

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

January 26, 2016

CALENDAR

Jan	26	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	26	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	26	Immediately following	Executive Session, J.C. Rice Educational Services Center
Feb	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	16	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	18	1:00 p.m.	Public Work Session, PDC
Feb	19	1:00 p.m.	Public Work Session, PDC

- 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. MINUTES -
 - January 12, 2016 - Public Work Session
 - January 12, 2016 - Organizational Meeting
 - January 12, 2016 - Board of Finance Annual Meeting
 - January 12, 2016 - Regular Board Meeting
- F. TREASURER'S REPORT
 - Consideration of Claims
 - Financial Report - January 1, 2015 - December 31, 2015
 - Resolution - Transfer from One Fund to Another
 - Fundraisers - The Business Office recommends Board approval of proposed school fundraisers in accordance with Board Policy.

G. NEW BUSINESS

Student Services Update on Restorative Practices

GDBA-1 Board Policy – Food Service Employees’ Compensation Plan - The administration presents proposed revisions to Board Policy GDBA-1 Food Service Employees’ Compensation Plan, and asks to waive 2nd reading.

GDBA-10 Administrative Regulation – Miscellaneous Position Pay Schedule - The administration presents proposed revisions to GDBA-10 Administrative Regulation – Miscellaneous Position Pay Schedule, and asks to waive 2nd reading.

Staff Performance Evaluation Plan – The administration presents proposed revision to the Plan and asks for Board approval.

Grant Update Report – The administration presents the grant submission and award update.

2016-2017 Board Meeting Schedule – The administration seeks Board approval of the proposed Board of School Trustees meeting schedule for 2016-2017, and asks to waive 2nd reading.

H. 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.

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT



STUDENT SERVICES

PHONE: 574-262-5540

REVISED 1/11/2016

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ELKHART COMMUNITY SCHOOLS

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

DATE: January 4, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Anthony England, Assistant Superintendent of Student Services

RE: Donation Approval

First Congregational Church continues to assist our students through their donation of gift cards to assist students and families in need. Recently we received 10 gift cards in the amount of \$20.00 each to Wal-Mart totaling \$200.00. They will be distributed through our school social workers who identify families that need assistance.

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 expressing our thanks for their continued support of our children and families. Please send to:

First Congregational Church

431 S. 3rd St.
Elkhart, IN 46516

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

Elkhart Community Schools
Elkhart, Indiana

January 12, 2016

Osolo Elementary School, 24975 County Road 6, Elkhart – at 5:30 p.m.

Board Members
Present:

Carolyn R. Morris
Glenn L. Duncan
Susan C. Daiber

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

ECS Personnel Present:

Shawn Hannon
Doug Hasler

Rob Haworth
Doug Thorne
Bob Woods

The Board discussed upcoming strategic planning meetings; per diem rates, and agenda items for the regular Board meeting.

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

APPROVED:

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

Time/Place

Roll Call

Topics
Discussed

Adjournment

Signatures

MINUTES OF THE
ORGANIZATIONAL MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

January 12, 2016

Osolo Elementary School, 24975 County Road 6, Elkhart – at 7:00 p.m.

Board Members
Present:

Carolyn R. Morris
Glenn L. Duncan
Susan C. Daiber

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

Time/Place

Roll Call

President Carolyn Morris called the meeting to order and the pledge was recited.

Call to
Order/Pledge

By unanimous action, the Board elected Glenn Duncan to serve as president, Susan Daiber to serve as vice president, and Karen Carter to serve as secretary of the Board of School Trustees for 2016. This election is in accordance with the Board's long standing rotation schedule. As past practice, outgoing President Morris presided over the meeting.

Election of
Offices

The meeting adjourned at approximately 7:10 p.m.

Adjournment

APPROVED:

Signatures

Carolyn R. Morris, President

Karen S. Carter, Member

Glenn L. Duncan, Vice President

Dorisanne H. Nielsen, Member

Susan C. Daiber, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools
Elkhart, Indiana
January 12, 2016

Osolo Elementary School, 24975 County Road 6, Elkhart – approx. 7:10 p.m.

Time/Place

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

President Carolyn Morris called the annual meeting of the Board of Finance to order.

Call to Order

By unanimous action, the following officers were elected for 2016:
President – Glenn Duncan
Secretary – Karen Carter

Election of Officers

By unanimous action, the meeting was adjourned at approximately 7:15 p.m.

Adjournment

APPROVED:

Signatures

Carolyn R. Morris, President

ATTESTED:

Susan C. Daiber, Secretary

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
January 12, 2016

Osole Elementary School, 24975 County Road 6, Elkhart - at approximately 7:15 p.m.

Place/Time

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

As in past practice, outgoing 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

Five board members - Glenn Duncan, Karen Carter, Dorisanne Nielsen, Jeri Stahr, and Doug Weaver- publicly disclosed potential conflicts of interest. It was disclosed Board members pay for their insurance. (Codified Files 1516-79)

Board Conflicts of Interest

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500.00 from Cressy & Everett Real Estate for Central High School's boys basketball program; \$200.00 in food product from Gordon's Food Service to help cover the cost of the Superintendent's Student Advisory Council Luncheon; \$1,000.00 from Mr. Dana Homo for Memorial High School's girls/boys track team to purchase team wear and equipment; 22,000 pounds of food, essential hygiene products, Avon, books and toys from Feed the Children for distribution to ECS students; and \$260.00 worth of gift cards from the First Congregational Church to be distributed by social workers to help students and families as the need arises.

Gift Acceptance

Levon Johnson, supervisor of Corporate/Community Partnership presented an update on the partnerships. Throughout the first semester Mr. Johnson met with all elementary principals and compiled a list of the current partnerships. The schools have an average of 8 partners, providing mentors, financial aid, clothing and assistance with activities. More partners are needed especially for mentoring and afterschool clubs. January and February will be meeting with secondary school administrators and potential new partnerships with area businesses, not-for-profits, and churches. Two businesses are looking at a Concept to Completion program and other companies are working on problem-based learning.

