the Indiana Code and rules and regulations of the IDOE;~~
 - ~~— B. — be consistent with the district's expectations, philosophy, and goals;~~
 - ~~— C. — assure courses of study be coordinated effectively, K-12, thus eliminating unnecessary duplication and omissions;~~
 - ~~— D. — maximize the development of each student's potential;~~
 - ~~— E. — assure student access to the full curriculum;~~
 - ~~— F. — be supported by non-biased research relative to program efficacy;~~
 - ~~— G. — supports content literacy as defined by national content organizations;~~
 - ~~— H. — provide pedagogical approaches consistent with recommendations of national content organizations.~~
- ~~— Prerequisites shall be established by the Curriculum and Instruction Department and the Assistant Superintendent for Instruction, acting on the recommendation of the appropriate district-wide curriculum committee.~~

~~To assure that the above directives are followed, all instruction should adhere to the adopted curriculum. Exceptions are subject to Board Policy IG.~~

~~The Superintendent or designee shall make progress reports periodically to the Board.~~

~~December 8, 2009~~

Replaced

Instructional Program Development

Elkhart Community Schools supports creative curriculum development and instructional delivery. Course objectives must meet standards as set by the local Instructional Cycle committee, IDOE, and national professional guidelines. Curriculum, instruction, and assessment must be aligned.

Teachers and other staff members are encouraged to submit ideas for course and program development. These ideas must be submitted through the process delineated by the Instructional Cycle Procedure, and be subject to the premises as outlined in Board Policy IF.

April 26, 2016

INSTRUCTIONAL PROGRAM ACCOMMODATIONS

~~Elkhart Community Schools supports creative curriculum development. Course objectives must meet standards as set by the local curriculum committee, IDOE, and national professional guidelines. Curriculum, instruction, and assessment must be aligned.~~

~~Teachers and other staff members are encouraged to submit ideas for course and program development. These ideas must be submitted through the process delineated by the Curriculum Course Design/Major Revision Procedure, and be subject to the premises as outlined in Board Policy IF.~~

~~November 28, 2000~~

New Course Adoption Procedure

This process is meant to promote the consideration of new opportunities for students to experience a variety of high quality academic options. The comprehensive design of the academic program should be fluid in response to student needs and economic demand. Course objectives must be anchored in Indiana Academic Standards.

The individual or team promoting the addition of a new course will work with department leadership to record considerations specified below and author a written proposal. This proposal will be submitted to the Building Principal, Counselors, the Instructional Cycle Committee, and Instructional Leadership Team for endorsement. Subsequent recommendations will be provided to the Deputy Superintendent who will present the new course proposal and rationale to the Board of School Trustees for approval.

Once the course is approved, the Data Team will assign a course number in the Student Information System and the Business Office will be informed of the adopted curricular materials. The timing of the availability of the course is subject to deadlines related to purchasing and student scheduling seasons.

Considerations to address in proposal:

1. What is the course outline?
 - a. What is the State Approved Course Title/Number?
 - b. What are the Essential Questions and Standards?
 - c. What are the Assessments?
 - d. What are the student activities?
 - e. What is the wording of the course description to be offered in the curriculum guide?
2. The justification:
 - a. What student needs would this course meet?
 - b. How does this course fit into one or more College and Career Pathways?
 - c. What data is there to support the demand for this course?
 - d. What is the expected improved outcome as a result of offering this course?
3. What resources are required?
 - a. Software/Hardware?
 - b. Digital content?
 - c. Materials/Supplies?
 - d. Printed material, text?

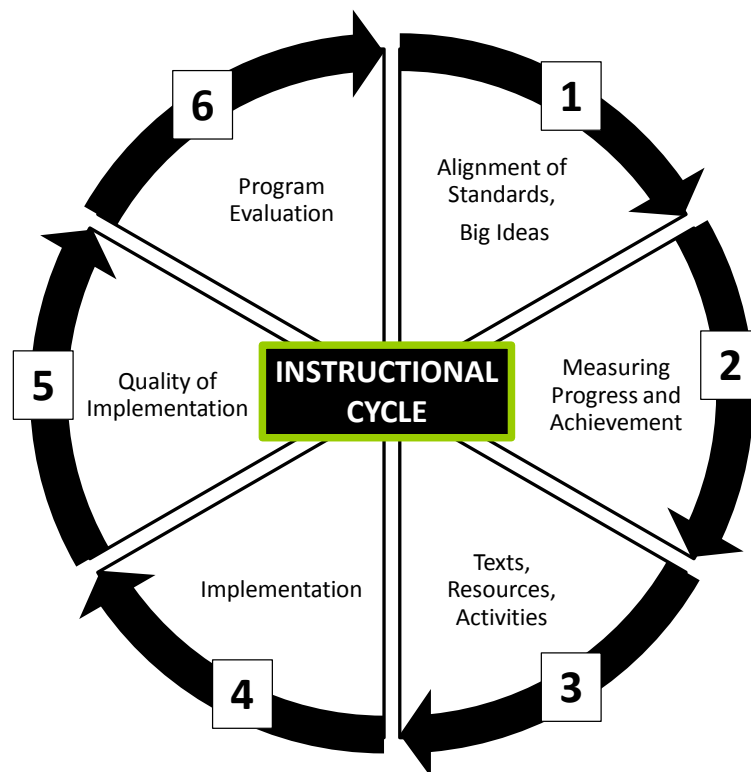
4. The opportunity cost and instructional capacity:
 - a. What existing courses might be impacted by reduction of enrollment due to the provision of this course?
 - b. What licenses will be required to teach the course?
 - c. Does the existing staff possess the qualifications and capacity to teach this course along with other necessary courses? How will this be mitigated?
 - d. What is the building capacity to house this course?

April 26, 2016

Instructional Cycle

The Instructional Cycle process is meant to provide structure for a comprehensive delivery of effective instruction. The components are sequential and cyclical as follows:

- (1) Horizontal, vertical, and interdisciplinary alignment of guaranteed content from pre-K to college and career readiness;
- (2) Authentic and formal assessments that measure progress and achievement along and within these continuums;
- (3) Texts, resources, digital content, materials, and activities that support the acquisition of skills and knowledge outlined in the guaranteed curriculum
- (4) Implementation of the instructional design at the school level and district wide;
- (5) Evaluation of the quality and fidelity of implementation at the school level and district wide;
- (6) Evaluation of the impact of the instructional program at the school level and district wide.



Instructional Cycle Committees will be established to facilitate the processes related to the comprehensive oversight of curriculum design and delivery. The work of each committee will progress through the stages of the cycle, generally focusing on one stage in any given year and progressing to the next stage as indicated by the progress of the group. These committees will perpetuate from year to year, with reconsideration of membership occurring at the start of each school year.

For each of the core disciplines, the committee membership will maintain proportional representation of ETA membership. The composition of the committees will include at least two members from each grade band: PreK through 2nd grade, 3rd – 5th grade, 6th – 8th grade, 9th grade, and high school. The committee will be facilitated by building administration and central office staff as well as teacher leaders when appropriate. Parents will be invited to serve when the committee is functioning in the third phase of the cycle where course materials are being selected.

Additional Instructional Cycle Committees will also be established for the supportive disciplines such as the arts, music, and PE/health. These committees will be more flexible in membership in order to accommodate the variety of needs indicated by various course configurations.

