

ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES
Elkhart, Indiana

Organizational Meeting
January 12, 2016

AGENDA

1. CALL TO ORDER
2. Election of President, Vice President and Secretary
3. Adjournment

ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES
Elkhart, Indiana

Board of Finance Annual Meeting
January 12, 2016

A G E N D A

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

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

4. Review 2015 Investment History (over)
5. Adjournment

**ELKHART COMMUNITY SCHOOLS
2015
INVESTMENT HISTORY**

Investment Date	Maturity Date	Interest Rate	Institution	Principal	Interest
1-27-15	6-26-15	.37%	Lake City Bank	\$ 77,000.00	\$ 117.08
7-27-15	12-29-15	.43%	Lake City Bank	\$ 77,000.00	\$ 140.60

RESOLUTION TO TRANSFER FROM ONE FUND TO ANOTHER

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the Elkhart Community Schools is authorized to effect transfers to depleted funds for a period not to extend beyond the 2016 Budget Year;

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

ELKHART COMMUNITY SCHOOLS
Board of School Trustees

President

Secretary

DATED THIS 12TH DAY OF JANUARY, 2016.

Resolutiontrf

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

**REVISED
1/12/16**

Elkhart Community Schools
Elkhart, Indiana

January 12, 2016

CALENDAR

Jan	12	5:30 p.m.	Public Work Session, Osolo Elementary School
Jan	12	Immediately following	Executive Session, Osolo Elementary School
Jan	12	7:00 p.m.	Board of School Trustees Organizational Meeting
Jan	12	Immediately following	Board of Finance Annual Meeting
Jan	12	Immediately following	Regular Board Meeting, Osolo Elementary School
Jan	21	1:00 p.m.	Annual Board Retreat/Public Work Session, PDC
Jan	22	1:00 p.m.	Annual Board Retreat/Public Work Session, PDC
Jan	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. BOARD CONFLICTS OF INTEREST – Indiana law requires public disclosure of potential conflicts of interest.
- D. Gift Acceptance - The administration recommends Board acceptance with appreciation recent donations made to the Elkhart Community Schools.
- E. Corporate/Community Partnerships Update
- F. BUILDING REPORT
Building Energy Report – Ted Foland
Gary Gardner - Principal
- G. MINUTES -
December 21, 2015 – Public Work Session
December 21, 2015 – Regular Board Meeting
- H. TREASURER'S REPORT
Consideration of Claims
Fundraisers- The Business Office recommends Board approval of proposed school fundraisers in accordance with Board Policy.

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

I. NEW BUSINESS

Student Services Update on Elkhart Elementary Academy

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

Grant Approval - The administration recommends approval for the submission of the following grant application to United Way for a Community Partner Grant for Move2Stand from Student Services.

Overnight Trip Request - 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



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

Indiana Code 35-44-1-3

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

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

1. **Name and Address of Public Servant Submitting Statement:** Glenn L. Duncan
1237 Greenleaf Blvd, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** _____
Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Diana Duncan (spouse) is a nurse with Elkhart Community Schools

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

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages could affect my insurance premiums.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of _____
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

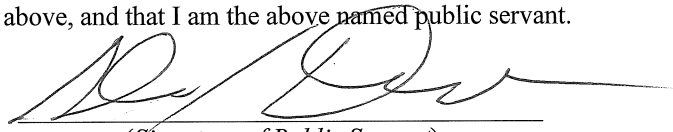
9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____ Date Submitted (month, day, year)

_____ Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed:


(Signature of Public Servant)

Date (month, day, year): _____ January 12, 2016

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

Indiana Code 35-44-1-3

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

1. **Name and Address of Public Servant Submitting Statement:** Dorisanne H. Nielsen
208 S Riverside Dr, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** _____

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

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a retired teacher and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages could affect my insurance premiums.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

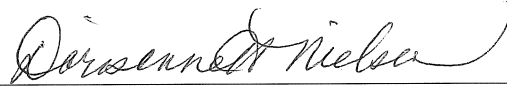
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Signed:


(Signature of Public Servant)

Date (*month, day, year*):

January 12, 2016

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1. **Name and Address of Public Servant Submitting Statement:** Jeri E. Stahr
1644 Brookstone Ct, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** _____
Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
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5. **Name(s) of Contractor(s) or Vendor(s):** _____

6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
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As a retired teacher and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages could affect my insurance premiums.