Corporate/Community Partnership Update

Ted Foland, energy education specialist, presented a Building Energy Report on Osolo Elementary School. During the building audit conducted on Saturday, January 9th, 80% of all work stations were found to be in compliance of the energy shut down policy with electronics and room lights off, windows, blinds, and doors closed. Current building cost avoidance is at 25.4% for 2015, valued at over \$24,000. Current district-wide cost avoidance for 2015 is valued at over 1.2 million dollars. Special thanks were given to Principal Gary Gardner and his staff for their overall consistency with end of day shut downs.

Building Energy Report

Principal Gary Gardner welcomed everyone to the school. Due to the inclement weather and safety concerns, staff and students were not present at the meeting. Mr. Gardner highlighted the staff's commitment to student learning by focusing on explicit instruction, effective interventions, strong parent communication, and positive collaboration skills. Parent communication and participation has continued to grow through the monthly newsletter, the Road2Success initiative and multiple opportunities for parents to be engaged at the school through program such as All Pro Dads, Muffins with Moms, and Family Activity Nights. An audience member spoke highly of the staff and the positive results of the bright and fresh administrative team!

Building Report

By unanimous action, the Board approved the following minutes:

December 21, 2015 – Public Work Session
December 21, 2015 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board adopted the following 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.

Adoption of Resolution

By unanimous action, the Board approved payment of claims totaling \$12,358,681.81 as shown on the January 12, 2016, claims listing. (Codified File 1516-80)

Payment of Claims

Board members were provided with an investment history report listing the investment and maturity dates, interest rate, institution, principal amount, and interest paid for two investments made during the 2015 calendar year.

2015 Investment History

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 1516-81)

Fundraiser Approval

By unanimous action, the Board approved an extra-curricular purchase of girls' basketball uniforms for West Side Middle School in the amount of \$3,481.00.

Extra Curricular
Purchase

Carl Rust, Director of the Elkhart Elementary Academy, gave an update on the Academy. Mr. Rust reported the program began on December 2nd and has served 37 students, 13 current and 15 repeat. Results show a marked decrease in referrals and suspensions. Discipline incidents are down in the three participating schools. Work is proceeding on more student support in transitioning back to class to reduce repeats.

Department
Report

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 a grant to United Way for a Community Partner Grant for Move2Stand from ECS. (Codified File 1516-82)

Grant Approval

By unanimous action, the Board approved an overnight trip request for a Pierre Moran choir member to travel to Fort Wayne, IN on January 14 and 15, to participate in the IMEA Honor Choir.

Overnight Trip
Request

By unanimous action, the Board approved conference leave requests for staff members as recommended by the administration on the January 12, 2016 listing and January 12, 2016 addendum, and Carl D. Perkins Grant, January 12, 2016 listing, in accordance with Board policy. (Codified File 1516-83)

Conference
Leaves

By a vote of 1 yea and 6 nay, a motion to amend the motion to approve certified and classified staff recommendations failed.

Personnel
Report

By a vote of 6 yea and 1 nay, the Board approved the following personnel recommendations of the administration:

Personnel
Report

Employment of the following four (4) certified staff members effective January 4, 2016:

Certified
Employment

Alia Munley - art at Memorial
Aaron Turner - special education at Monger
Ashley Turner - speech pathologist at Eastwood
Robert Weber - ENL at Beck

Maternity leave for the following two (2) certified staff members effective on the dates indicated:

Certified
Maternity
Leave

Brenda Cruz - ENL at West Side, beginning 1/22/16 and ending 3/4/16
Whitney Goeglein - art at Memorial beginning 1/26/16 and ending 3/7/16

Health leave for certified staff member Amy Miller, special education at Roosevelt, beginning 1/4/16 and ending 6/1/16.

Health Leave

Regular employment of the following twenty-two (22) classified employees, who have successfully completed their probationary periods, on dates indicated:

Classified
Employment

Kevin Adams - academic trainer at Daly, 12/29/15
Tina Allen - commissary at Memorial, 1/6/16
Lisa Canfield - paraprofessional at Feeser, 1/5/16
Jessica Getter - lunch paraprofessional at Pierre Moran, 1/8/16
Maria Gonzalez - paraprofessional at Tipton, 1/8/16
Holli Hardy - bus helper at Transportation, 1/4/16
Nicole Harris - custodian at Roosevelt, 1/4/16
Angela Hubbard - paraprofessional at Cleveland, 12/10/15
Sharon Kirkpatrick - food service at Beck, 12/12/15
Amanda Klein - paraprofessional at Beck, 1/4/16
Carrie Mathews - paraprofessional at West Side, 1/4/16
Luke Roeschley - paraprofessional at Tipton, 1/4/16
Veronica Santana - paraprofessional at Beck, 1/11/16
Brennan Scharrer - paraprofessional at EACC, 1/11/16
Antionette Schmucker - custodian at Central, 12/22/15
Penny Seegers - paraprofessional at EACC, 12/12/15
Kristin Speed - food service at Cleveland, 12/17/15
Jamie Stitt - assistant secretary at North Side, 12/12/15
Zachary Stone - paraprofessional at Memorial, 12/15/15
Stephanie Tennant - paraprofessional at EACC, 12/12/15
Tanya Terry - paraprofessional at Woodland, 1/11/16
Tammie Thompson - academic trainer at Beck, 12/29/15

Confirmed the Superintendent's administrative appointment of James Snyder as Director of Safety, Security and Risk Management.

