

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 14, 2016

CALENDAR

Jun	14	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	14	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jun	21	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	28	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	28	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

A. CALL TO ORDER/PLEDGE

B. INVITATION TO SPEAK PROTOCOL

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

D. MINUTES -

May 24, 2016 – Public Work Session
May 24, 2016 – Regular Board Meeting
June 7, 2016 – Public Work Session/Community Meeting
June 8, 2016 – Public Work Session/Community Meeting

E. TREASURER'S REPORT

Consideration of Claims

Resolution for Internal Controls

Food Service Bids –The Business office recommends Board approval of the bid award for food, commodities, fresh produce, supplies, fresh bakery supplies, frozen bakery supplies, and dairy supplies.

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.

F. UNFINISHED BUSINESS

Board Policy DP – Materiality and Process for Reporting Material Items - The administration seeks Board approval of the proposed new Board Policy DP – Materiality and Process for Reporting Material Items, as initially presented at the Board’s May 24th regular meeting.

G. NEW BUSINESS

Secondary Partnerships Report

New Course Offerings – The administration seeks Board approval of proposed new course offerings.

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

Resolution – The administration seeks Board authorization to purchase real estate at 1000 McPherson Street and enter into a lease agreement subsequent to the purchase.

Board Policy GDBA-10– The administration presents proposed revisions to GDBA-10 – Employees in Miscellaneous Positions Compensation Plan, and asks to waive 2nd reading.

Grant Confirmation – The administration seeks Board confirmation of a grant submitted to the Dollar General Literacy Grants for a GrapeSEED Literacy Grant from Hawthorne Elementary.

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

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



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: MAY 26, 2016

RE: DONATION APPROVAL - EACC

Brian Stutzman, on behalf of DuMor Water Specialists, Inc., has donated a 2000 GMC Safari van (VIN# 1GTDM19W4YB524268), with an approximate value of \$1,087.00, to be used in our automotive services technology and automotive refinishing/collision repair classes.

Mike Maloney, lead instructor at our annex building, reports that this vehicle will be useful in our automotive classes and will be used by students for training purposes.

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

Brian Stutzman
DuMore Water Specialists, Inc.
4405 Wyland Drive
Elkhart IN 46516




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: June 2, 2016
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Anthony England, Assistant Superintendent of Student Services 
RE: Donation Approval

Safe Fleet Mirrors recently donated \$177.50 to be used for our bullying prevention initiative.

I am requesting a letter of acknowledgement be sent to:

Kate Lutomski
Safe Fleet Mirrors
319 Roske Drive
Elkhart, IN 46516



ELKHART COMMUNITY SCHOOLS

★★★★★★★★★★★★★★★★

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

TO: BOARD OF SCHOOL TRUSTEES
FROM: ROB HAWORTH *RGH*
DATE: JUNE 8, 2016

SUBJECT: GIFT ACCEPTANCE

I am requesting approval from the Board of School Trustees to accept these in-kind donations from Food Services vendors for the Central and Memorial High School Project Y Celebration on May 24, 2016:

- Acosta
- Alpha Baking
- Commercial Foods
- Dr. Pepper Snapple
- General Mills
- Gordon Food Services
- Jones
- JTM
- Kelloggs
- Martins Supermarkets
- Michael's Food
- Milford Valley
- Pepsi
- PepsiCo/Frito Lay
- Piazza Produce
- Prairie Farms
- Ritchie Marketing
- Schwan's
- SMART systems
- Stanz
- Twisted Cow
- Waypoint

Thank you letters have been sent.



ELKHART COMMUNITY SCHOOLS

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

TO: BOARD OF SCHOOL TRUSTEES
FROM: ROB HAWORTH RH
DATE: JUNE 8, 2016

SUBJECT: GIFT ACCEPTANCE

I am requesting the Board of School Trustees to thank the following for their assistance with the Central and Memorial High School Project Y Celebration on May 24, 2016:

City of Elkhart:

- Aviation Department
- Emergency Management
- Fire Department
- Parks & Recreation Department
- Police Department

Community Foundation of Elkhart County

Elkhart Community Schools Staff:

- Building Services
- Food Services
- Central High School
- Memorial High School

Kiwanis Club of Elkhart

Thank you letters will be sent.