(Attach extra pages if additional space is needed)

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I (We) being the _____ of
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_____ and having the power to appoint
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the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

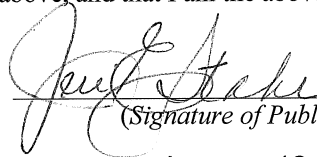
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Signed:


(Signature of Public Servant)

Date *(month, day, year)*:

January 12, 2016

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

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As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages could affect my insurance premiums.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

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Signed: _____

(Signature of Public Servant)

Date (*month, day, year*): _____

January 12, 2016

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1. **Name and Address of Public Servant Submitting Statement:** Karen S. Carter
3026 Crabtree Ln, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
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As a current member of the Elkhart Community Schools' Board of Trustees,
approving employee fringe benefit packages could affect my insurance premiums.

(Attach extra pages if additional space is needed)

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_____ and having the power to appoint
(Name of Governmental Entity)

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_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

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Signed: Karen J. Carter
(Signature of Public Servant)

Date (month, day, year): January 12, 2016

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ELKHART
COMMUNITY SCHOOLS

DATE: December 21, 2015

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart Central High School Boys' Basketball from Cressy & Everett Real Estate. This donation will assist in strengthening our boys' basketball program at Elkhart Central.

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

Cressy & Everett Real Estate
Mr. Scott Hammontree
645 E. Beardsley Ave.
Elkhart, IN 46514

Gift Cards - Donated by First Congregational Church December 2015

Store	Amount	Given to:
2 - \$25.00 Visa gift cards	50.00	
2 - \$10.00 Meijer gift cards	20.00	
1 - \$20.00 Kroger gift card	20.00	
1 - \$20.00 Target gift card	20.00	
2 - \$10.00 Martins gift cards	20.00	
1 - \$20.00 Martins gift card	20.00	
3 - \$25.00 Martins gift cards	75.00	
1 - \$25.00 Walmart gift card	25.00	
1 - \$10.00 Walmart gift card	10.00	
Total	\$260.00	



STUDENT SERVICES

PHONE: 574-262-5540

★ ★

ELKHART COMMUNITY SCHOOLS

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

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

We received a donation of 22,000 pounds of food, essential hygiene products, Avon, books, and toys from Feed The Children. Here is the break-down of the donation:

- 400 boxes of food
- 400 boxes of essential hygiene products
- 400 boxes of Avon products
- 2000 books
- 200 toys

These items were distributed to the social workers in each school for distribution to students in Elkhart Community Schools.

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

Feed The Children
Attn: Darlene Anderson
22365 Elkhart East Blvd.
Elkhart, IN 46514



ELKHART MEMORIAL HIGH SCHOOL

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: December 18, 2015

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Jacquie Rost
Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$1,000.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and other miscellaneous costs associated with this program.

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

Mr. Dana Homo
20399 S.R. 120
Bristol, IN 46507



ELKHART COMMUNITY SCHOOLS



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

DATE: January 6, 2016
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Pam Melcher
Director of Food Services
RE: Donation Approval

Gordon's Food Service donated \$200.00 in food product to help cover the cost of the SSAC Luncheon.

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

Gordon's Food Service
Thomas Alphenaar
Thomas.alphenaar@gfs.com

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Dec. 14, 2015
(Date)

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

Number of Staff: 2 Administrators 35 Certified Staff 22 Classified Staff

Enrollment: 513 Total 50 %White 6.6 %Black 34 %Hispanic .8 %Asian Pacific Is. .4 %Amer. Indian 8.2 %Multi Racial 12/30/15 As of Date

Previous Year Stability Rate: 75%
Stability percentage is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.