Administrative
Appointment

Resignation of the following four (4) classified employees effective on dates indicated:

Classified
Resignations

Marina Allen - bus driver at Transportation, 12/18/15
Kevin Brandy - parent support at West Side, 1/8/16
John Faigh - bus driver at Transportation, 1/4/16
Amber Fredrychowski - paraprofessional at Beardsley, 1/15/16

Retirement of the following two (2) classified employees effective on dates indicated, with years of service in parentheses:

Retirement

Karen Johnston - paraprofessional at Eastwood, 12/31/15 (31)
Elmer Schacks - custodian at Central, 1/1/16 (27)

<p>Health leave for the following two (2) classified employees: Jane Bryant - paraprofessional at Osolo, beginning 1/4/16 and ending 6/1/16 Broc Hiatt - food service sub driver at Memorial, beginning 1/4/16 and ending 6/1/16.</p>	<p>Health Leave</p>
<p>Voluntary leave for the following three (3) classified employees: Christine Davis - lunch paraprofessional at Pierre Moran, beginning 1/16/16 and ending 3/4/16 Marsha Hall - commissary at Memorial, beginning 1/4/16 and ending 6/1/16 Jennifer Outlaw – paraprofessional at Woodland, beginning 1/4/16 and ending 4/22/16</p>	<p>Voluntary Leave</p>
<p>Change to parental leave for classified employee, Rigoberto Carvajal – paraprofessional at Hawthorne, beginning 12/7/15 and ending 1/8/16.</p>	<p>Change to Parental Leave</p>
<p>Termination of classified employee Tammy Johnson, technical assistant at Daly, effective 1/12/16, in accordance with Board Policy GDPD.</p>	<p>Termination</p>
<p>An audience member requested a review of the presentation and content of school lunches.</p>	<p>From the Audience</p>
<p>A Board member requested consideration of changes to Board stipends in the future, including per diem rates.</p>	<p>From the Board</p>
<p>The meeting adjourned at approximately 8:25 p.m.</p>	<p>Adjournment</p>

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

ACCOUNT BALANCES/INVESTMENT DETAIL

DECEMBER 2015

PETTY CASH \$ 0.00

GENERAL ACCOUNTS:

Lake City Bank	25,468,310.52
Lake City Bank - Merchant Account	749,061.63
Teachers Credit Union	2,821,648.98

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	22,232.97
Change Fund	2,110.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,010,813.51
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	619,851.10
Lake City Bank - Flex Account	58,272.70
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
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\$ 30,814,198.22

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 26TH DAY OF JANUARY, 2016.

Resolutiontrf

Elkhart Community Schools
Proposed School Fundraising Activities
Jan 26, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Eastwood Student Council	Students will pay \$1.00 to wear a hat to school for the day. Proceeds will go to Loveway.	1/29/2016	Kelly Kielce
Eastwood Student Council	Students will pay \$1.00 to wear slippers to school for the day. Proceeds will go to the Elkhart County Humane Society.	2/26/2016	Kelly Kielce
Eastwood Student Council	Students will pay \$1.00 to wear a hat to school for the day. Proceeds will go to Riley Children's Hospital.	3/25/2016	Kelly Kielce
Eastwood Student Council	Students will pay \$1.00 to wear a hat to school for the day. Proceeds will go to the World Wildlife Federation.	4/29/2016	Kelly Kielce
Feeser Student Council	Student Council members will sell Smencils before school. Proceeds will be used to replenish the holiday fund used to purchase Christmas for 9 needy Feeser families.	2/22/2016 - 2/26/2016	Daleanne Woods
West Side	A BBQ Chicken sale will be conducted in the parking lot of West Side Middle School. Proceeds will be used to purchase ISTEP shirts for students.	2/20/2016	Natalie Schultz
Central Key Club	Key Club members will collect spare change from students and staff to be donated to the Leukemia and Lymphoma Society for the Pennies for Patients program.	2/1/2016 - 2/28/2016	Krista Riblet
EACC Medical Assisting	Collection boxes will be placed in classrooms to collect loose change from students and staff. A Penny War will be held on the last day of the fundraiser. Proceeds will be given to the Leukemia	2/1/2016 - 2/29/2016	Laurie Hund-Schieber
	Please note the following fundraiser is presented for confirmation only.		

FOOD SERVICE EMPLOYEES' COMPENSATION PLAN

Section 1. FOOD SERVICE EMPLOYEES' SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage and career increment schedule for food service personnel to be effective beginning January 1, 2016.

<u>WAGE SCHEDULE</u>										
STEP	I		II		II.5	III	IV	V	VI	VII
	A	B	A	B	B	B	B	B	B	B
Probationary	7.99	7.81	8.31	8.14	9.21	13.29	14.04	15.81	14.04	15.64
64 days - 1 year	8.73	8.54	9.09	8.88	9.93	14.12	14.85	16.66	14.85	16.45
1 year – 2 years	9.54	9.30	9.88	9.64	10.69	14.54	15.64	17.41	15.64	17.23
2 years – 3 years	10.44	10.18	10.80	10.51	11.55	15.66	16.51	18.30	16.51	18.13
Over 3 years	10.98	10.69	11.33	11.02	12.09	16.38	17.27	19.05	17.27	18.86

Key: Column A = Less than four hours/day employees
 Column B = Four or more hours/day employees (In addition the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools)

- I - Less than 6.5 hour Satellite Employees and Elementary Lunch Paraprofessionals
- II - Commissary and Cafeteria Employees, Secondary Lunch Paraprofessionals
- II.5 - Commissary Line Leader and Elementary Managers
- III - Middle School Managers, Assistant Managers, ~~and Allergy Specialist~~
- IV - Central High School Manager **and Allergy Specialist**
- V - Satellite Manager/Computer Software Support/Head Start
- VI - Memorial High School Manager and Summer Feeding Supervisor
- VII - Commissary Manager and Summer Production Manager

1. The career increment applies to all food service personnel.
2. The career increment takes effect for each regular employee on the anniversary date (5-10-15-20 years). The career increment is not cumulative, but the scheduled amount is added to the employee's regular rate set forth on the Wage Schedule.
3. Years of employment will be determined by using the date the employee became regularly employed by the Elkhart Community Schools or by a township school which has since become a part of the Elkhart Community Schools.