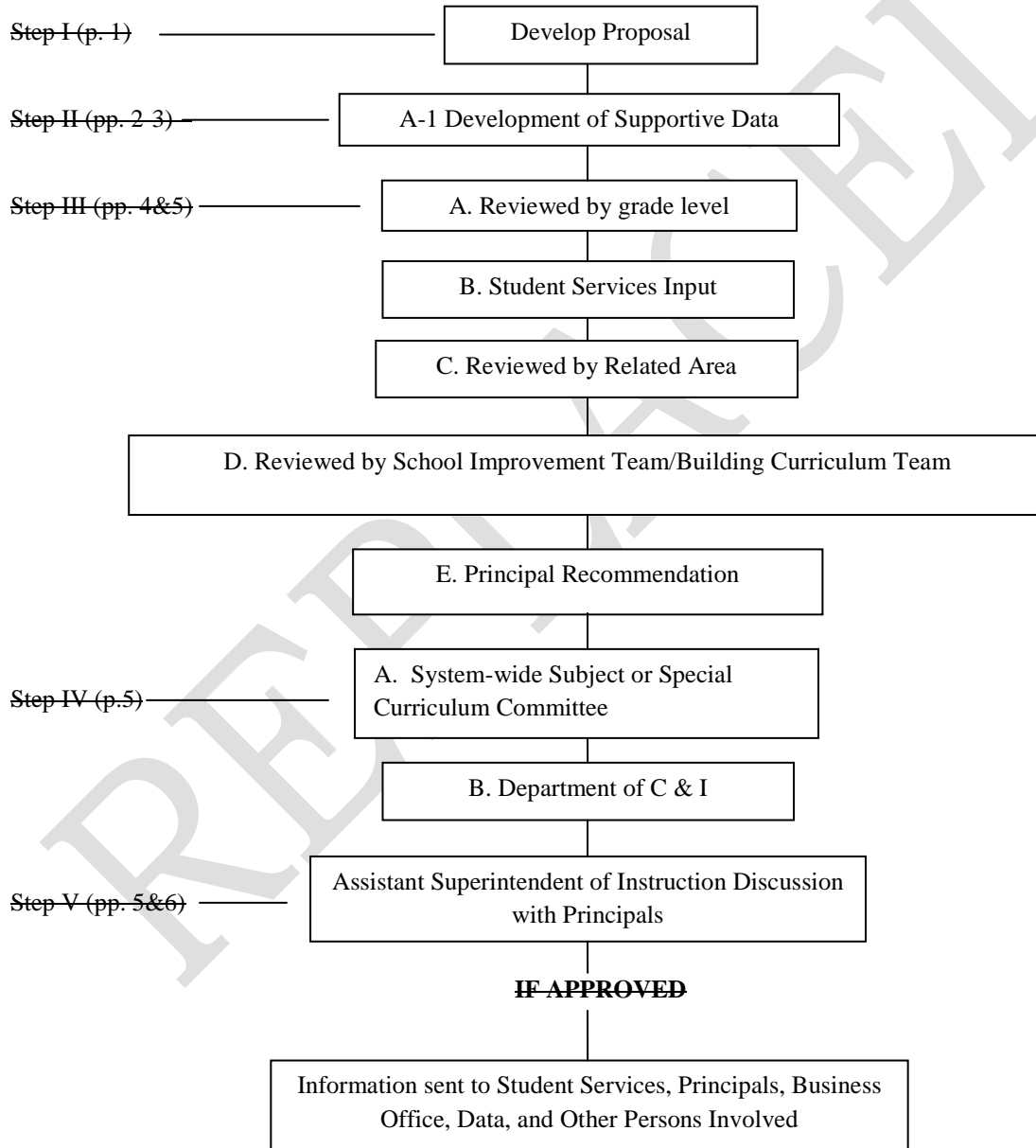
Recommendations of the committee, particularly those that involve the acquisition of resources or the provision of professional development, will be submitted to the Deputy Superintendent for consideration by the District Administrative Team. All decisions involving the dedication of district resources are subject to approval by the Board of School Trustees.

Established curriculum and supplemental components will be maintained in the district learning management system and will be made available for public review upon request to the Deputy Superintendent.

April 26, 2016

Elkhart Community Schools
Elementary School Curriculum
Design/Major Revision/Deletion/Pilot

The process is meant to achieve good communication regarding curriculum design by providing an opportunity for input to all persons affected by these changes. The process is to proceed through all steps up to the final approval stage.



Elkhart Community Schools
Elementary School Curriculum
Design/Major Revision/Deletion/Pilot

This process is meant to achieve good communication regarding curriculum design and development by providing an opportunity for input to all affected by this proposal. Upon completion of Steps I and II, copies of this entire document (pages 1-6) are to be sent to a) all elementary principals, and b) the appropriate district curriculum coordinator.

STEP 1: CURRICULUM IDENTIFICATION/INTRODUCTION

Person Submitting: _____ School: _____

Circle Choice: _____ Pilot (Must be reconsidered for regular course status) _____ or _____ Regular Course

Name of Curriculum

(Must be on State Recognized Listing or waiver needs have been discussed with C & I coordinator)

Subject Area _____

Grade Level _____

Suggested Implementation Date _____

Person Responsible for Carrying Out Steps _____

.....

Verification of Receipt:

Building Principal _____

_____ Date _____

STEP II: DEVELOPMENT OF SUPPORTIVE CRITERIA FOR NEW CURRICULUM

(Attach additional pages as necessary)

A. Need (rationale):

B. Level of Interest (teachers, students, parents, etc.):

C. Objectives of the new/revised curriculum:

D. Relationship of course objectives to **IDOE Standards by grade level and/or subject** (*list standard numbers*):

E. Resources needed (text, support materials, equipment, staff, space, and other cost items):

STEP III: DISCUSSION AND CRITIQUING OF THE PROPOSED COURSE WITH CURRICULUM PERSONNEL

Discussion should cover, but not be limited to the criteria listed in Step II.

A. Grade Level Committee (if appropriate)

Recommendation:

Signature _____

Date _____

B. Student Services Input

Recommendation:

Signature _____

Date _____

C. Other staff in related areas (see Section II G)

Recommendation: (use attachments if several staff members are involved)

Signature _____

Date _____

D. Building SIT/Building Curriculum

Recommendation:

Signature _____

Date _____

E. Principal

Recommendation:

Signature _____ Date _____

STEP IV: REVIEW

A. System-wide Subject or Special Curriculum

Recommendation:

Signature of C & I Coordinator _____ Date _____

B. Department of C & I

Recommendation:

Signature of C & I Director _____ Date _____

STEP V: FINAL CONSIDERATION

A. Assistant Superintendent of Instruction (Discussion with principals)

Recommendation:

Signature _____ Date _____

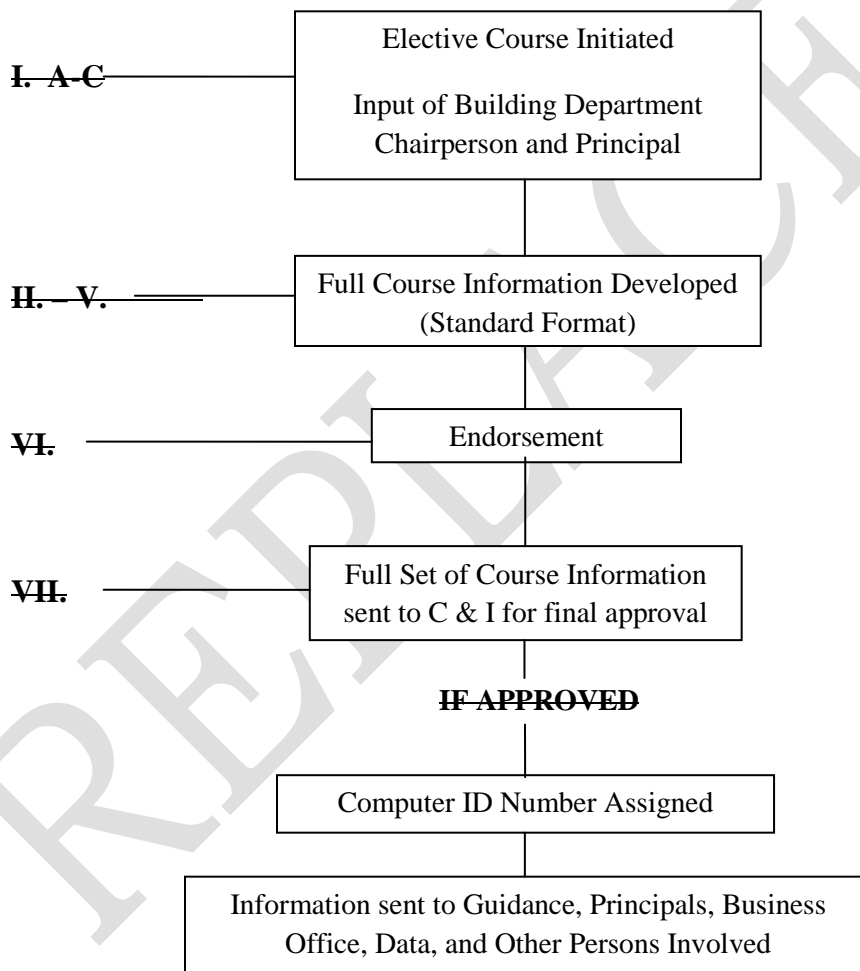
B. Information regarding course to be sent to Board of School Trustees via Board Packet or Board Presentation.

_____ Date _____

ELKHART COMMUNITY SCHOOLS

MIDDLE SCHOOL ELECTIVE COURSE PROCEDURE

The process is meant to achieve good communication regarding course design by providing an opportunity for input to all persons and departments affected by these changes. The process is to proceed through all steps up to the final approval stage. Please note: all information except the actual course number should be completed on the Course Number Assignment Form before it is forwarded for course number assignment.



ELKHART COMMUNITY SCHOOLS

MIDDLE SCHOOL ELECTIVE COURSE PROCEDURE

This process is meant to achieve good communication regarding course design and development by providing an opportunity for input to all affected by this proposal. Upon completion of Steps I and II, copies of this entire page are to be sent to a) the principal of all three middle schools, b) the appropriate department chairs at all three middle schools, and c) the appropriate district curriculum coordinator.

I. Title Page

A. Course Title _____

B. Written/developed by _____

C. Date developed _____

II. Basic Overview

A. Course description:
Purpose; desired student outcome(s)

B. Prerequisites (if any)

C. Evaluation

D. Materials/resources

E. Special comments

III. Student Performance Objectives

The student will be able to

IV. Course Outline

V. Special Considerations

VI. Endorsement

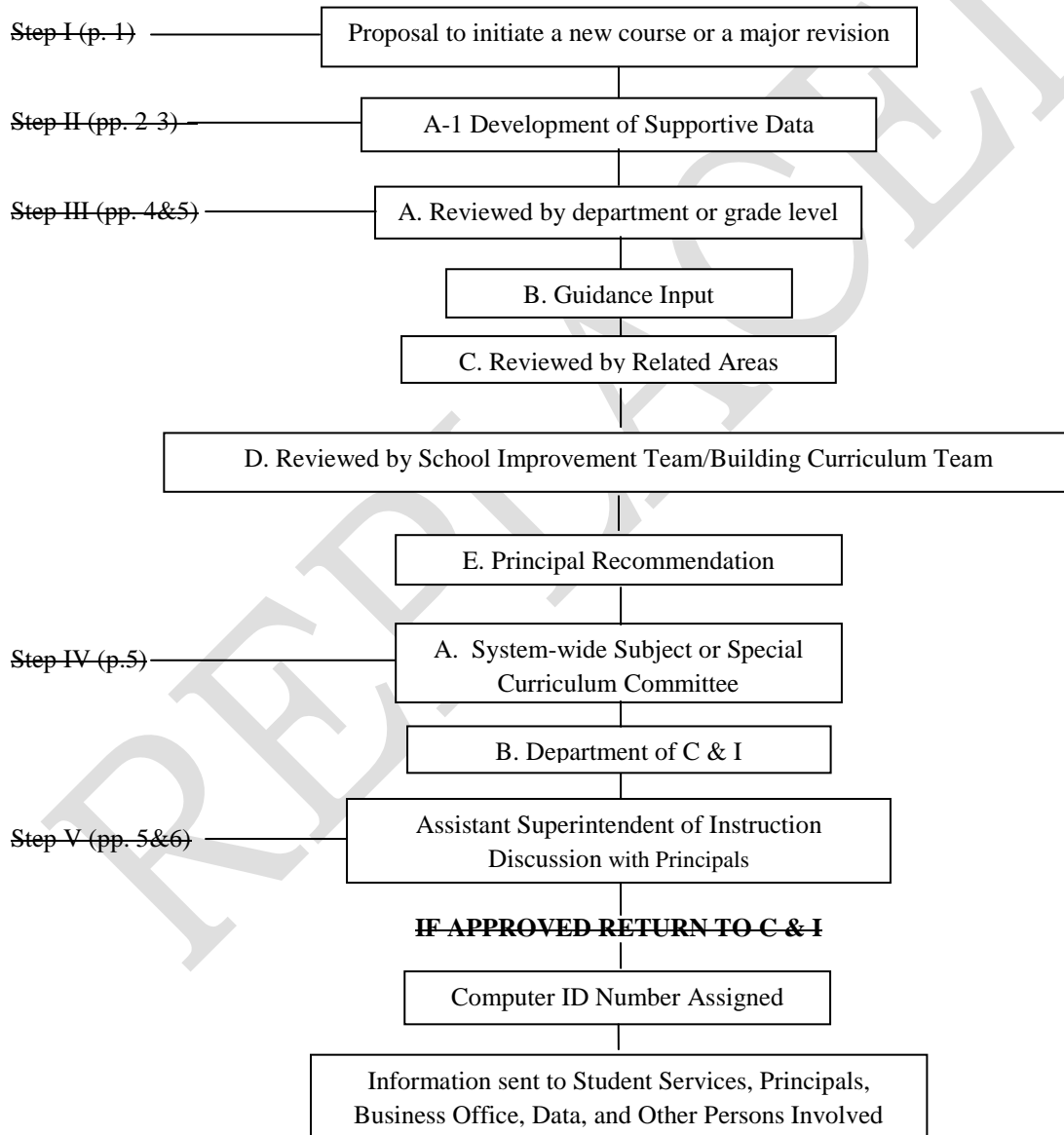
A. Signed by Department Chair _____ / _____
Date

B. Signed by Principal _____ / _____
Date

VII. Final Approval

Elkhart Community Schools
High School
Curriculum Course Design/Major Revision/Deletion

The process is meant to achieve good communication regarding course design by providing an opportunity for input to all persons and departments affected by these changes. The process is to proceed through all steps up to the final approval stage. Please note: all information except the actual course number should be completed on the Course Number Assignment Form before it is forwarded for course number assignment.



Elkhart Community Schools

High School Course Addition/Major Revision Procedure

This process is meant to achieve good communication regarding course design and development by providing an opportunity for input to all affected by this proposal. Upon completion of Steps I and II, copies of this entire document (pages 1-6) are to be sent to a) the principal of both high schools, b) the appropriate department chairs at both high schools, and c) the appropriate district curriculum coordinator.