Parent Involvement: 15 % of Families Represented in PTA/PTO
Attendance at PTO meetings is sparse, with less than 5% of our families represented. However, attendance at school family events such as All Pro Dads, Muffins with Moms, and Family Nights has increased this year with approximately 15% of our families in attendance (around 100 attendees). Parental involvement is an important focus at Osolo and we continue to look for ways to provide programs and opportunities to engage our parents in the education process.

Special Education:
Osolo has two certified Special Education teachers and two special education Instructional Assistants servicing our 31 identified students. We have 14 students identified in grades K-3 and 17 students identified in grades 4-6. Supports include pushing into the classroom to assist with small group instruction as well as some pull out time to work on goals identified in students' Individual Education Plans.

% on Free Lunches: 61.3 % with Reduced Lunches: 10.5

Breakfast Program: 207
Average Daily Participation

See attached.

- Special Programs
- Special curriculum features
- Awards/honors

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

PROFILE OF OSOLO ELEMENTARY SCHOOL

SPECIAL PROGRAMS:

Osolo is a site for Boys and Girls Club, servicing 125 students in the Aftercare program. This program allows our students a safe place to stay after school and connect with classmates. It also allows approximately 35 of our students to participate in after school tutoring with staff members through the 21st Century Learning grant.

SPECIAL CURRICULUM:

1. Osolo will be working with Sherry Keeslar second semester to explore the Multi-Tiered Systems of Support (MTSS), "a systemic, continuous- improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students." We anticipate that with Sherry's support we will be able to strengthen our current academic and behavior teams and interventions as we look for ways to help all students be successful in the classroom.
2. Instructionally, we have arranged our schedule for Success period daily to allow for 8 certified staff members to work with our third graders as we work towards 100% proficiency on the IREAD-3 test. We also create our instructional schedule to allow for an additional support person to assist in classrooms during reading instruction for 30 minutes daily and during math instruction for 30 minutes at least three times per week. This allows our most struggling students to get intense assistance through small group instruction and academic support. We believe that this scheduling has helped strengthen our core instruction and has played a role in the growth we have seen in our students based on ISTEP growth reports the last few years.
3. Osolo Assistant Principal, Holly Conley, has supervised the Intersession programs for students over school breaks this year. Osolo had 37 students attend the winter session here at Osolo along with two of our staff members. We are thankful to have this opportunity for students to be engaged in learning even when school is not in session.

AWARDS/HONORS

The Robocats, Osolo's robotics team, placed 9th in the recent competition and were awarded the "Judges" trophy given to a team "... whose unique efforts, performance and dynamics merit recognition." Third Grader Lilliana Dawson was chosen as the winner of the Elkhart Brass bully free coloring contest. She received gift cards to a few of her favorite stores, a teddy bear, an ice cream reward for her grade level, and \$500 for the school. The school money is being spent on Bully Rules posters, a display for the cafeteria, and tie-dye t-shirts to be given to nominated students at awards ceremonies for standing up and speaking out in an effort to end bullying at Osolo.

OSOLO ELEMENTARY SCHOOL
24975 County Road 6 E, Elkhart, 46514
Phone: 262-5590
Fax: 262-5799