CAREER INCREMENT SCHEDULE

- \$.20 5 years, but less than 10
- .30 10 years, but less than 15
- .50 15 years, but less than 20
- .70 20 years and over

December 8, 2015 January 26, 2016

Proposed Revised Administrative Regulation**MISCELLANEOUS POSITION PAY SCHEDULE**

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
<u>HIGH SCHOOL FOOTBALL:</u>			
	Event Supervisor	\$50 per Event	ECS Gen Fund
<u>Adult</u>			
	Firemen	\$18.78 per hour	ECS Gen Fund
	Usher/Security	\$50 per game	H.S. Ath. Dept
	Ticket Sellers/Takers	\$27 per game	"
	Public Address Announcer	\$15 per game	"
*	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS Gen. Fund
	Fan Bus Supervision	\$15 + 2 Tickets per Trip	H.S. Ath. Dept.
	Parking Director	\$17 per hour	ECS Gen Fund
	Parking Attendant	\$12 per hour	"
<u>HIGH SCHOOL BASKETBALL</u>			
(Games @ N.S. and Tournament)			
	Event Supervisor	\$50 per event	ECS Gen. Fund
	Tournament Supervisor	\$100 per event	ECS Gen. Fund
<u>Adult</u>			
	Firemen	\$18.78 per hour	ECS Gen Fund
	Usher/Security	\$50 per regular game	H.S. Ath. Dept
		\$25 per tournament session	"
	Ticket Sellers/Takers	\$27 per session	"
	Timers/Scorers	\$10 JV game	"
		\$15 Varsity game	"
		\$25 per tournament session	"
	PA Announcer	\$15 per session	"
*	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS Gen. Fund
	Fan Bus Supervision	\$15 + 2 Tickets per trip	H.S. Ath. Dept.
	Parking Director	\$17 per hour-regular game	ECS Gen. Fund
		\$17 per hour-tournament session	"
	Parking Attendant	\$12 per hour-regular game	"
		\$12 per hour-tournament session	"
<u>Student</u>			
	Usher/Security	\$6 + Ticket per regular game	H.S. Ath. Dept.
		\$6 + Ticket per tournament session	"
	Ticket Takers	\$10 per session	"
	Cloakroom Attendant	\$6 per regular game	"
		\$7 per tournament session	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
<u>HIGH SCHOOL ATHLETICS</u>			
Event Supervisor			
	Volleyball		
	Varsity/JV	\$50 per event	ECS Gen Fund
	Freshmen	\$30 per event	"
	Freshmen 3-way	\$50 per event	"
	4 team or less tourney	\$50 per event	"
	5 teams or more tourney	\$100 per event	"
	Soccer		
	Reg. season varsity & JV	\$50 per event	"
	Tournament	\$100 per event	"
	Swimming		
	Reg. season meet	\$50 per event	"
	All day tournament	\$100 per event	"
	Diving only	\$50 per event	"
	Wrestling		
	Varsity/JV	\$50 per event	"
	Super dual meet	\$100 per event	"
	Gymnastics		
	Varsity/JV	\$50 per event	"
	Invitational	\$100 per event	"
	Baseball/Softball		
	Varsity/JV	\$50 per event	"
	Freshmen	\$50 per event	"
	Tournament 4 teams	\$100 per event	"
	Tournament 5+ teams	\$100 per event	"
	Track		
	Dual or triangular meet	\$50 per event	"
	Invitational	\$100 per event	"

NON-ATHLETIC EVENTS (ECS RENTALS, MISCELLANEOUS ASSIGNMENTS):

Adult

	Electronic Technical Service Mgr.	\$14.50 per hour	ECS Gen. Fund
*	Building Rental Manager	\$14.50 per hour <i>(per Teachers Contract)</i>	"
	Police/Firemen	\$18.78 per hour	"
	Swimming Pool Manager	\$15.00 per hour	"
	Swimming Pool Lifeguard (Certified)	\$6.25 per hour	"
	Security	\$10.00 per hour	"
	Usher	\$8.00 per event	"
	Ticket Seller/Taker	\$12.00 per event	"
	Parking Director	\$17.00 per hour	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
	Parking Attendant	\$12.00 per hour	"
	Substitute Custodian	\$12.19 per hour	"
*	Intramurals	\$6.50 per hour	"
	<u>Food Service Sub</u>	<u>\$9.09 per hour</u>	<u>Food Service Fund</u>
	<u>Food Service Sub (retired employee)</u>	<u>\$11.33 per hour</u>	<u>"</u>
	<u>Food Service Driver Sub</u>	<u>\$15.17 per hour</u>	<u>"</u>
<u>Student</u>	Stage Hand/Music Helper	\$4.25 per hour	ECS Gen. Fund
	Swimming Pool Lifeguard	current minimum wage	"
	Usher	\$6.00 per event	"
	Ticket Taker	\$8.00 per event	"
	Cloakroom Attendant	\$6.00 per event	"

BEFORE & AFTER-SCHOOL CHILDCARE:

Provider	\$12.40 per hour	Childcare Fund 214
Assistant	\$9.35 per hour	"
Babysitter	current minimum wage	"

In the event the federally established minimum wage exceeds the hourly rate set forth under this regulation, the minimum wage shall apply.

* Negotiated Rates

Elkhart Community Schools
Staff Performance Evaluation Plan

All certificated employees of the Elkhart Community Schools (“ECS”) are required to be evaluated on an Annual Basis pursuant to the procedures of this staff performance evaluation plan. This performance evaluation plan was developed over several years through discussions with the Elkhart Teachers Association (“ETA”), conducted pursuant to Indiana Code § 20-29-6-1. Most recently, the Performance Evaluation Plan for the 2015-16 School Year was discussed during a meeting with the ETA on August 17, 2015. The ECS 2015-16 Performance Evaluation Plan will be presented to the ECS Board of School Trustees on September 22, 2015.

Procedure

Certified employees providing direct instruction to students are to receive the following during each evaluation cycle:

- Two walkthroughs—
 - Evaluators are required to complete a minimum of one walkthrough each semester for each employee the administrator is expected to evaluate. A walkthrough should last approximately 5-7 minutes and should minimally take place once each semester. Teachers are “scored” in seven different domains during each one of these walkthroughs as either: Highly Effective, Effective, Improvement Necessary, or Ineffective. The domains considered during the walk through are:
 - Classroom Management
 - Delivery of Instruction
 - Student Feedback
 - Effective Teaching Strategies
 - Student Engagement
 - District and Building Initiatives
 - Learning Environment
 - Each of these domains is scored on a four point rubric, and then an average score for that walkthrough is calculated. Walkthroughs equate to 10% of the teacher’s rating.
 - A copy of the walkthrough shall be provided to the teacher within two (2) working days following the walkthrough.