ELKHART COMMUNITY SCHOOLS

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

TO: BOARD OF SCHOOL TRUSTEES
FROM: ROB HAWORTH *RH*
DATE: JUNE 8, 2016

SUBJECT: GIFT ACCEPTANCE

I am requesting approval from the Board of School Trustees to accept these in-kind donations for the Central and Memorial High School Project Y Celebration on May 24, 2016:

Company	Donation	Approx. Value
A-One Apparel, Signs & Designs	art & screen charges plus shipping on t-shirts	\$ 1,500.00
Beacon Medical Group	1 gallon of sunscreen	\$ 200.00
The Elkhart Truth	full page ad	\$ 2,593.75
Welch Packaging	8 cardboard corn hole sets	\$ 400.00

Thank you letters have been sent.

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

Elkhart Community Schools
Elkhart, Indiana

May 24, 2016

Riverview Elementary School, 2509 Wood Street, Elkhart – 5:30 p.m.

Time/Place

Board Members
Present:

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

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

Roll Call

ECS Personnel Present:

Tony England
Shawn Hannon
Doug Hasler
Rob Haworth

Brenda Kolbe
Dawn McGrath
Kevin Scott
Doug Thorne

The Board heard a presentation from Shawn Hannon and Brenda Kolbe on communication and media methods including use statistics on the District's facebook page; and agenda items for the regular Board meeting.

Topics
Discussed

The meeting adjourned at approximately 6:25 p.m.

Adjournment

APPROVED:

Signatures

Glenn L. Duncan, President

Carolyn R. Morris, Member

Susan C. Daiber, Vice President

Dorisanne H. Nielsen, Member

Karen S. Carter, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
May 24, 2016

Riverview Elementary School, 2509 Wood Street, Elkhart – at 7:00 p.m.

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

Place/Time

Roll Call

President Glenn Duncan called the regular meeting of the Board of School Trustees to order.

Call to Order

The colors were presented by Boy Scout Pack 62 and Girl Scout Troop 10410. The scouts led the Pledge of Allegiance.

Pledge

Mr. Duncan discussed the invitation to speak protocol.

Protocol

Superintendent's Student Advisory Council (SSAC) member Daniel Brummet, a senior at Memorial High School (MHS) provided an update on spring sports heading into sectional and regional tournaments; the large turnout for free physicals provided by OSMC; upcoming finals; and graduation on June 5th. Mr. Brummet gave a recap to the day's Project Y celebration, including the award of scholarships, made possible by Memorial and Central high school students achieving their community service goals.

SSAC Representative

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$18,820.00 from the MHS Athletic Booster club to the MHS athletic department; \$550.00 from the Indiana Association for the Education of Young Children for payment of the National Association for the Education of Young Children fees for the Teenage Parent Program; \$1,025.00 worth of gift cards from School Health Corporation to be applied to a recent order; \$971.59 from Robert Weed Plywood to be used for PBIS student incentives and additional student needs; a 1992 International 1000 Series truck valued at \$4,500.00 from Mike Dobrzeniecki to be used in the diesel services technology class at the Elkhart Area Career Center (EACC); and two Caterpillar C3.4 diesel engines (\$1,200.00) and 232 service and parts manuals along with 4 turbochargers (\$5,820.00) from MacAllister Machinery to be used in EACC's diesel services technology classes.

Gift Acceptance

Ted Foland, energy education specialist, gave a Building Energy Report on Riverview regarding the audit conducted on Monday, May 23rd. The building was unoccupied, with a few exceptions, due to being a built in snow day. Staff had a 79% shut down efficiency with blinds and doors closed, electronics and lights off, and all air handler units off as scheduled. Current building cost avoidance is at 26.4% for 2015. Overall cost avoidance since September, 2009 is 26.4 valued at over \$125,000. Riverview is ranked first in cost/square foot usage for elementary buildings and third among all classroom buildings. Building shut downs and preparation for summer cleaning are in process.