Principal

Gary Gardner
Becky Vechera, Head Secretary

Assistant Principal

Holly Conley
Wendy Smith, Assistant Secretary

Kindergarten

Jennifer Datema
Trista Delgado
Emily Moyer

First Grade

Dawnrechelle (Chelli) Allen
Martha Gourley
Marie Roose

Second Grade

Debra Bachman
Kelly Harris
Terry Parrish

Third Grade

Sally Bawtinheimer
Annette Hines
Alisha Rocha
Cyle Weldy

Fourth Grade

Adriana Burton
Melissa Cadotte
Bethany Keever
Nancy Troyer

OSOLO ELEMENTARY - Continued

Fifth Grade

Michelle McClintic
Timothy Miller
Kelle Price

Sixth Grade

Jeff Blair
Jim Meuninck
Tony Stoltzfus-Miller

Intervention Teachers

Carrie Repaich
Debra Rorie

Special Education

Tierah Rodman
Cindy Whittaker

Mild Interventions
Mild Interventions

ESL

Diane Ummel
Nicole Taber

Art

Jason Brewer
Jacob Bartlett

Music

Rebecca Smeltzer

Physical Education

Marie Kidder

Social Worker

Jantha Havens

Speech Pathologist

Cathy Mammolenti

OSOLO ELEMENTARY - Continued

Nurse

Pat Denlinger

Paraprofessional and Technical Assistants

Jane Bryant
Lori Coulahan
Juan Davila
Sherriann Gard
Shelley Green
Karen Mackowiak
Stacy Maxwell
Carmen Olinger
Olivia Sanchez

Media Paraprofessional
Keyboarding Paraprofessional
ESL Technical Assistant
Instructional Paraprofessional
Instructional Paraprofessional
Instructional Paraprofessional
Instructional Paraprofessional
Mild Interventions Paraprofessional
Translator Paraprofessional

Cafeteria

Debra Benn-Robbins
Janice Borgman
Bernice Chavis
Yvonne Gefri
Dorrie Malec
Rebecca Mathes
Lois Tully

Custodian

Stevie Garberick
James Kobb
Jackie Tinsley

Head Custodian

ELKHART COMMUNITY SCHOOLS
ISTEP+ Percentage of Students Passing
 (Undetermined and IMAST scores have been excluded)

	2009	2010	2011	2012	2013	reorg	2014
OSOLO							
Grade							
3							
% English as a Second Language	71	81	77	81	83	N/A	77
Language Arts	25	26	30	30	27	N/A	30
Mathematics							
4							
Language Arts	54	57	54	67	77	79	69
Mathematics	55	54	56	49	63	69	66
5							
Language Arts	56	51	73	74	65	66	81
Mathematics	62	58	73	60	63	67	70
6							
Language Arts	52	48	58	60	68	66	67
Mathematics	66	73	72	80	71	76	86
All Grades							
Language Arts	55	46	56	59	78	80	64
Mathematics	70	66	69	78	82	85	75
2013							
Language Arts	54	51	60	65	72	72	70
Mathematics	63	63	67	66	70	74	74

Yellow highlighting indicates passing rate at or above 70%.

*Spring 2013 scores reorganized by the students' expected 2013-14 schools.

This is for informational purposes only- The official scores are in the "Spring 2013" column.

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
December 21, 2015

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

Place/Time

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

Absent: Karen S. Carter

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

Call to Order

Ms. Morris discussed the invitation to speak protocol.

Protocol

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$1,000 from McDonald’s My-Tre Glemma Management c/o Harry L. Smith, owner, to Central High School’s (CHS) girls’ basketball team; \$800 from East Lake Nursing and Rehabilitation Center to the ECS Student Athletic Council to help facilitate the Unified Track Meet to be held in the Spring in conjunction with the Indiana Special Olympics; cosmetology equipment valued at \$12,315 from Dawn Troyer, owner of New Wave Salon, for use in the cosmetology department at the Elkhart Area Career Center (EACC); robotics t-shirts valued at \$200 from Dygert Trim to support the Robocats, Osolo’s robotic team; \$100 from James Pattee, \$50 from Marjorie Athey, and \$50 from Sharon Cloghessy for the purchase of Christmas presents for the adopt-a-family program at West Side; children’s hats and gloves valued at \$300 from Mr. and Mrs. Thomas Barber for students in need; and over 100 hand-knitted scarves from members of First Congregational Church and 375 coats from Ziker Cleaners to be distributed to ECS children through social workers.

Gift Acceptance

By unanimous action, the Board approved the following minutes:

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

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$8,368,634.22 as shown on the December 21, 2015, claims listing. (Codified File 1516-74)

Payment of Claims

The Board received a financial report for the period January 1 – November 30, 2015 and found it to be in order.

Financial Report

Doug Hasler, executive director of support services, reported the following fund loan was made on November 30, 2015: \$251,000.00 to Transportation Fund from General Fund.