- The evaluation system employed by Elkhart Community Schools for the evaluation of teachers with a classroom assignment provides evaluators with the ability to email a copy of the walkthrough form to the teacher prior to finalizing. Frequently, evaluators will avail themselves of this feature in order to provide some initial feed back to the teacher, and also to provide the teacher with the opportunity to clarify issues which may have been raised during the walkthrough. The walkthrough form also provides the evaluator with the opportunity to give a description of what was observed as well as recommendations for improvement, when necessary.
 - Both the evaluator and the employee receiving the walkthrough may request a conference following the walkthrough to discuss the content of the walkthrough. However, a post walkthrough conference is not a requirement of this plan.
- Two formal observations—
 - Each employee must receive at least one formal observation each semester from the employee’s evaluator. Evaluators are expected to perform a minimum two formal observations of at least 30 minutes each during a school term. During a formal observation, a teacher can expect to receive a “score” in fourteen different domains. In addition to the domains listed above, during a formal observation, teachers are also evaluated in the following areas:
 - Expectations
 - Student Relationship
 - Use of Student Assessment Data in Instruction Planning
 - Design of Instruction
 - Differentiation
 - Engaging students with current and relevant achievement data
 - Like the Walkthroughs, each of the domains in the observation is scored on a four point rubric and then the average score is reported for that observation. Here again, the teacher will be rated as either: Highly Effective, Effective, Improvement Necessary, or Ineffective in each of these domains.
 - Formal Observations equate to 15% of the teacher’s rating.
 - The evaluator must schedule a conference with the employee following the observation to discuss the content of the observation. This conference must take place within five (5) working days following the date of the observation.

Guidance Counselors receive one walkthrough and one observation each semester, using a form specifically designed to correspond to the performance responsibilities of guidance counselors.

Behavior Consultants receive one observation each semester using a form specifically designed to correspond to the performance responsibilities of their position.

District Instructional Specialists receive one walkthrough and one observation each semester using a form specifically designed to meet the requirements of their position.

Media Specialists receive one observation each semester on a form designed with the assistance of media specialists to meet the requirements of their position.

School Psychologists receive one observation each semester on a form designed with the assistance of school psychologists- to meet the requirements of their position.

Speech Pathologists receive one observation each semester on a form designed with input from those employees who meet the specific performance requirements for those positions.

Feedback—

All evaluators are expected to provide recommendations for improvement on both walkthroughs and observations whenever an individual item is marked as improvement necessary or ineffective. These recommendations will vary from a simple suggestion to recommending a teacher observes an instructor in another classroom or another building, or the teacher be assigned to work with a classroom management consultant. Evaluators may also recommend, or in some cases require, the teacher attend a particular professional development activity.

Year End Evaluation—

- All certified employees must receive a year end evaluation from the employee's evaluator. The evaluator must schedule a conference with the employee to discuss the content of the year end evaluation. Such conference must take place prior to the last student attendance day each year the employee is under contract with ECS. The Year End Evaluation is comprised of two separate components: Instructional Practices and Professional Practices. Both Professional and Instructional Practices are components of the teacher's final rating. Instructional Practices serve as a year-end assessment of the teacher's work in the areas evaluated during formal observations and walkthroughs; Professional Practices focus on the teacher's contributions to the school as a professional educator in the following areas:
 - Compliance with rules, regulations, and directions.
 - Providing substitutes with required materials.
 - Encouraging respect for rights, opinions, property, and contributions of others.
 - Annual participation in professional growth activities.

- Responding to and initiating consultations with parents and staff in a timely matter.
 - Exercising prudence in protecting students from injury and abuse.
 - Grading practices are ethical and accurate.
 - Adherence to the Elkhart Community Schools' policies for maintaining confidentiality.
 - Implementation of district security initiatives.
 - Administering all assessments ethically, properly, and accurately.
 - Assuring implementation of IEPs, ILPs, 504 Plans, etc.
 - Completing student records as required by district policy.
 - Meeting deadlines for submitting reports and records.
 - Exhibiting a pattern of regular and timely attendance.
 - Attending, actively listening, and constructively contributing to meetings.
 - Preparing for and participating in parent teacher conferences.
 - Carrying out all assigned supervision duties.
 - Accepting a share of responsibility for school sponsored activities.
 - Maintaining a personal appearance in keeping with the nature of the assignment of the staff member.
 - Actively participating in data teams and collaboration meetings.
 - Collaborating with all building staff to meet the needs of students.
- Instructional Practices comprise 25% of the teacher's final rating score, while Professional Practices constitute 10% of the teacher's final rating score.
- Objective Measures of Student Achievement and Growth
 - Each employee shall annually develop Student Learning Objectives (SLOs) with the employee's evaluating administrator. Such goals shall meet the requirements established by the Indiana General Assembly and the State Board of Education regarding the student data which may be used to develop such goals. Data includes that which is reported through Indiana's School Accountability System where available. These goals will represent the following categories and weights:
 - **10% - Building A-F Grade**, in cases where employee serves in a single building. For traveling employees or special programs that serve students from multiple buildings, a (Targeted Learning Objective) TLO is designed.
 - **20% - ISTEP+** in grades where ISTEP+ is given. In the case where multiple subjects or multiple student groups exist, specific subjects or student groups are selected. In subjects or grades where ISTEP+ is not given, TLOs are formulated.

- **10% - NWEA** in grades where NWEA is given. In the case where multiple subjects or multiple student groups exist, specific subjects or student groups are selected. In subjects or grades where NWEA is not given, TLOs are formulated
 - Targeted Learning Objectives may include data such as credits earned, achievement rate on a common assessment, literacy assessments, etc.
- Annual Performance Rating—
 - Each employee shall receive an annual performance rating from the school corporation. The Annual Performance Rating for employees is calculated using the SLOs percentages listed above along with ratings derived from Walkthroughs, Observations, and the components of the Year End Evaluation. All goals are established or developed jointly by the building principal and the individual teacher and are scored on a four point rubric. Employees shall be placed in one of four categories:
 - Highly Effective
 - Effective
 - Improvement Necessary
 - Ineffective
 - The evaluator will also meet with the teacher for the purpose of discussing the teacher’s rating, and the calculations which resulted in the rating. This meeting must take place within seven (7) days after the final ratings have been calculated.
- *Superintendent*—The Board of School Trustees reviews the Superintendent’s performance quarterly during an executive session of the Board. Annually, the Board prepares a written evaluation of the Superintendent’s performance. The Board and the Superintendent jointly develop annual performance standards/goals for the Superintendent. These goals are reduced to writing in the form of a resolution to be approved by the Board in its regular course of business.
- *Certified Administrators*—Building Principals and other certified administrators are evaluated annually by the Superintendent. Evaluations of these administrators includes the development of performance goals based upon student performance data.