Building Energy Report

Barb Cripe, principal, Riverview Elementary School welcomed the Board. Mrs. Cripe spoke about the successes of the school and introduced the following students: perfect IREAD scores – Mackenzie Adkins, Caden Comer, Marina Engle, Jillian Kruij, Reid Morton, Josh Orellana-Barrera, Albert Simeri and Neva Wenzel; outstanding art student – Jordan Bontrager; science fair winners: Chloe Dodd, Demi Brown, Kylie Bierly, Jessica Ramirez, Cooper Shoetzow, and Juan Juarez; and robotics team state competitors – Bianca Romero, Caleb Schmitt, AJ Brunson, Everett Schoetzow, Ronale Hardy, Jordan Sanders, Jessica Ramirez, Garrett Redding and Darby Gress. Children from each grade level presented information they learned as a result of the water studies program. The program was a result of Ms. Monique Harris’ trips to Bellevue, Haiti and the need for water conservation. In closing, Mrs. Cripe thanked her staff, the support community and the parents for a wonderful year.

Building Report

By unanimous action, the Board approved the following minutes:

Approval of Minutes

- May 10, 2016 - Public Work Session
- May 10, 2016 - Regular Board Meeting
- May 17, 2016 - Public Work Session

By unanimous action, the Board approved payment of claims totaling \$4,837,474.95 as shown on the May 24, 2016, claims listing. (Codified File 1516-131)

Payment of Claims

The Board received a financial report for the period January 1 – April 30, 2016 and found it to be in order.

Financial Report

Doug Hasler, executive director of support services, reported the following fund loans were made on April 30, 2016: \$271,000.00 to Referendum Tax Levy Fund from General Fund; and \$250,000.00 to Transportation Operating Fund from General Fund.

Fund Loans

Mr. Hasler presented the proposed timeline for adoption for 2017.

Budget Timeline

By unanimous action, the Board approved an increase in the price of school meals for the 2016-2017 school year; breakfast for elementary students will be \$1.55, an increase of \$.10; middle school students will be \$1.75, an increase of \$.05; and for high school students \$1.80, which is an increase of \$.10. Lunch prices for elementary students will be \$2.45, an increase of \$.10; for middle school students \$2.70, an increase of \$.10. Lunch prices for high schools students will increase by \$.10 to \$2.80. Elementary and secondary staff breakfast and lunch fees increased by \$.10. The cost for extra milk will remain the same as last year - \$.65. The reduced breakfast and lunch prices will remain the same as last year - \$.30 for breakfast and \$.40 for lunch. (Codified File 1516-132)

Meal Prices

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 1516-120)

Fundraiser Approval

Mary Jo Sartorius, director of special education, and Tina Northern, special education mild intervention supervisor, presented a report on the pilot program at Beardsley between the Samaritan Center and Elkhart Community Schools. The program was directed at children from first through fourth grade who suffer from emotional distress. Traci Beatty met once a week with parents and encouraged continued reinforcement at home. Joyce Menchinger, psychotherapist, from the Samaritan Center co-facilitated training through the use of games and activities. Dr. Kalie Steele expressed the hope of expanding the program and services.

Department Report

Tara White, coordinator of media services, described the upcoming transition from libraries to learning commons. The changes will include redefining spaces, updating technology, reorganizing resources, create flexibility of spaces by mobile furnishings, adding color, the addition of technology spaces, and reuse/refurbishing of existing furnishings. The first two libraries to transition will be at Daly and Beck elementary schools. Each of the elementary schools will be receiving \$10,000 toward to renovations from the Elkhart Education Foundation.

Department Report

By unanimous action, the Board approved the recommendation to reappoint Clarence Thomas to a four-year term through June, 2020 on the Elkhart Library Board of Trustees.

Library Appointment

The Board was presented with proposed new Board Policy DP – Materiality and Process for Reporting Material Items, for initial consideration.