Fund Loan

By unanimous action, the Board awarded the bid for the purchase of gasoline and diesel fuel for calendar year 2016 to North Central Co-op at a cost of \$0.065 above dock price. In response to Board inquiry, Dr. Robert Woods, director of business operations, reported requests for bids were published in the newspapers and sent to previous bidders. (Codified File 1516-75)

Fuel Bids

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 1516-76)

Fundraiser Approval

By unanimous action, the Board approved proposed revisions to Board Policy GDG – Support Staff Probation, Evaluation, and Eligibility for Benefits, as initially presented at the Board’s December 8th meeting.

Board Policy GDG

By unanimous action, the Board approved the proposed 2016-2017 School Calendar, as initially presented at the Board’s December 8th meeting, with the noted change of Kindergarten Kick-off being moved from Thursday, April 13 to Tuesday, April 11, 2017. (Codified File 1516-77)

2016-2017 School Calendar

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy GDBA-10 Miscellaneous Positions Compensation Plan.

Board Policy GDBA-10

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy GDBA-11 Therapists’ Compensation Plan.

Board Policy GDBA-11

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

Grant Approval

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

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

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

(Codified File 1516-78)

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

Administrative appointment of Jill Balcom, interim principal at Bristol, effective January 4, 2016.

Retirement of certified staff member Debbie Flickinger, special education at Monger, effective December 31, 2015, with 16 years of service.

Personal leave for classified employee, Takita Earl, paraprofessional at Roosevelt, beginning 01/04/16 and ending 4/28/16.

Medical leave for the following two (2) classified employees
Latonya Coleman - food service at Hawthorne, beginning 12/1/15 and ending 1/26/16
Nicole House - food service at West Side, beginning 12/11/15 and ending 3/4/16

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

Cassie Aumack - food service at West Side, 12/28/15
Whitney Grandison - paraprofessional at Tipton, 12/30/15
Karen Mathias, paraprofessional at Eastwood, 12/6/16

Superintendent Haworth thanked the Board and staff for a great year.

Board members acknowledged the EACC Hot Rodders success at national completion. Superintendent Haworth stated the team will be recognized at a January Board meeting.

The meeting adjourned at approximately 7:20 a.m.

Personnel Report

Administrative Appointment

Certified Retirement

Classified Personal Leave

Classified Medical Leave

Classified Resignations

From the Superintendent

From the Board

Adjournment

APPROVED:

Carolyn R. Morris, President

Glenn L. Duncan, Vice President

Susan C. Daiber, Secretary

Karen S. Carter, Member

Dorisanne H. Nielsen, Member

Jeri E. Stahr, Member

Douglas K. Weaver, Member

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

December 21, 2015

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – at 7:30 a.m.

Time/Place

Board Members

Present:

Carolyn R. Morris

Glenn L. Duncan

Susan C. Daiber

Dorisanne H. Nielsen

Jeri E. Stahr

Douglas K. Weaver

Roll Call

Absent:

Karen S. Carter

ECS Personnel Present:

Tony England

Doug Hasler

Rob Haworth

Doug Thorne

Bob Woods

The Board discussed general education topics.

Topics
Discussed

The meeting adjourned at approximately 7:50 a.m.

Adjournment

APPROVED:

Signatures

Carolyn R. Morris, President

Karen S. Carter, Member

Glenn L. Duncan, Vice President

Dorisanne H. Nielsen, Member

Susan C. Daiber, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

Elkhart Community Schools
Proposed School Fundraising Activities
Jan 12, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Pinewood Physical Education	Students will jump rope and discuss heart healthy activities. Friends, family and acquaintances will be asked to donate an amount of their choosing to the student. Proceeds will be donated to the American Heart Association for education and research.	3/7/2016 - 3/25/2016	Cheryl Gough
	Please note the following fundraiser is presented for confirmation only.		