All steps and approval must be obtained by November 15 to be implemented in the schedule for the following fall course selections.

STEP 1: CURRICULUM IDENTIFICATION/INTRODUCTION

Person Submitting: _____ School: _____

Circle Choice: _____ Pilot (Must be reconsidered for regular course status) _____ or _____ Regular Course

_____ Semester _____ or _____ Year

Name of Course

(Must be on State Recognized Listing or waiver needs have been discussed with C & I coordinator)

Subject Area _____

Grade Level _____

Suggested Implementation Date

Person Responsible for Carrying Out Steps _____

.....

Verification of Receipt:

Department Chairperson _____

_____ Date _____

Building Principal _____

_____ Date _____

STEP III: DISCUSSION AND CRITIQUING OF THE PROPOSED COURSE WITH CURRICULUM PERSONNEL

Discussion should cover, but not be limited to the criteria listed in Step II.

A. Department Chairperson(s) and Department(s) of appropriate area(s)

Recommendation

Signature _____ Date _____

B. Guidance Input

Recommendation:

Signature _____ Date _____

C. Other staff in related areas (see Section II G)

Recommendation: (use attachments if several staff members are involved)

Signature _____ Date _____

D. Building SIT/Building Curriculum Team

Recommendation:

Signature _____ Date _____

E. Principal

Recommendation:

Signature _____ Date _____

STEP IV: REVIEW

A. System-wide Subject or Special Curriculum Committee

Recommendation:

Signature of C & I Coordinator _____ Date _____

B. Department of C & I

Recommendation:

Signature of C & I Director _____ Date _____

STEP V: FINAL CONSIDERATION

A. Assistant Superintendent of Instruction (Discussion with principals)

Recommendation:

Signature _____ Date _____

B. Return to C & I

C. Information regarding course to be sent to Board of School Trustees via Board Packet or Board Presentation.

Date _____

PROGRAMS FOR HIGH ABILITY STUDENTS

In accordance with State law, the Board of School Trustees shall develop a plan to provide appropriate educational experiences to high ability students in the School Corporation in grades kindergarten through grade 12.

The plan must include the following components:

- A. a broad-based planning committee meeting periodically to review the Corporation's plan for high ability students. The committee must have representatives from diverse groups representing the school and community;
- B. student assessments which identify high ability students using multifaceted assessments to ensure inclusion of students of economic disadvantage, students from different cultural backgrounds, students' displaying under-achievement, and students with disabilities. The assessments must identify students with high ability in the general intellectual domain and the specific academic domains of English language arts and mathematics. The results of the assessments must be recorded with the student test number assigned to a student;
- C. professional development opportunities;
- D. development and implementation of local services for high ability students including appropriately differentiated curriculum and instruction in the core academic areas; and
- E. systematic program assessment.

High ability students shall be considered to be those who, through valid assessment,

- A. perform at or show potential for performing at an outstanding level of accomplishment in at least one (1) domain when compared with other students of the same age, experience, or environment; and
- B. are characterized by exceptional gifts, talents, motivation, or interest.

The Superintendent shall develop administrative guidelines which shall include those for valid identification, curriculum development and implementation, and assessment of the learning outcomes.

~~PROGRAMS FOR HIGH ABILITY STUDENTS~~

~~The Elkhart Community Schools' adopted philosophy states that all children in the Elkhart community must be provided an opportunity for educational growth to the optimum degree of their potential, regardless of race, creed, or economic status.~~

~~High ability students have potential for benefiting from programs offering breadth and acceleration in academics and visual and performing arts. The future achievement and success of these students can be greatly enhanced by specifically designed curricula and programs.~~

~~The Elkhart Community Schools provides educational programs for academic and artistic high ability students.~~

~~The Administration shall establish procedures for the identification of high ability students along with a program of services for those students at each grade level, consistent with this policy and state law. The Administration shall also establish a Broad-Based Planning Committee to review the Elkhart Community Schools' plan for serving high ability students. The committee shall have representatives from diverse groups representing the school and community.~~

August 25, 2009

PROCEDURES FOR IDENTIFYING AND SERVING HIGH ABILITY STUDENTS

A. Definition

A high ability student indicates a child or youth performing at, or showing the potential for performing at, an outstanding level of accomplishment when compared to others of the same age, experience, or environment.

B. Identification

A student shall be identified as a high ability student through a formal identification process in accordance with the following procedures and Indiana law:

1. All ECS students in Grades K-8 will participate in Measures of Academic Progress (MAP) testing provided by the Northwest Evaluation Association (NWEA). Scores from the winter administration will be used to identify students with high achievement levels.
2. All students in grades K, 2, and 5 not previously identified as high ability will be screened for cognitive potential. Students in Grades K and 2 will be screened using the Cognitive Abilities Test (CogAt). Students in grade 5 will be screened based on the results of the winter administration of the NWEA.
3. The full CogAT will be administered to students in grades K, 2, and 5 who performed at the 80th percentile on the screen.
4. Students will be identified using local norms. The NWEA and CogAT cut scores will be set by the High Ability Broad Based Planning Committee in 2016 and reviewed on a regular basis thereafter.
5. Students with scores close to the threshold for high ability identification are rated on the Scales for Identifying Gifted Students (SIGS), a subjective instrument which collects survey information from teachers and parents.
6. Students can be identified as high ability in the areas of math, English language arts, or general intellectual (both).
7. If a student was receiving high ability services in a previous setting, standardized testing evidence from that agency can be submitted for review by the ECS identification team. If the student received scores at or above the required percentile

on an acceptable test in that setting, the results may qualify the student for high ability services at ECS without any additional testing.

8. Students who enroll at ECS without previous evidence of high ability may wait to participate in the regular annual assessments or may participate in testing scheduled prior to the start of the school year. This testing will be provided for free to students registered with ECS.
9. This thorough assessment strategy precludes the need to request additional testing and allows for equal opportunities in considering all students.

C. Programs for High Ability Students

Elkhart Community Schools shall provide an array of learning opportunities for high ability students and shall implement procedures to notify parents/guardians of these opportunities. These shall include, but are not limited to, the following:

1. instructional and organizational patterns enabling identified students to work together as a group, to work with other students, and to work independently;
2. a continuum of learning experiences leading to the development of advanced level products and performances and opportunities to accelerate in areas of strength; and
3. access to differentiation, enrichment, relevance, emotional support, and responsive program design and delivery.

D. Change of Placement

Instructional plans will be designed to meet the needs of all high ability students, including students learning English as a Second Language, students with Individual Education Plans (IEPs), and students with behavioral or health needs. High ability services will continue unless:

1. evidence indicating past testing is invalid or no longer relevant;
2. support plans have not been successful; or
3. a parent requests discontinuation of service.

In cases where a student is having difficulty in a high ability program, the high ability coordinator will identify the root cause of the problem; consult with the teacher; and support adjustments to the curriculum, instruction, assessment, or social emotional support.

E. Program Evaluation

The program outcomes will be prepared on an annual basis and presented to the Board. Program evaluations will be conducted on a six year rotation cycle beginning 2015.

April 26, 2016

PROCEDURES FOR IDENTIFYING AND SERVING HIGH ABILITY STUDENTS

A. Definition

A high ability student means a child or youth performing at, or showing the potential for performing at an outstanding level of accomplishment when compared to others of the same age, experience, or environment and exhibiting high performance capability in an intellectual, creative, or artistic area, possessing an unusual capacity for leadership, or excelling in a specific academic field.