Board Policy DP

By unanimous action, the Board approved submission of a grant to Scholastic Reading Club for a 2016 Patterson Partnership grant from Pierre Moran Middle School for \$4,647.00. (Codified File 1516-134)

Grant Approval

By unanimous action, the Board confirmed the submission of a grant to the Indiana Department of Homeland Security for a Secured School safety Grant FY 2017 from ECS for \$50,000. (Codified File 1516-134)

Grant Confirmation

By unanimous action, the Board approved an overnight trip request for Elkhart Area Career Center students to travel to Louisville, KY on June 20 thru 25 to compete at the SkillsUSA national contest.

Overnight Trip Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 24, 2016 listing and addendum. (Codified File 1516-135)

Conference Leaves

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

Personnel Report

Approved four (4) consent agreements regarding retirement and severance benefits for certified staff members (Codified Files 1516-136 and 137)

Consent Agreements

Employment of the following eight (8) certified staff members for the 2016-2017 school year:

Certified Employment

Anna Calkins - TBD/elementary
Whitney Grandison - TBD/elementary
Charles Luke TBD/elementary
Kaylee Miller - TBD/elementary
Cortney Quick - TBD/elementary
Scott Rutledge - Central/AF ROTC
Tara Schuster - TBD/elementary
Shayla Yoder - TBD/elementary

Retirement of the following two (2) certified staff members at the end of the 2015-16 school year, with years of service in parenthesis:

Certified Retirement

Daniel Rice, Sr. - Director of Technology (27)
Garvin Roberson - social studies at West Side (30)

Resignation of the following five (5) certified staff members effective on dates indicated:

Certified Resignation

Jessica Caskey - grade 5 at Beck, 6/1/16
John DeShone - mathematics at Central, 7/1/16
Kelly Hunnings - ENL at Riverview, 6/1/16
Morgan Minisee-Lowe - grade 2 at Roosevelt, 6/1/16
Leslie Szilagyi - science at Central, 6/1/16

Personal leave for certified staff member Maribeth Harrell, ENL at Central, beginning 8/2/16 and ending 12/16/16.

Personal Leave

<p>Regular employment of the following seven (7) classified employees, who have successfully completed their probationary periods, on dates indicated:</p> <p>Marcelle Dunning- paraprofessional at Eastwood, 4/23/16 Henry Griffin Jr. - food service at North Side, 5/24/16 Sylvia Miller - food service at Beck, 5/11/16 Garrett Paulson - custodian at Building Services, 5/17/16 Tamara Robison - paraprofessional at Beck, 5/23/16 Danielle Schroeder - paraprofessional at Cleveland, 5/16/16 Lisa Tyson - food service at Woodland/Memorial, 5/11/16</p>	Classified Employment
<p>Retirement of the following three (3) classified employees on dates indicated, with years of service in parenthesis:</p> <p>Debra Black - secretary at Eastwood, 6/9/16 (23) Janet Burdick - food service at West Side, 6/2/16 (15) Karla Copenhaver - secretary at ESC, 5/27/16 (24)</p>	Classified Retirement
<p>Resignation of the following four (4) classified employees effective on dates indicated:</p> <p>Valorie Books - bus driver at Transportation, 5/19/16 Anna Calkins - paraprofessional at Hawthorne, 6/1/16 Kyseidra Jackson - food service at Beardsley, 5/3/16 Megan Hovater - paraprofessional at Cleveland, 6/1/16</p>	Classified Resignations
<p>Medical leave for classified employee Laterica Hubbard, food service at Beck, beginning 5/12/16 and ending 6/1/16.</p>	Medical Leave
<p>Termination of classified employee Nicole House, food service at West Side in accordance Board Policy GDPR 1. a, c, g.</p>	Classified Termination
<p>Superintendent Haworth thanked everyone who made Project Y such a success</p>	From the Superintendent
<p>An audience member spoke regarding the proposed combined high school plan.</p>	From the Audience
<p>The meeting adjourned at approximately 8:35 p.m.</p>	Adjournment

APPROVED:

Glenn L. Duncan, President

Susan C. Daiber, Vice President

Karen S. Carter, Secretary

Carolyn R. Morris, Member

Dorisanne H. Nielsen, Member

Jeri E. Stahr, Member

Douglas K. Weaver, Member

Signatures

MINUTES OF THE
PUBLIC WORK SESSION/COMMUNITY MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 7, 2016

Bristol Elementary School, 705 Indiana Avenue, Bristol, IN – 6:30 p.m.