Procedure for Determining Summative Evaluation Ratings

Each record developed through the performance evaluation process is given a separate score.

Walkthroughs—

For a walkthrough, there are a total of seven items reviewed by the evaluator and a teacher is given a rating of one through four for each of those items. An average score is calculated for each item marked “Applicable” during the walkthrough. Evaluators are expected to conduct a minimum of two walkthroughs during the school year (preferably one each semester). The scores for the walkthroughs conducted during the school year are then averaged, and that score becomes a component of the final rating for the certified teacher.

Observations—

For observations, there are thirteen items reviewed by the evaluator and a teacher is given a rating of one through four for each of those items. Like the observation, an average score is calculated for each item marked “Applicable”. Evaluators are expected to conduct a minimum of one observation each semester. An average score of observations conducted during the school year becomes a component of the final rating for certified teachers.

Instructional and Professional Practices—

The Year End Evaluation has two parts, the first part centers on Instructional Practices. Teachers are rated on thirteen instructional practices and the teacher is given a rating of one through four for each of those practices. Instructional Practices then becomes a component of the final rating. The second part of the Year End Evaluation is centered on twenty-one categories identified as professional practices; teachers are expected to meet expectations in at least twenty categories to be scored a four for professional practice; meet expectations in at least nineteen categories to receive a score of three for professional practices, meet expectations in between seventeen and eighteen categories to receive a three for professional practices, any teacher who fails to meet expectations in fewer than seventeen categories receives a score of one. The teacher’s score for professional practices then becomes a component of the final rating for that teacher.

Individual Goals—

Individual goals are determined jointly by the building principal and the teacher. The rubric for scoring an individual goal is then utilized to give the goal a score of one through four. The score for an individual goal then becomes a component of the final rating.

Building Goals—

Building goals are developed at the District level and reviewed through Formal Discussion with the Elkhart Teachers Association. Buildings must attain a minimum of four of six goals to receive a score of four, three of six to receive a score of three, two of six to receive a score of two, and one of six to receive a score of one. The score received by the building then becomes a component of the final rating.

District Goals—

District goals and the rubric for scoring those goals are developed on an annual basis, again through the discussion process.

Weighting—

The weighting of each component is set forth below:

Walkthroughs 10%

Observations 15%

Instructional Practices 25%

Professional Practices 10%

Individual Goal(s) 20%

Building Goals 10%

District Goals 10%

Scoring—

Once a score has been determined for an individual teacher, that score is used to determine the rating for that teacher based upon this rubric:

Highly Effective 3.60 - 4.00

Effective 2.80 - 3.59

Improvement Necessary 2.00 - 2.79

Ineffective 0.00 - 1.99

When the corporation receives notice of a teacher who negatively impacts student growth, either through state or local assessments, the teacher rating will be capped at 2.79 and therefore said teacher cannot receive a rating above Improvement Necessary or Ineffective.

Evaluator Training and Assignment

Evaluators—

The following employees of the Elkhart Community Schools have been authorized to evaluate certified staff in the district:

1. Superintendent
2. Deputy Superintendent
3. Assistant Superintendent
4. Executive Director of Personnel and Legal Services

5. Director of Special Education
6. Director of Elementary Instruction
7. Director of Secondary Instruction
8. Supervisor of Special Education—Elementary Mild Interventions
9. Supervisor of Special Education—Secondary Mild Interventions
10. Supervisor of Special Education—Intense Interventions and PACE Preschool
11. High School Principal
12. High School Assistant Principal
13. Middle School Principal
14. Middle School Assistant Principal
15. Elementary Principal
16. Elementary Assistant Principal
17. STEAM Coordinator
18. Academic Dean
19. Executive Director Career and Alumni Success
20. Director Elkhart Area Career Center
21. Career Center Principal
22. Principal of Alternative Programs
23. Outside Evaluators approved by the Executive Director of Personnel and Legal Services

Academic Deans who do not have an administrator’s license are limited to performing walkthroughs. The Executive Director of Personnel and Legal Services and Senior Director of Communication and Data do not evaluate certified staff with a regular classroom assignment.

Evaluator Training—

Evaluator training takes place in a number of different venues. Regular training regarding evaluation occurs during district administrator meetings, and also during individual discussions between district level administrators in the Instructional Leadership and Personnel Departments and evaluators. In addition, a number of professional development activities for evaluators are scheduled throughout the school year.

Assignment of Evaluators—

The Building Principal carries the primary responsibility of assigning an evaluator to the teachers in the principal’s building. Special Education staff are also evaluated by the Special Education Director and Special Education Supervisors. Once a teacher has been placed on an improvement plan, and it appears a teacher’s further employment may be in jeopardy, the Building Principal becomes the primary evaluator for that teacher. School Psychologists, Speech Pathologists, and other certified staff in the Special Education Department are jointly evaluated by the Director of Special Education and the Building Principal. Certified administrators are evaluated by the Superintendent or their administrative supervisor. The Superintendent is evaluated by the Board of School Trustees.

Members of the Certified Teaching Staff who Evaluate—

Academic Deans are not classified in the Elkhart Community Schools as administrative positions. Those positions are part of the certified teacher employee group. Unless an academic dean holds an administrative license, the dean is limited to performing walkthroughs.

Remediation Plan Creation

Remediation plans (improvement plans) are frequently developed by the Elkhart Community Schools long before a teacher receives a rating of improvement necessary or ineffective. However, when a teacher receives such a rating, administrators in that building will, depending upon whether the teacher has a pre-existing plan or not, review and revise the current plan or develop an improvement plan. Both a revised plan and a new plan must be completed within ninety school days after a final rating of improvement necessary or ineffective has been received by a teacher. Improvement plans developed for teachers receiving a rating of ineffective or improvement necessary are required to incorporate specified professional development activities such as required attendance at conferences, in-services, workshops, or other professional growth experiences which might assist the teachers in improving their performance in areas where performance deficiencies exist. These activities can be included, under 515 IAC 1-7-14, as part of a teacher's professional growth plan.