B. Identification

A student shall be identified as a high ability student in accordance with the following procedures and Indiana Law:

1. High ability students shall be identified through ongoing screening.
2. High ability students may also include those students who perform or show potential for performing at outstanding levels of accomplishment in the areas and aptitudes identified by Indiana Law.
3. High ability students shall be identified through the use of multifaceted assessments collected from multiple sources.
4. Data and procedures shall be designed so that students from all populations served by the district have access to these programs and to the assessments employed to identify high ability students.

C. Programs for High Ability Students

Elkhart Community Schools shall provide an array of learning opportunities for high ability students and shall implement procedures to notify parents/guardians of these opportunities. These shall include, but are not limited to, the following:

1. Instructional and organizational patterns that enable identified students to work together as a group, to work with other students, and to work independently.
2. A continuum of learning experiences that leads to the development of advanced level products and performances.
3. In school and, when possible, out of school options relevant to the student's areas of strength as available during the school year.
4. Opportunities to accelerate in areas of strength.

D. Change of Placement

Appeals of decisions regarding program placements shall comply with the following procedure:

1. ~~Decisions shall be based upon testing criteria established by Elkhart Community Schools, pursuant to state law.~~
2. ~~Appeals shall initially be presented to the Supervisor of High Ability Programs.~~
3. ~~In the event that a parent or guardian wishes to appeal the decision of the Supervisor of High Ability Programs, the Director of Curriculum and Instruction shall appoint a committee, pursuant to state law. Decisions of appeals by the committee shall be final.~~

~~A change in program placement, once a student is in the program, shall comply with the following procedure:~~

1. ~~High Ability students who move out of the district will be removed from the program.~~
2. ~~In the event parents/guardians and their student wish to exit the program, an exit interview will be conducted by a committee appointed by the Supervisor of High Ability Programs.~~
3. ~~Students not meeting behavioral and academic performance standards may be removed after appropriate interventions have been attempted and failed to resolve the problems. A teacher or principal recommendation to remove a student must be approved by a committee appointed by the Supervisor of High Ability Programs. The decision of the committee shall be final.~~

E. Assessments

~~Program assessments will be completed on an annual basis and presented to the Board of School Trustees.~~

August 25, 2009

GRADUATION REQUIREMENTSSection 1. High School Graduation

In order to graduate from high school, a student shall

- A. complete the number and type of credits in grades 9-12, except as otherwise provided in this policy, required by the Indiana State Board of Education,
- B. attend at least seven (7) semesters in grades 9-12 and
- C. demonstrate proficiency of the academic standards established by the Indiana State Board of Education and Elkhart Community Schools through satisfactory completion of any one of the following three (3) procedures:
 1. The student achieves passing scores on **applicable examinations required by State law and or the Indiana State Board as pre-requisites for graduation** ~~Indiana's ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments;~~
 2. The student who does not achieve passing scores on **required examinations** ~~Indiana's ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments~~ may be eligible to graduate if the student does the following:
 - a. retakes the **required examinations** ~~ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments~~ in each subject area in which the student has not achieved a passing score at least one (1) time every school year after the school year in which the student first takes the **required examinations** ~~ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments~~;
 - b. completes remediation opportunities provided to the student as outlined in Administrative Regulation IKF Section A(5)(2);
 - c. maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance;
 - d. maintains at least a "C-" average in the courses comprising the credits specifically required by the Indiana State Board of Education; and
 - e. either
 - 1) obtain a written recommendation from a teacher of the student in each subject area of the **required examinations** ~~ISTEP+: Algebra I and English 10 Graduation Examination End of Course Assessments~~ in which the student has not achieved a passing score. In order for a recommendation to be valid,
 - a) the principal must concur with the teacher recommendation, and

- b) the recommendation must be supported by documentation, including the completion of Administrative Regulation IKF-(1) or IKF-(2), indicating the student has attained the academic standards in the subject area based upon
 - (1) tests other than the **required examinations** ~~ISTEP+; Algebra I and English 10 Graduation Examination End of Course Assessments~~; or
 - (2) classroom work; or
- 2) Complete
 - a) the course and credit requirements for a general diploma, including the career academic sequence;
 - b) a workforce readiness assessment; and
 - c) at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.
- 3. Where a student is a child with a disability (as defined in IC 20-35-1-28), the student's case conference committee finds the following:
 - a. The student's teacher of record, in consultation with a teacher of the student in each subject area of the **required examinations** ~~ISTEP+; Algebra I and English 10 Graduation Examination End of Course Assessments~~ in which the student has not received a passing score, makes a written recommendation to the case conference committee. In order for a recommendation to be valid,
 - 1) the principal must concur with the teacher recommendation; and
 - 2) the recommendation must be supported by documentation, including the completion of Administrative Regulation IKF-(1) or IKF-(2), indicating that the student has attained the academic standards in the subject area based upon
 - a) tests other than the **required examinations** ~~ISTEP+; Algebra I and English 10 Graduation Examination End of Course Assessments~~; or
 - b) classroom work.
 - b. The student meets all of the following requirements:
 - 1) retakes the **required examinations** ~~ISTEP+; Algebra I and English 10 Graduation Examination End of Course Assessments~~ in each subject area in which the student has not achieved a passing score as often as required by the student's individualized education program;

- 2) completes remediation opportunities provided to the student to the extent required by the student's individualized education program;
- 3) maintains a school attendance rate of at least ninety-five percent (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance;
- 4) maintains at least a "C-" average in the courses comprising the credits specifically required for graduation by rule of the Indiana State Board of Education and Elkhart Community Schools.

D. Otherwise, satisfy all state and local graduation requirements.

Section 2. Granting Diplomas

A. Transfers from Other Districts

Any student, who completes his/her final semester of attendance and has earned at least six credits from an Elkhart high school during this time, may be granted a diploma from an Elkhart high school. That student must also complete all requirements for graduation from high school **established by** in the sState of Indiana as described in Section 1 of this policy. The Superintendent may waive the requirement that the student earn six credits from an Elkhart high school if that student has completed all requirements for graduation from high school **established by** in the sState of Indiana as described in Section 1 of this policy.

B. Transfers within Elkhart Community Schools

Elkhart high schools will grant a diploma to any student who has been in attendance at Elkhart high schools for seven (7) semesters and has completed all other state and local requirements for graduation as described in Section 1 of this policy.

C. Course Completion

Elkhart high schools will grant a Course Completion to a student who satisfies the requirements established in Section 1(A) and (B) of this policy, but who does not meet the academic standards established by the State of Indiana through satisfactory completion of any one of the three (3) procedures established in Section 1(C) of this policy.

D. Certificate of Completion

Upon the recommendation of the student's teacher of record, Elkhart high schools will grant a Certificate of Completion to a child with a disability (as defined in IC 20-35-1-~~28~~) who is not eligible to receive a diploma or a Course Completion, but who has completed the four (4) year educational program as established through the student's IEP.

E. Credit for Courses Completed Before Students Enter Grade 9

Credit earned for high school equivalent courses taken before students enter grade 9 will be granted in a manner consistent with Indiana laws, the rules and regulations adopted by the Indiana State Board of Education, and the Elkhart Community Schools.

F. Credit for Courses Completed More Than One Time

1. A student may repeat a high school course in which credit has been earned. Credit for a course required for graduation will only be granted one time, and the highest grade earned will be used to calculate student's GPA.
2. The student's transcript will show the course each time it was completed and the grade assigned for each completion.
3. Some courses may be taken for multiple credits with all credits contributing to the GPA (e.g. band, choir, etc.).

Section 3. Early Graduation

For students fulfilling all graduation requirements as established in Section 1 of this policy in less than seven (7) semesters, a waiver may be requested. An application specifying the circumstances which make the waiver advisable will be submitted to the superintendent of schools for his review and approval.