Time/Place

Board Members
Present:

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

Dorisanne H. Nielsen
Jeri E. Stahr
Douglas K. Weaver

Roll Call

Absent:

Carolyn R. Morris

Superintendent Rob Haworth conducted a community information and feedback session to get public input on the district's strategic planning efforts.

Topics
Discussed

The meeting adjourned at approximately 9:30 p.m.

Adjournment

APPROVED:

Signatures

Glenn L. Duncan, President

Carolyn R. Morris, Member

Susan C. Daiber, Vice President

Dorisanne H. Nielsen, Member

Karen S. Carter, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

MINUTES OF THE
PUBLIC WORK SESSION/COMMUNITY MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 8, 2016

Monger Elementary School, 1100 E. Hively Avenue, Elkhart, IN – 6:30 p.m.

Time/Place

Board Members
Present:

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

Dorisanne H. Nielsen
Jeri E. Stahr
Douglas K. Weaver

Roll Call

Absent:

Carolyn R. Morris

Superintendent Rob Haworth conducted a community information and feedback session to get public input on the district's strategic planning efforts.

Topics
Discussed

The meeting adjourned at approximately 9:00 p.m.

Adjournment

APPROVED:

Signatures

Glenn L. Duncan, President

Carolyn R. Morris, Member

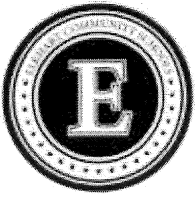
Susan C. Daiber, Vice President

Dorisanne H. Nielsen, Member

Karen S. Carter, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

DATE: JUNE 14, 2016

**TO: BOARD OF SCHOOL TRUSTEES
DR. ROB HAWORTH, SUPERINTENDENT**

FROM: KEVIN SCOTT, CHIEF FINANCIAL OFFICER

RE: RESOLUTION FOR INTERNAL CONTROLS

The State Board of Accounts has advised schools statewide of a requirement to adopt a resolution acknowledging an Indiana code requirement that the each school district follow the minimum internal control standards outlined in IC 5-11-1-27. Attached is a resolution that meets this requirement. It must be passed no later than June 30th, 2016.

Action on our part has begun which included identification of staff members who must complete internal control training with content approved by the SBOA. Initial training is being delivered in the form of a SBOA produced video that can be found at the following website:

<http://in.gov/sboa/5071.htm>

The Board will be asked to approve the attached resolution at the June 28th regular meeting. Approval will bring ECS into compliance.

**ELKHART COMMUNITY SCHOOLS
RESOLUTION FOR INTERNAL CONTROLS**

WHEREAS, the Board of Trustees (the "Board") of the Elkhart Community Schools (the "School") understands the statutory requirements for internal controls as stated in IC 5-11-1-27; and

WHEREAS, the School will develop Internal Control procedures that demonstrate the segregation of duties into the four general categories: authorization, custody, recordkeeping and reconciliation; and,

WHEREAS, the School will develop Internal Control procedures that meet the standards of Control Environment, Risk Assessment, Control Activity, Information and Communication, and Monitoring; and,

WHEREAS, the School will communicate these requirements to administrative staff and other personnel, and

WHEREAS, the School will train the necessary personnel on the specific requirements; and, therefore,

BE IT RESOLVED, the Board hereby approves this resolution to satisfy the state requirement and will develop a policy for Internal Control Standards.

Adopted this 28th day of June, 2016.