Right to Private Conference

Teachers are not entitled to notice of their right to request a private conference with the Superintendent when they receive a final rating of ineffective. The Superintendent will however schedule such a conference upon submission of a timely written request for a conference.

Consecutive Instruction by Ineffective Teachers

Principals have access to the ratings for each teacher assigned to their building. Principals, at the secondary level, are expected to coordinate with the guidance department in order to assure no student is taught by ineffective teachers for two consecutive years.

Principals at the elementary level are to assign students to classrooms in such a manner that students will not be taught by ineffective teachers for two years in a row.

In the event it is unavoidable for a student to be taught for two consecutive years by teachers rated ineffective, the building principal will notify the Deputy Superintendent who will prepare a notification letter to the parents of that student.

Board of School Trustees Grant Submission and Award Update
January 26, 2016

Grant Title	Grantee Organization	Amount Requested	Award Status	Amount of Award
Awarded Grants				
Bus Driver Bully Prevention Training	Safe Fleet United Against Bullying	\$10,000.00	Grant Awarded 11/17/2015	\$5,000.00
Kindergarten Zoo Field Trip-Mary Beck	Target Field Trip	\$1,503.00	Grant Awarded 12/15/2015	\$700.00
Secured Safety School Grant	Department of Homeland Security	\$50,000.00	Grant Awarded 11/19/2015	\$50,000.00
Playground Grant-Eastwood, Cleveland, Osolo	Gametime	\$125,000.00	Grant Awarded 11/9/2015	\$125,000.00
Getting In Touch with Literacy Conference	Indiana Youth Institute	\$750.00	Grant Awarded 11/2/2015	\$750.00
Reading Camp (Bristol Elementary)	United Way	\$1,500.00	Grant Awarded 1/4/2016	\$1,500.00
Total 11/10/15-1/26/16				\$182,950.00
Total 1/26/2016 *2015-2016 School Year				\$283,797.43
Approved Grants (Funds Approved) *Annual District Grant Applications for Program Funding (Title, Department of Education, Special Education)				
Total To Date 1/26/2016 *2015-2016 School Year				\$8,598,190.06
Pending Notification				
Incentives for LIFE and Jr. LIFE Students	Elkhart Education Foundation	\$1,000.00		
K-4 Engineering and Programming Skills	Elkhart Education Foundation	\$2,635.35		
Skills USA Competition Membership	Elkhart Education Foundation	\$2,000.00		
West Side Projects: Dog treats for humane society, books for elementary schools, and flags for veterans' headstones in local cemeteries	Elkhart Education Foundation	\$243.75		
Central and Memorial Student Athletic Fee Assistance	Elkhart Education Foundation	\$4,800.00		
Partnership with 5Star for athlete teamwork and character building	Elkhart Education Foundation	\$2,000.00		
West Side Project Lead the Way VEX Robotics	Elkhart Education Foundation	\$1,078.87		
Pending Notification				
Instrument Specialists for	Elkhart Education	\$4,900.00		

Board of School Trustees Grant Submission and Award Update
January 26, 2016

small group lessons at Central High School	Foundation			
EL Staff iPads	Elkhart Education Foundation	\$3,819.04		
Outdoor Classroom	Lowe's Toolbox for Education	\$5,000.00		
Project CLICK (Beck)	Elkhart Education Foundation	\$4,800.00		
IWB (Eastwood 2 nd Grade)	Elkhart Education Foundation	\$4,126.96		
Moby Max (Daly)	Elkhart Education Foundation	\$3,261.57		
Bee-bot Robots (Roosevelt K and 4)	Elkhart Education Foundation	\$2,635.35		
BrainPOP Subscription-Pierre Moran Middle School	Elkhart Education Foundation	\$4,322.25		
Robotics Community Outreach	Elkhart Education Foundation	\$1,000.00		
Clean accessible water research project-Riverview	Elkhart Education Foundation	\$1,359.60		
Excellence in Performance	Indiana Department of Education	\$67,500.00		
Promotion and preparation of Health Science and Health Career students of underserved populations in Northern Indiana, train EACC Health Occupations students	HOSA Future Health Professionals	\$2,000.00		
Purchase of 2 ovens and 1 cold serving unit (West Side, Bristol, Osolo)	IDOE Division of School and Community Nutrition	\$50,000.00		
Private Lesson Subsidies	Community Foundation of Elkhart County-Municipal Band	\$4,000.00		
Grants Not Received				
College and Career Readiness Grant	Learn More Indiana Career Ready Contest	\$1,000.00		
Band Grant	Fenders Foundation	3 Instruments		
Lunch for Central Orchestra at Midwest International Band and Orchestra Clinic	Teacher's Credit Union	\$1,836.00		

Board of School Trustees Grant Submission and Award Update
January 26, 2016

Grants Not Received				
Lunch for Central Orchestra at Midwest International band and Orchestra Clinic	First Source Foundation	\$1,836.00		
Lunch for chaperones at Purdue Clinic	Target	\$650.00		
Lunch for Central Orchestra during Midwest International Band and Orchestra Clinic	Target	\$945.00		
Music Technology-Central Band	Community Foundation of Elkhart County-Municipal Band	\$8,382.09		
Early Childhood materials, and supplies for Pre K expansion	Early Learning Indiana Early Childhood Expansion Grant	\$50,000.00		
Provide K-12 robotics program with an in class component and a wrap around after school component, for the District, partnering with ETHOS	Math Science Partnership 3 year grant	\$650,000.00		
Matching grant to purchase 237 new instruments for Central High school band	Community Foundation of Elkhart County	\$383,062.00		
Elkhart Area Career Center Career Camp (8 th and 9 th Graders Summer 2016)	United Way	\$15,000.00		
Reading event at Holiday Village Mobile home park (Pinewood)	Elkhart Rotary Club	\$1,000.00		
Withdrawn or Not Submitted				
Pre K Program expansion	Early Education Matching Grant	\$100,000.00	Withdrew 12/4/2015	Did not meet eligibility requirements