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

January 7, 2016

TO: Dr. Haworth
Board of School Trustees

FROM: Doug Hasler

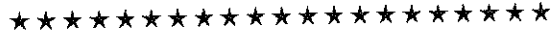
SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Athletic Extracurricular	Girls Basketball Uniforms	\$3,481.00



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



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

To: Dr. Haworth
From: Kristie Stutsman
Date: January 4, 2016
Re: Approval for Purchase

West Side Middle School athletic department would like to purchase new uniforms for our girls' basketball program. The purchase amount is \$3,481.00 and the funds will be used from our athletic extra-curricular account. The girls' basketball program will also be conducting fund raisers to defer the cost.

The uniforms will be purchased from

Lids Team Sports
7963 Solution Center
Chicago, IL 46514

THERAPISTS' COMPENSATION PLAN

Section 1. THERAPISTS' SALARY SCHEDULE

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

POSITION	YEARLY SALARY RANGE
Occupational Therapist	43,146 – 61,732
Occupational Therapist Assistant	41,321 – 50,149
Physical Therapist Assistant	41,321 – 50,149
POSITION	HOURLY WAGE
Physical Therapist	\$42.00 – \$55.00
* Speech Pathologist, Speech Pathology Technician, Speech Therapist Speech Language Pathology Assistant (SLPA)	\$25.87 <u>\$25.48 – \$32.65</u>

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

<u>Years Regularly Employed by or in the Elkhart Community Schools</u>	<u>Amount of Hourly Career Increment</u>
5 or more, but less than 10	\$.20
10 or more, but less than 15	.30
15 or more, but less than 20	.50
20 or more	.70

LICENSE RENEWAL

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

~~December 21, 2015~~ **January 12, 2016**



Grant Approval Form

DATE:

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

FROM:

SCHOOL /ENTITY APPLYING: **RFA Read** **YES** **NO**

NAME OF ADMINISTRATOR APPROVING APPLICATION: *[Signature]*

GRANT TITLE:

ENTITY APPLYING TO:

GRANT AMOUNT:

GRANT SUBMISSION DEADLINE:

EXPLANATION OF GRANT:

This grant application is to fund the youth summits for our high school and middle school students Move2Stand students and to provide assistance to the clubs for the school year 2016-2017.

IF PART OF GRANT, NOTIFY:

- | | | |
|--|--|---|
| DIRECTOR OF TECHNOLOGY | <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A | DATE <input type="text"/> |
| DIRECTOR OF SAFETY AND SECURITY | <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A | DATE <input type="text"/> |
| DIRECTOR OF STUDENT SERVICES | <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A | DATE <input type="text" value="September 15, 2015"/> |
| DIRECTOR OF FOOD SERVICES | <input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A | DATE <input type="text" value="September 16, 2015"/> |

SUSTAINABILITY PLAN:

Efforts will continue to focus on researching additional funding to support the Move2Stand summits and clubs. The students involved in the clubs continue to have small fundraisers to fund their efforts.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

The summits will occur in the fall of 2016.

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Mary Yoder Holsopple, Bullying Prevention Coord

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: PMM S
Class/Group: IMEA Honors Choir
Number of Students: 1
Date/Time Departing: 1/14/2016 8:00 AM
Date/Time Returning: 1/15/2016 8:00 PM
Destination: IMEA Honor choir rehearsal & perf. Fort Wayne, IN
City State
Overnight Facility: Marriot Hotel
Mode of Transportation: Personal Vehicle
Reason for Trip: Amelia Redding has been selected for the
IMEA Honor choir. I will transport her
to Fort Wayne and chaperone her while
there.
Names of Chaperones: Daniel Forison
Cost per Student: \$165
Describe Plans for Raising Funds or Funding Source: Amelia's parents are paying for her
Plans to Defray Costs for Needy Students: N/A
Are Needy Students Made Aware of Plans? N/A
Signature of Teacher/Sponsor: [Signature]
Signature of Principal: Cindy Banner Date: 12/4/15

Send to Assistant Superintendent for Instruction for approval and for submission to the Board of School Trustees.
Approval of Assistant Superintendent: Dawn McStrath Date: _____
Approved by Board: _____
(All overnight trips require prior approval by Board Policy IICA.)