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

ATTEST: _____, Secretary
Board of School Trustees, Elkhart Community Schools

Kevin Scott

From: Deborah S Shoup
Sent: Wednesday, June 1, 2016 7:21 AM
To: Anna Yoder; Becky Vechera; Betsy Delks; Carol Kunst; Christina Romanetz; Christine Hack; Darlene K Ballard; Darlyn Smale; Debbie Black; Diana Franklin; Jacquelyn R Taylor; Janet S Ferro; Jayne Hammontree; Jennifer A Souter; Julie Woodiwiss; Karen Rogacki; Lisa Iavagnilio; Luz J Palacios; Rose Bloss; Staci R Franson
Cc: Douglas Hasler; Kevin Scott; April Walker; Barbara Cripe; Brian A Buckley; Cary Anderson; Cynthia Bonner; Dave Benak; Frank Serge; Gary Gardner; Jacqueline Rost; Jeff Komins; JeNeva D Adams; Jill Balcom; Jon LeVan; Joshua D Nice; Kevin Beveridge; Kevin Dean; Kristie Stutsman; Mark Tobolski; Martha Strickler; Mary Teeter; Matt Werbiansky; Mindy Shaw; Sara Jackowiak; Val Priller
Subject: Internal Control Training Now Required by State Board of Accounts
Attachments: State Board of Accounts training link.PNG; Training certification blank form and sample.pdf
Importance: High

My dear friends,

Please follow the instructions below and send your completed certificates to my attention at the business office ASAP. Please make sure your replacement watches the video and completes the certificate if you happen to be retiring or changing positions. Please disregard if you do not have an extracurricular at your school.

Thank you!



"Tell me and I forget. Teach me and I remember. Involve me and I learn."
~~ Benjamin Franklin

DEBORAH S SHOUP, CPA
SUPERVISOR OF ACCOUNTING, AUDITING AND INVESTMENTS
ELKHART COMMUNITY SCHOOLS
J.C. Rice Educational Services Center
2720 California Road • Elkhart, IN 46514
E: dshoup@elkhart.k12.in.us Ph: 574-262-5537
Find [Elkhart Community Schools](#) on [Facebook](#) and [Twitter](#)



ELKHART
COMMUNITY SCHOOLS

Greetings,

The State Board of Accounts has advised schools statewide of a requirement to adopt a resolution acknowledging an Indiana code requirement that the each school district follow minimum internal control standards outlined in IC 5-11-1-27. In addition, all staff members with job duties that put them in contact with money must receive training and sign a certificate verifying that training has been completed.

Initial training is being delivered to you in the form of a SBOA produced video that can be found at the following website:

<http://in.gov/sboa/5071.htm>

My request is that you watch the video via the website, sign the training certificate, and return the signed form to Deb Shoup at the central office.

For your convenience, a screen shot is attached so you can see what to scroll down to on the SBOA web page. Once you find it, please click the "Play" arrow. Let me apologize in advance for this very dry 26 minute narrated slide show. After you reach the end of the video, please fill out the training certificate (sample as well as a blank are included in the attached PDF), make a copy for yourself, and then send the original to Deb.

Please feel free to contact Deb with any questions you may have.

Thank you for helping Elkhart Schools comply with this new state requirement.

Best regards,
Kevin Scott
Chief Financial Officer

Training

Indiana Code 5-11-1-27(f) provides that the SBOA develop or designate approved personnel training materials concerning internal controls.

The SBOA has developed and will provide the following training materials on internal controls:

- Uniform Internal Control Standards for Indiana Political Subdivisions manual by the SBOA
- Live presentations by the SBOA at the annual called meetings and conference around the state.
- The following Webinar:

Internal Controls Webinar

Information and Communication

- Emphasizes importance of quality information
- Volume and sources
- Complexity of processes
- Technology advances
- Greater interaction with 3rd party vendors



If you have troubles viewing this Webinar via YouTube, please [click here](#) for an alternative way to view the webinar.

The SBOA has designated the following training materials on internal controls:

**INTERNAL CONTROL TRAINING CERTIFICATION
FOR ELECTED OFFICIALS, APPOINTEES, AND EMPLOYEES**

I, _____, the duly elected, appointed, or employed
(print name)

_____ for _____ certify that I
(position or title) (political subdivision)

received the following training concerning internal controls standards and procedures as required
by Ind. Code § 5-11-1-27(g)(2):

Title of Training	Time Spent
_____	_____
_____	_____
_____	_____

Date: _____

Signature

* This certification may be printed, signed, and retained in paper form or electronically. If signed electronically, the elected official, appointee, or employee must designate his or her signature by typing the last four (4) digits of their Social Security number in the signature line.