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2016-2017

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	12, 2016	January	10, 2017	July	11, 2017
July	26, 2016	January	24, 2017	July	25, 2017
August	9, 2016	February <i>at Pinewood</i>	14, 2017	August	8, 2017
August <i>at Cleveland</i>	23, 2016	February <i>at North Side prior to BB</i>	28, 2017	August <i>at Beardsley</i>	22, 2017
September	13, 2016	March	14, 2017	September	12, 2017
September	27, 2016	March <i>at Memorial</i>	28, 2017	September	26, 2017
October <i>at West Side</i>	11, 2016	April	11, 2017	October <i>At Daly</i>	10, 2017
October	25, 2016	April	25, 2017	October	24, 2017
November	8, 2016	May <i>at Monger</i>	9, 2017	November	14, 2017
November	22, 2016	May	23, 2017	November	28, 2017
December <i>at Feeser</i>	13, 2016	June	13, 2017	December <i>at North Side</i>	12, 2017
December	20, 2016*	June	27, 2017	December	19, 2017*

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 - 2016-2017

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

July	19, 2016	January 19 & 20, 2017**	July	18, 2017	
August	16, 2016	February	21, 2017	August	15, 2017
September	20, 2016	March	21, 2017	September	19, 2017
November	15, 2016	April	18, 2017	November	14, 2017
December	20, 2016*	May	16, 2017	December	19, 2017*
		June	20, 2017		

* denotes 8:00 a.m.

** denotes – Annual Board Retreat

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.

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: January 21, 2016

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath *DFM*

RE: **Conference Leave Requests**
January 26, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p>FOCUS ON INCLUSION CONFERENCE</p> <p>This conference will focus on best practices for student in the areas of co-teaching, differentiation, behavior management, and transition. The information learned will be shared during special education district professional development opportunities held throughout the school year.</p> <p>Indianapolis, IN</p> <p>February 23 - 24, 2016 (2 day's absence)</p> <p>DEBRA BEEHLER - ESC (0-0)</p> <p>KELLY CARMICHAEL - PINWOOD (2-2)</p> <p>LABUZIENSKI - PINWOOD (0-0)</p> <p>TINA NORTHERN - ESC (0-0)</p> <p>ROMA OSTERLOO - ESC (0-0)</p> <p>JONI PEAK - PINWOOD (0-0)</p> <p>PAULINE REINKING - PINWOOD (1-1)</p> <p>VICTORIA TONEY - ESC (1-0)</p>	<p>\$3,797.08</p>	<p>\$680.00</p>
<p>INDIANA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION</p> <p>This conference will provide information and updates regarding high school athletics.</p> <p>Indianapolis, IN</p> <p>March 20 - 22, 2016 (2 day's absence)</p> <p>BRIAN BUCKLEY - CENTRAL (0-0)</p>	<p>\$175.00</p>	<p>\$0.00</p>
<p>ADVANCED PLACEMENT MOCK EXAM READING</p> <p>This workshop will provide an opportunity for teachers to deepen their understanding of the redesigned exam in order to better prepare students for AP exams.</p> <p>Indianapolis, IN</p> <p>March 10, 2016 (1 day's absence)</p> <p>TINA DAVIDHIZAR - MEMORIAL (1-1)</p> <p>AMY SEMANCIK - MEMORIAL (1-1)</p> <p>JULIE TYRAKOWSKI - MEMORIAL (1-1)</p> <p>HEATHER WALKER - MEMORIAL (1-1)</p>	<p>\$1,174.50</p>	<p>\$340.00</p>

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
INDIANA HIGH SCHOOL BASEBALL COACHES ASSOCIATION (IHSBCA) STATE CLINIC This conference will provide information regarding the latest coaching techniques which will be used to enhance the baseball program at Central High School. Indianapolis, IN January 21 - 23, 2016 (1 day's absence) BRANDON SQUIBB - NORTH SIDE (0-0) STEVE STUTSMAN - CENTRAL (0-0)	\$0.00	\$170.00
TOTAL	\$5,146.58	\$1,190.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$15,398.78	\$1,500.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$404.00	\$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	\$42,038.86	\$5,185.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$209,143.80	\$14,535.00

(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 26, 2016

ADDENDUM

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath 

RE: **Conference Leave Requests**
January 26, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015-2016 CONFERENCES	Expenses	Substitutes
INDIANA STATE NUTRITION ASSOCIATION (ISNA) WINTER CONFERENCE Participation in this conference will provide the most up to date information regarding food allergies, treatment of allergies, and simplification of special diets. Indianapolis, IN February 5, 2016 (1 day's absence) SUE ANN ARTLEY - FOOD SERVICES (0-0) CHERYL BIRKEY - FOOD SERVICES (0-0) PAM MELCHER - FOOD SERVICES (1-2)	\$575.52	\$0.00
	\$575.52	\$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.)



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

Maria Devries

Central/World Language

CLASSIFIED

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

Terri Huffman
Began: 11/4/15

North Side/Paraprofessional
PE: 1/20/16

Jacques Neal
Began: 11/9/15

Roosevelt/ Social Worker
PE: 1/25/16

Ellen Springer
Began: 11/9/15

North Side/Food Service
PE: 1/25/16

Victor Staner
Began: 11/23/15

Beck~Hawthorne/Custodian
PE: 1/22/16

Mindi Trotter
Began: 11/2/15

Transportation/Unassigned Bus Driver
PE: 1/16/16

Debra Watson
Began: 10/26/15

Roosevelt/Food Service
PE: 1/11/16

Andrea Yeager
Began: 11/16/15

Roosevelt/Paraprofessional
PE: 1/29/16

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

Cristel Cuacuamoxtla
Began: 3/12/15

Monger/Paraprofessional
Resign: 1/22/16

Luke Roeschley
Began: 10/12/15

Tipton/Paraprofessional
Resign: 1/19/15

c. **Medical Leave** – We recommend an unpaid medical leave for the following classified employee:

Carmen White
Begin: 1/11/16

Pierre Moran/Food Service
End: 2/16/16