References: 511 IAC 5-3-2
511 IAC 6-7-6

October 22, 2013 April 26, 2016

Proposed Revised Administrative Regulation**FOREIGN STUDENTS - CERTIFICATE OF ATTENDANCE**

In the event a foreign student does not meet the requirements of an Indiana high school diploma, a certificate of attendance may be awarded. ~~A certificate of attendance will be awarded to any foreign student attending high school in the Elkhart Community Schools. The certificate will include the student's name and dates of attendance, and will be signed by the superintendent of schools, the director of curriculum and instruction and the building principal.~~

A record of the academic course of study will be completed and issued with the certificate. This will include subjects taken, grades, units of credit, length of class periods, number of periods per week, and the student's performance as evaluated by the teacher. This dated record will also include a definition of grades and carry the official seal of the Elkhart Community Schools.

~~August 1989~~ **April 26, 2016**

COMPULSORY ATTENDANCE AND INITIAL ENTRANCE

A. Compulsory Attendance

Unless otherwise provided or due to graduation, every child between the ages of seven and eighteen shall attend public school or some other school taught in the English language which is open to the inspection of local and state attendance and school officers; and such child shall attend such school annually during the entire time the public schools are in session in the school district in which such child resides. A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless

1. the student, the student's parent, and the principal agree to the withdrawal; and
2. at an exit interview, the student and the student's parent provide a written statement acknowledging they understand withdrawing from school is likely to
 - a. reduce the student's future earnings, and
 - b. increase the student's likelihood of being unemployed in the future.
3. the student's parent and school principal each provide written consent for the student to withdraw from school and the withdrawal is due to
 - a. financial hardship in which case the student must be employed to support his/her family or dependent;
 - b. illness; or
 - c. an order by a court having jurisdiction over the student.

When a student has provided sufficient evidence of emancipation, e.g., a court order, parental consent can be waived by the principal.

B. Age of Initial Entrance

1. Kindergarten

~~Elkhart Community Schools believes kindergarten is a vital beginning for formal education and encourages all students who meet age requirements to attend.~~

~~Children who will have reached the age of five on or before August 1 may register. The parent(s) having legal custody must register their children in the school attendance area where the parent(s) legally resides.~~

~~In order to enroll in kindergarten, a child must meet the age requirement. For children whose birthday is between August 2 and September 1, an appeal may be made to the Superintendent or designee following the procedure accepted by the School Board. Each case will be judged individually and the best interests of the individual student and of the Elkhart Community Schools will be considered.~~

2. Grade One

~~Children who have reached the age of six on or before August 1, or who have successfully completed one full year of public school kindergarten or NCATE (North Central Association Teacher Education) accredited kindergarten may be admitted. Placement will be determined as~~

~~indicated in Board Policy IKE. An appeal may be made to the Superintendent or designee for children who are not admitted.~~

B. Entrance Requirements

The Board shall establish student entrance requirements consistent with Indiana law and sound educational practices; and which ensure equitable treatment and proper placement.

1. Kindergarten

Each child of legal settlement shall be eligible for kindergarten providing s/he has attained the age of five (5) on or before August 1st. Children who transfer into the School Corporation who have attended private or public kindergarten in another locality shall be eligible for Kindergarten.

2. First Grade

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines.

The Superintendent shall establish administrative regulations which ensures compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification of proper immunization is completed or in process. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade which is in accordance with any guidelines promulgated by the State Department of Education.

Administrative regulations should also be established to ensure students enrolling in the Corporation for the first time, regardless of level, submit the proper documentation and transfer records promptly. Any indication a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

C. Proof of Age and Name

Proof of age and name is required of all pupils who are enrolling in Elkhart Community Schools for the first time. A copy of the certified birth certificate is preferred. Other reliable proof of student's name and date of birth may be accepted if a copy of the certified birth certificate is unobtainable. Such other reliable proof may include hospital birth records and baptismal or circumcision certificates.

Social Emotional Development

Has your child had opportunities to interact with children his/her age? _____ Yes _____ No

If yes, describe your child's interactions during these opportunities. _____

Do you expect your child to have difficulty separating from you? _____ Yes _____ No

If yes, are there ways the school can support your child to make this transition easier? _____

Please check the following skills your child has mastered so we can learn more about your child:

_____ Intentionally makes marks or scribbles

_____ Can write first name

_____ Listens to a story

_____ Answers who, what, where questions

_____ Follows routines at home

_____ Follows 1 step directions

_____ Follows 2 step directions

How many upper and lowercase letters does your child recognize? _____

How high is your child able to count without skipping numbers? _____

Please circle the colors your child can name:

red green yellow orange blue brown black

Please submit information which will assist in identifying the skills your child has mastered along with this application. This may include child work samples, Early Childhood Teacher progress reports, or other items you feel will help us begin to get to know your child.

Parent/Guardian Signature

Date

April 24, 2016

ELKHART COMMUNITY SCHOOLS
KINDERGARTEN EARLY ENTRANCE PROCEDURE AND APPLICATION FORM

Children must turn 5 years old between August 2nd and September 1st in order to be eligible

PROCEDURE:

Elkhart Community Schools allows children who turn 5 on or before August 1 to be admitted to kindergarten. Indiana Law requires school districts to establish a procedure for considering requests for early entrance to kindergarten from parents/guardians of children who turn 5 after August 1. In Elkhart Community Schools, this process is as follows:

Parents/guardians of child(ren) turning 5 between August 2 and September 1 who want their child(ren) to enroll in kindergarten need to contact their home school or the Student Services Department (262-5540). The home school or Student Services Department will provide a Kindergarten Early Entrance Application which is to be completed and submitted on or before the beginning of the school year. Once notified of receipt and approval of the application, parents/guardians are to register the child(ren) at the elementary school of parent/guardian's residence. Children who turn 5 after September 1 will not be considered for early entrance to kindergarten.

APPLICATION:

Child's Name _____
_____ Last _____ First _____ Middle _____ (Nickname)

Birth Date _____

Name of School _____ Date _____

Parental Information	Mother	Father	Guardian
Name <i>(first and last)</i>			
Home Address: <i>(Include Zip Code)</i>			
Home Phone:			

Parent Signature

Must be received by the home school or Student Services Department by the beginning of the school year

J. C. Rice Educational Services Center
2720 California Rd.
Elkhart, IN 46514



BEARDSLEY ELEMENTARY SCHOOL
1027 McPHERSON STREET • ELKHART, IN 46514
PHONE: 574-262-5575



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

March 22, 2016

Elkhart Board of School Trustees:

The purpose of this communication is to explain why a grant application was submitted prior to your approval. Many staff members attend the STEM conference that was held at Purdue University on January 14, 2016. Project Lead The Way was highly endorsed by the STEM community.

Beardsley's leadership team visited Chandler Elementary in Goshen to see Project Lead The Way in action. A meeting was set with Bill Kovach, Dawn McGrath, and Jean Creasbaum on March 17, 2016. Permission to proceed was given and contact of Kim Boynton was recommended.

This memo is to inform the board that the grant application was time sensitive and due to the minimal window of submission of the grant, a confirmation of the submission of grant is being submitted.