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana


DATE: January 6, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak *DRB*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 January 12, 2016 - Board of School Trustees Meeting**

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p>"MOTIVATING TEACHERS TO BE EFFECTIVE INSTRUCTORS AND STUDENTS TO BE SUCCESSFUL LEARNERS" - LEADERSHIP DEVELOPMENT PROGRAM</p> <p>This professional development workshop will help direct our focus for future staff development opportunities and help educators in motivating students to be successful learners.</p> <p>Purdue University, West Lafayette, IN January 21-22, 2016 BRANDON EAKINS (2-4), BILL KOVACH (3-8) LEADERSHIP CONFERENCE</p>	\$1,106.54	\$0.00
<p>NATIONAL TECH CENTERS THAT WORK LEADERS' FORUM</p> <p>This conference will host 300+ CTE educators, leaders, and school improvement consultants expressing practical strategies to engage out students in challenging academics and relevant career opportunities.</p> <p>Charleston, NC February 1-4, 2016 JAIME STITH (1-1) LEADERSHIP CONFERENCE</p>	\$1,415.00	\$340.00
TOTAL	\$2,521.54	\$340.00
2015-16 YEAR-TO-DATE PERKINS FUNDS	\$14,807.03	\$3,740.00
GRAND TOTAL	\$17,328.57	\$4,080.00

(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: January 7, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath 
 RE: **Conference Leave Requests**
January 12, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA MUSIC EDUCATION ASSOCIATION (IMEA) - PROFESSIONAL DEVELOPMENT CONFERENCE This conference will include many great performances, reading sessions, and clinics regarding best practices in music education. The information learned will be used to help enhance Elkhart Community School's music program. January 14 - 16, 2016 (2 day's absence) Fort Wayne, IN DANIEL FARISON - PIERRE MORAN (0-0)	\$256.00	\$170.00
HOOSIER ASSOCIATION OF SCIENCE TEACHERS, INC. (HASTI) This conference will provide information from the IDOE and other Science groups around the state promoting the advancement, stimulation, extension, improvement, and coordination of science education in all fields of science at all educational levels. Indianapolis, IN February 3 - 5, 2016 (3 day's absence) JOHN MORAN - ETHOS (1-1)	\$0.00	\$0.00
TOTAL	\$256.00	\$170.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$15,398.78	\$1,500.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$229.00	\$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	\$37,032.28	\$3,995.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$203,962.22	\$13,345.00

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: January 12, 2016

ADDENDUM

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath *Dawn McGrath*

RE: **Conference Leave Requests**
January 12, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015-2016 CONFERENCES	Expenses	Substitutes
IDOE/PURDUE UNIVERSITY STEM CONFERENCE Purdue COE STEM efforts will be highlighted, including the Integrated STEM Teacher Education Initiative and the STEM Road Map project. Leadership from the Purdue COE and national STEM school leaders will facilitate breakout groups of STEM integration strategies. West Lafayette, IN January 14, 2016 (1 day's absence) <p style="text-align: center;">TONDA HINES - ROOSEVELT (1-0)</p>	\$35.00	\$0.00
	\$35.00	\$0.00

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



PERSONNEL DEPARTMENT

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: JANUARY 12, 2016

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Alia Munley	Memorial/Art
Aaron Turner	Monger/Special Education
Ashley Turner	Eastwood/Speech Pathologist
Robert Weber	Beck/ENL

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

Brenda Cruz Begin: 1/22/16	West Side/ENL End: 3/4/16
Whitney Goeglein Begin: 1/26/16	Memorial/Art End: 3/7/16

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

Amy Miller Begin: 1/4/16	Roosevelt/Special Education End: 6/1/16
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CLASSIFIED

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

Kevin Adams Began: 10/26/15	Daly/Academic Trainer PE: 12/29/15
---------------------------------------	--