June 8, 2016

At the June 14, 2016 Board meeting I will recommend Board approval of the following bids.

- a) Food Service Department received 4 food bids from Gordon Food Service, Stanz Food Service, Commercial Foods and 7-Up Snapple Group. The lowest, most responsive and responsible bidders are:

Gordon Food Service	\$ 692,939.60
Stanz Food Service	\$ 563,976.76
Commercial Foods	<u>\$ 44,177.19</u>
Total	\$1,301,093.55

- b) Food Service Department received 2 commodities bids from Gordon Food Service and Stanz Food Service. The lowest most responsive and responsible bidders are:

Gordon Food Service	\$ 256,202.39
Stanz Food Service	<u>\$ 326,291.80</u>
Total	\$ 582,494.14

- c) Food Service Department received 3 Fresh produce bids from Gordon Food Service, Piazza Produce and Stanz Food Service. The lowest responsive and responsible bidders are:

Gordon Food Service	\$ 134,702.36
Piazza Produce	<u>\$ 175,652.68</u>
Total	\$ 310,355.04

- d) Food Service Department received 6 supply bids from Gordon Food Service, Stanz Food Service, Wallace Packaging, Daxwell, Commercial Foods and Central Poly Corp. The lowest most responsive and responsible bidders are:

Gordon Food Service	\$ 103,294.77
Stanz Food Service	\$ 117,468.74
Wallace Packing	\$ 27,637.50
Daxwell	\$ 6,972.20
Central Poly Corp.	\$ 304.00
Commercial Foods	<u>\$ 4,397.50</u>
Total	\$ 260,074.71

- e) Food Service Department received 5 bakery bids from Alpha Bakers, Aunt Millie's, Gordon Food Service, Stanz Food Service and CEM. The lowest most responsive and responsible bidders are:

Alpha Bakers	\$ 26,519.14
Aunt Millie's	<u>\$ 2,331.02</u>
Total	\$ 28,850.16 (fresh)

Gordon Food Service	\$ 18,543.05
Stanz Food Service	<u>\$ 72,950.93</u>
Total	\$ 91,493.98 (frozen)

f) Food Service Department received 3 dairy bids from Prairie Farms Dairy, Dean Foods and Gordon Food Service. The lowest most responsive and responsible bidders are.

Prairie Farms	\$ 666,286.49	Escalating / De Escalating
Gordon Food Service	<u>\$ 664.50</u>	
Total	\$ 666,950.99	Escalating / De Escalating

Grand Total of all Bids \$ 3,241,312.62

A summary of the bids received in all of the bid categories, vender overview, costing breakdown, commodity and bid comparison is attached for your reference. If you would like to review the detailed bids for any (or all) bid categories prior to next Tuesday's board meeting, these documents are available in my office. Please contact me at 262-5523 if you would like to make arrangements to review this information, or if you have any questions concerning the bids.

Sincerely,

Pam Melcher

Companies that received bid packets 2016-2017	Submitted Bid	Declined to Bid	No Response
FOOD BID			
Gordon Food Service	X		
Stanz Foodservice	X		
Fox River Food Service			X
US Food Service			X
Commercial Foods	X		
7-Up/Snapple Group	X		
National Food Group			X
Interflex		X	
Sysco			X
Troyer's Food		X	
	4	2	4

Companies that received bid packets 2016-2017	Submitted Bid	Declined to Bid	No Response
COMMODITY			
Gordon Food Service	X		
Stanz Foodservice	X		
Fox River Food Service			X
US Food Service			X
Acosta			X
Sysco			X
Troyer's Food		X	
	2	1	4

Companies that received bid packets 2016-2017	Submitted Bid	Declined to Bid	No Response
PRODUCE			
Gordon Food Service	X		
Stanz Foodservice	X		
Fox River Food Service			X
US Food Service			X
Piazza Produce	X		
Sysco	X		
Caito Foods			X
Troyer's Food		X	
Shelton Farms			X
	4	1	4