Val Priller- principal Beardsley Elementary



DATE:

3/22/2016

TO:

Dr. Robert Haworth, Superintendent
Board of School Trustees

FROM:

Valerie Priller and Jackie Green

SCHOOL /ENTITY APPLYING:

Beardsley Elementary

GRANT TITLE:

Project Lead The Way 2016-2017 CPEC Northern Indiana

GRANT APPLICATION READ

YES NO

ENTITY APPLYING TO:

Project Lead The Way CPEG Northern Indiana

GRANT AMOUNT:

Year 1: \$ 4,420.00

GRANT SUBMISSION DEADLINE:

3/29/2016

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

Valerie A. Priller

EXPLANATION OF GRANT:

Project Lead The Way is an excellent entry point to STEAM and/or Expeditionary Learning. The Project Lead The Way grant helps fund all the materials for implementation as well as the professional development for the first year. The materials are reusable and a coteaching model is used to teach all staff the process and components of Project Lead The Way.

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:

The grant has built in sustainability features through providing all materials for the modules, the ongoing professional development over two/three year, and the team teaching model.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

The grant will be used to develop college and career readiness as well as 21st century soft skills.

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

The Project Lead The Way lead teacher as well as the Beardsley Administration

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



INSTRUCTIONAL LEADERSHIP

PHONE: 574-262-5559

ELKHART COMMUNITY SCHOOLS

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

April 18, 2016

To: The Elkhart Board of School Trustees

Re: Confirmation of Grant Submission

Dear Elkhart Board of School Trustees,

The purpose of this memorandum is to provide confirmation of a grant submission that occurred on April 18, 2016 prior to approval by the Board of School Trustees. Parameters and factors related to partnering entities and finalized grant details resulted in a delay of finalizing the decision to submit the grant. In considering all factors and the timeline for submission to the Community Foundation of Elkhart County, the submission of the grant prior to approval from the Board of School Trustees was necessary to be considered in this grant cycle. In order to receive funding for this student event, consideration during this Good Neighbor Grant Cycle was necessary.

I have been working collaboratively with all involved partners, including the Community Foundation of Elkhart County. Due to the minimal time for grant development, the notification of grant submission is being delivered to the Board of School Trustees after the submission of the grant application.

Please feel free to contact me with any additional questions.

Sincerely,

Kimberly Boynton
Kimberly Boynton

Director of Grant Development



DATE:

4/18/2016

TO:

Dr. Robert Haworth, Superintendent
Board of School Trustees

FROM:

Kimberly Boynton

SCHOOL / ENTITY APPLYING:

District

GRANT TITLE:

Elkhart Community Schools Student Leadership Summit

GRANT APPLICATION READ

YES NO

ENTITY APPLYING TO:

Community Foundation of Elkhart County

GRANT AMOUNT:

\$4,600

GRANT SUBMISSION DEADLINE:

April 30, 2016

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

Kimberly Boynton

EXPLANATION OF GRANT:

The grant funds will support the Student Leadership Summit at the 5 Star Summit Property scheduled for July 2016. The event is a leadership opportunity for identified high school student leaders from Elkhart Community Schools, Jimtown Schools, and Concord Community Schools.

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

3/18/2016

SUSTAINABILITY PLAN:

Participating school corporations support portions of the Summit, along with in-kind food donors, volunteers, 5 Star, and the Christian Business Men's Connection.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

Awards, t-shirts, food for the event

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Kimberly Boynton, Director of Grant Development and Pre K Services

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

DR. DAVID BENAK, DIRECTOR

TO: DR. ROBERT HAWORTH *DRB*
FROM: DR. DAVID R. BENAK
DATE: 4/20/2016

HAAS TUITION GRANT

Upon request of the Haas representative, Mr. Youngs applied online for a college tuition support grant for graduating EACC Machine Trades students. Mr. Youngs was not aware that he needed to complete a grant request form. We have been notified by Haas, that the EACC has been awarded the grant. We are seeking confirmation for the grant from the Board. Representatives will be awarding the grant in person at our convenience.



DATE: 04/20/2016

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

FROM: Dr. David R. Benak

SCHOOL / ENTITY APPLYING: EACC

GRANT TITLE: Haas Manufacturing

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO: Haas Manufacturing

GRANT AMOUNT: \$12,500 GRANT SUBMISSION DEADLINE: None

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *David R Benak*

EXPLANATION OF GRANT:

The grant monies are to be used to provide college tuition supports for machine trades graduating seniors. The grant was submitted two months ago, and we were just notified that the EACC Machine Trades program was awarded.

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:

None at this time.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

Fund college tuition for graduating seniors in machine trades.

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Dr. David R. Benak

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL

16MAR22AM10:17

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart Central High School

Class/Group: Choirs

Number of Students: 52 +

Date/Time Departing: Friday, March 31, 2017 - evening > Spring Break

Date/Time Returning: Tuesday, April 4, 2017 - morning

Destination: New York City

Overnight Facility: Hampton Inn or similar, Newark NJ

City State

Mode of Transportation: charter coach

Reason for Trip: Experience New York City, its culture and history, see Broadway musicals, perform (attached tentative itinerary)

Names of Chaperones: William Niederer ; ECHS administrator ; choir parents (selected by application process)

Cost per Student: \$ 900 - \$ 950

Describe Plans for Raising Funds or Funding Source: Multiple fundraisers, payments made May 2016 - Feb. 2017

Plans to Defray Costs for Needy Students: Fundraisers, possible partial scholarships

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: William Niederer

3/4/2016

Signature of Principal: Frank Senge

Date: 3/4/16

RW
3/28/16

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

Approval of Assistant Superintendent: [Signature]

Date: 3/28/16

Approved by Board: _____

(All overnight trips require prior approval by Board Policy IICA.)

PROPOSED NEW YORK CITY TRIP - SUBJECT TO CHANGE AND SCHOOL BOARD APPROVAL

March 31 - April 4, 2017

(Spring Break)

Friday, March 31: Leave Elkhart, travel overnight on motor coach; rest stops as scheduled (breakfast stop, at student expense).

Saturday, April 1: Arrive Liberty State Park, New Jersey, board ferry

Saturday, April 1 Activities: Ellis Island Immigration Museum
Visit Statue of Liberty
Lunch at Ellis Island or Liberty Island (\$15 cash returned)
World Trade Center 9/11 Memorial Museum
National September 11th Memorial & Museum
Chinatown
Little Italy
Group Dinner (included)
Broadway Theatre production
Check in to hotel (quad student occupancy)

Sunday, April 2 Activities: Breakfast at hotel (included)
(not Easter) Rockefeller Plaza
Top of the Rock observation deck
Lunch at Rockefeller Plaza food court (\$15 cash returned)
Radio City Music Hall guided tour
Broadway Theatre production (matinee)
Times Square
Professional photo of the group
Group Dinner (included)
Hotel for pool time!

Monday, April 3 Activities: Breakfast at hotel (included)
Manhattan TV and Movie Locations Tour
Lunch - either boxed or \$15 cash returned
St. Paul's Chapel (first responders' church during 9/11)
Planned performance by ECHS tour choir at St. Paul's Chapel
Visit Central Park
Group Dinner (included)

Leave New York City after dinner, travel overnight on motor coach; rest stops as scheduled (breakfast stop, at student expense).

Tuesday, April 4: Arrive back at ECHS, enjoy remainder of Spring Break!

ALL MEALS (EXCEPT ON THE OVERNIGHT DRIVE TO/FROM ELKHART) ARE INCLUDED.

Also included: Night time professional security guard at hotel

Estimated Cost per student: \$900 - \$950

Adult chaperones will be needed for this trip and will pay only half the student cost but will receive all benefits. These chaperones will be required to assist with supervisory duties, such as room checks at the hotel, supervising small groups of students at various times, etc.