Tina Allen Began: 10/27/15	Memorial/Commissary PE: 1/6/16
Lisa Canfield Began: 10/27/15	Feeser/Paraprofessional PE: 1/5/16
Jessica Getter Began: 8/6/15	Pierre Moran/Lunch Paraprofessional PE: 12/18/15
Maria Gonzalez Began: 10/26/15	Tipton/Paraprofessional PE: 1/8/16
Holli Hardy Began: 10/12/15	Transportation/ Bus Helper PE: 1/4/16
Nicole Harris Began: 11/2/15	Roosevelt/Custodian PE: 1/4/16
Angela Hubbard Began: 10/1/15	Cleveland/Paraprofessional PE: 12/10/15
Sharon Kirkpatrick Began: 10/5/15	Beck/Food Service PE: 12/12/15
Amanda Klein Began: 10/14/15	Beck/Paraprofessional PE: 1/4/16
Carrie Mathews Began: 10/12/15	West Side/Paraprofessional PE: 1/4/16
Luke Roeschley Began: 10/12/15	Tipton/Paraprofessional PE: 1/4/16
Veronica Santana Began: 10/26/15	Beck/Paraprofessional PE: 1/11/16
Brennan Scharrer Began: 10/26/15	Career Center/Paraprofessional PE: 1/11/16
Antionette Schmucker Began: 10/20/15	Central/Custodian PE: 12/22/15
Penny Seegers Began: 10/5/15	Career Center/Paraprofessional PE: 12/12/15
Kristin Speed Began: 10/7/15	Cleveland/Food Service PE: 12/17/15
Jamie Stitt Began: 10/5/15	North Side/Assistant Secretary PE: 12/12/15

Zachary Stone Began: 10/7/15	Memorial/Paraprofessional PE: 12/15/15
Stephanie Tennant Began: 10/5/15	Career Center/ Paraprofessional PE: 12/12/15
Tanya Terry Began: 10/26/15	Woodland/ Paraprofessional PE: 1/11/16
Tammie Thompson Began: 10/26/15	Beck/Academic Trainer PE: 12/29/15

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

Marina Allen Began: 2/24/15	Transportation/Bus Driver Resign: 12/18/15
Kevin Brandy Began: 8/8/13	West Side/Parent Support Resign: 1/8/16
John Faigh Began: 8/13/14	Transportation/Bus Driver Resign: 1/4/16
Amber Fredrychowski Began: 8/6/15	Beardsley/Paraprofessional Resign: 1/15/16

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

Karen Johnston Began: 9/5/84	Eastwood/Paraprofessional Retire: 12/31/15 31 Years of Service
Elmer Schacks Began: 9/13/88	Central/Custodian Retire: 1/1/16 27 Years of Service

d. **Health Leave** – We recommend an unpaid health leave for the following classified employees:

Jane Bryant Begin: 1/4/16	Osolo/Paraprofessional End: 6/1/16
Broc Hiatt Begin: 1/4/16	Memorial/Food Svc Sub Driver End: 6/1/16

e. **Voluntary Leave** – We recommend an unpaid voluntary leave for the following employee:

Christine Davis
Begin : 1/16/16

Pierre Moran/Lunch Paraprofessional
End : 3/4/16

Marsha Hall
Begin: 1/4/16

Memorial/Commissary
End: 6/1/16

Jennifer Outlaw
Begin : 1/4/16

Woodland/Paraprofessional
End : 4/22/16

f. **Change to Parental Leave** – We recommend a change to an unpaid parental leave for the following classified employee:

Rigoberto Carvajal
Begin: 12/7/15

Hawthorne/Paraprofessional
End: 1/8/16

g. **Termination** – We recommend the termination of the following classified employee:

Tammy Johnson
Began: 1/8/01

Daly/Technical Assistant
Terminate: 1/12/16
Board Policy: GDPD 1. a, b, c, f, g



PERSONNEL DEPARTMENT

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: W. DOUGLAS THORNE
DATE: JANUARY 12, 2016

ADDENDUM TO PERSONNEL REPORT

Classified

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

James Snyder
Director of Safety, Security and Risk Management