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

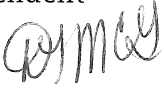
DATE: April 21, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant
 April 26, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
VINCENNES UNIVERSITY PROJECT EXCEL PROFESSIONAL DEVELOPMENT As part of the Project EXCEL college credit requirements, attendance at this professional development workshop is required and will cover curriculum updates and changes related to textbooks, syllabi, tests, methods, etc. VINCENNES, IN May 2, 2016 Jon Chevalier (1-2) COLLEGE CREDENTIALS	\$100.00	\$95.00
TOTAL	\$100.00	\$95.00
2015-16 YEAR-TO-DATE PERKINS FUNDS	\$20,077.77	\$4,425.00
GRAND TOTAL	\$20,177.77	\$4,520.00

(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: April 22, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath 
 RE: **Conference Leave Requests**
April 26, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p>POINT GUARD COLLEGE (PGC) GLAZIER BASKETBALL CLINIC</p> <p>This conference is an opportunity to hear from several respected high school, college, and professional basketball coaches over a variety of topics, such as motivational strategies; formative and summative performance assessments; instructional strategies; and many other skills and techniques which will help create a better basketball program for our student athletes.</p> <p>Chicago, IL</p> <p>April 29 - 30, 2016 (1 day's absence)</p> <p style="padding-left: 40px;">BODIE BENDER - CENTRAL (0-0)</p> <p style="padding-left: 40px;">RANDY DESHONE - CENTRAL (0-0)</p>	\$329.00	\$180.00
<p>NATIONAL ASSOCIATION OF SCHOOL RESOURCE OFFICERS (NASRO) - BASIC SCHOOL RESOURCE OFFICER TRAINING</p> <p>This training is designed for any law enforcement officer or school administrator working in an educational environment. The course emphasizes three main areas of instruction: Functioning as a police officer in the school setting, working as a resource and problem solver, and developing teaching skills. Attendees will gain a solid working knowledge of the School Resource Officer concept and how to establish a lasting partnership with their schools.</p> <p>South Bend, IN</p> <p>May 2 - 6, 2016 (5 day's absence)</p> <p style="padding-left: 40px;">JAMIE SNYDER - SAFETY/SECURITY/RISK MANAGEMENT (0-0)</p>	\$570.00	\$0.00
<p>BRAIN WEB DAY</p> <p>This conference will lead to the implementation of the Connecting Learning Assures Successful Students (CLASS) program which will include CLASS coaching days next year as funded by the PBIS/Mental Health Grant.</p> <p>May 6, 2016 (1 day's absence)</p> <p>Westfield, IN</p> <p style="padding-left: 40px;">SHERRY FINN - PINWOOD (0-0)</p>	\$1,608.00	\$540.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
KELLY CARMICHAEL - PINEWOOD (0-0) JAMIE HARADINE - PINEWOOD (1-1) DEB JOHNSTON - PINEWOOD (0-0) MARY KUEHNE - PINEWOOD (0-0) JONI PEAK - PINEWOOD (1-2) MELINDA SHAW - PINEWOOD (1-1) PEGGY ZIMMERMAN - PINEWOOD (0-0)		
INDIANA SCHOOL SAFETY SPECIALIST ADVANCED Mr. England will be serving as the ESC School Safety Specialist. This training will allow him to provide safety training to ESC staff. Indianapolis, IN May 8 - 10, 2016 (2 day's absence) TONY ENGLAND - ESC (0-0)	\$376.50	\$0.00
SCHOOL SAFETY CONFERENCE 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 May 9, 2016 (1 day's absence) KRISTIE STUTSMAN - WEST SIDE (2-1)	\$212.00	\$0.00
SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH (STEM) FORUM AND EXPO This conference is a unique, focused event which brings together educators, administrators, and representatives from exhibiting companies who are interested in as well as have tools and resources to share, to ensure the successful implementation of STEM education into our schools. Denver, Colorado July 27 - 29, 2016 (0 day's absence) MEREDITH JONES - ROOSEVELT (0-0)	\$920.64	\$0.00
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
INDIANA HIGH SCHOOL WRESTLING COACHES ASSOCIATION (IHSWCA) This conference will provide valuable insight regarding how to better teach our wrestlers the fundamentals of the sport; improve participation; build a healthy environment; and help students put education first. Indianapolis, IN April 22, 2016 (1 day's absence) ZACH WHICKCAR - CENTRAL (0-0)	\$0.00	\$90.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
	\$4,016.14	\$810.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$15,398.78	\$1,500.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$2,316.62	\$170.00
2015 YEAR-TO-DATE OTHER FUNDS	\$155,180.16	\$7,820.00
2015 YEAR-TO-DATE ADJUSTMENTS	(\$3,878.00)	(\$140.00)
2016 YEAR-TO-DATE OTHER FUNDS	\$89,554.89	\$12,790.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$258,572.45	\$22,140.00

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



PERSONNEL DEPARTMENT

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: APRIL 26, 2016

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding employee retention.

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

Richelle Davies Monger/Grade 1

- c. **Maternity Leave** – We recommend a maternity leave for the following employees:

Lindsey Cox West Side/Special Education
Begin: 5/31/16 End: 6/1/16

Megan Gutierrez Eastwood/Grade 5
Begin: 5/24/16 End: 6/1/16

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

Amanda Carpenter Bristol/Grade 1
Began: 1/22/13 Resign: 6/1/16

Timothy Carroll North Side/Mathematics
Began: 8/4/15 Resign: 6/1/16

Olivia Houin North Side/Language Arts
Began: 8/4/15 Resign: 4/19/16

Robyn Hill Eastwood/Grade 1
Began: 8/19/02 Resign: 6/1/16

- e. **Retirement** – We report the retirement of the following employees at the end of the 2015-16 school year:

Myra Cors	ESC/Behavior Support	33 Years of Service
Jennifer Cunningham	Bristol/Behavior Support	31 Years of Service
Karen Lockhart	Hawthorne/Grade 4	39 Years of Service
Gary Wenning	Daly/Grade 1	15 Years of Service

CLASSIFIED

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

Diona Austin Began: 2/18/16	Transportation/Bus Driver PE: 4/21/16
Michelle A. Collier Began: 2/22/16	Transportation/Bus Driver PE: 4/25/16
Michelle A. Daniels Began: 2/16/16	Beck/Food Service PE: 4/19/16
Clarence Gregg Jr. Began: 2/22/16	Career Center/Paraprofessional PE: 4/25/16
Heather Holycross Began: 2/18/16	Feeser/Food Service PE: 4/21/16

- b. **Retraction** – We recommend the retraction of a resignation reported in error for the following classified employee:

Sherree Wilkey	PACE/Technical Assistant
-----------------------	---------------------------------

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

Candace Davis Began: 8/4/15	Transportation/Bus Driver Resign: 4/15/16
Chere Engstrom Began: 8/4/15	West Side/Food Service Resign: 4/15/16
Deborah Sheppard Began: 8/10/15	Monger/Food Service Resign: 4/11/16

Geraldine Wilkey
Began: 9/30/13

Monger/Food Service
Resign: 3/25/16

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

Richard Mendez
Began: 11/3/14

Career Center/Jr ROTC Program Mgr.
Resign: 4/15/16

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

Anita Randolph
Began: 11/10/98

Feeser/Technical Assistant ESL
Retire: 6/1/16
17 Years of Service

M. Therese Corey
Began: 8/22/01

Pinewood/Paraprofessional
Retire: 6/30/16
14 Years of Service

- f. **Termination** – We recommend the termination of the following classified employees:

Theresa Culp
Began: 1/7/08

Transportation/Bus Driver
Termination: 4/12/16
Board Policy GDPD 1. a, c, f, g

Angela Gates
Began: 8/18/15

Transportation/Bus Helper
Termination: 4/11/16
Board Policy GDPD 1. a, b, c