Companies that received bid packets 2016-2017	Submitted Bid	Declined to Bid	No Response
SUPPLY			
Gordon Food Service	X		
Stanz Foodservice	X		
Fox River Food Service			X
US Food Service			X

Berk Paper & Supply			X
Par-Pak			X
Webco Packaging			X
Wallace Packaging, LLC	X		
All Amercian Poly Corp			X
Troyer's Food		X	
Daxwell	X		
Sysco			X
Acosta			X
Serv-Pak Products			X
Interflex		X	
Ecolab			X
Cental Poly Corp.	X		
Commercial Foods	X		
	6	2	10

Companies that received bid packets 2016-2017	Submitted Bid	Declined to Bid	No Response
BAKERY BID			
Alpha/Kreamo Bakery	X		
Aunt Millies	X		
Gordon Food Service	X		
Stanz Foodservice	X		
Fox River Food Service			X
CEM	X		
Sysco			X
Interflex		X	
US Food Service			X
Troyer's Food		X	
	5	2	3

Companies that received bid packets 2016-2017	Submitted Bid	Declined to Bid	No Response
DAIRY BID			
Dean Foods	X		
Prairie Farms Dairy	X		
Scholl Dairy			X
Troyer's Food		X	
Interflex		X	
Gordon Food Service	X		
	3	1	2

**Elkhart Community Schools
Food Service Department
2016-2017 BIDS
Bid Period from August 1, 2016 through July 28, 2017**

Category	Gordon's	Stanz	Comm. Foods	Piazza Produce	Central Poly Corp	Wallace Packaging	Daxwell	Aunt Millie's	Alpha Kreamo	Prairie Farms
Food										
Beverage/Ala-Carte	\$69,654.10	\$114,317.79	\$6,090.05							
Breakfast/Frozen Entrée	\$110,928.60	\$30,493.70								
Breakfast/Frozen Meat	\$4,476.75									
Breakfast/Grain-Cereal	\$101,495.98	\$42.56								
Condiment/Condiment	\$14,093.89	\$3,802.31	\$146.60							
Condiment/Salad Dressing	\$14,422.06	\$36,437.70								
Condiment/Spice/Flavoring	\$1,844.88	\$507.29								
Bread/Cookie/Pretzel	\$4,016.94									
Bread/Cookies-Cookies	\$11,529.20	\$29,916.00								
Fruit/Bowls		\$154,663.37								
Fruit/Bagged	\$7,621.78	\$15,763.00								
Fruit/Canned		\$48,229.00								
Sherbet/Slushies/Juice	\$132.86	\$40,095.00								
Smart Snack/Frozen	\$4,619.20	\$2,646.70								
Meats/Entrée-Beef	\$3,635.00									
Meats/Entrée-Entrée	\$91,976.57	\$752.40								
Meats/Entrée-Asian	\$133.17									
Meats/Entrée-Pork	\$4,773.90	\$6,408.00								
Meats/Entrée-Poultry	\$4,966.19	\$7,730.13								
Misc./Gelatin & Pudding	\$1,338.36									
Misc./Misc.	\$8,332.92	\$2,788.50								
Misc./Soup-Base-Gravy	\$213.56	\$1,527.50								
Misc Snack/Misc. Snack	\$103,057.48	\$4,386.84	\$37,573.04							
Misc/Frozen		\$17,765.00								
Refrigerator/Cheese	\$10,967.73	\$415.40								
Refrigerator/Meat	\$4,975.30	\$2,013.00								
Refrigerator/Egg		\$693.30								
Refrigerator/Other Dairy	\$30,074.80	\$13,293.35								
Refrigerator/Pasta	\$17,165.35	\$14,538.00								
Staples/Grains	\$33,588.65	\$2,598.77								
Staples/Staples	\$3,756.96	\$1,349.05	\$367.50							
Staples/Shortening & Oils	\$156.46	\$476.75								
Vegetable/Can	\$21,761.46	\$4,355.75								
Vegetable/Frozen	\$7,229.50	\$5,970.60								

\$1,301,093.55	Total
\$692,939.60	GFS
\$563,976.76	Stanz
\$44,177.19	Comm Foods

Category	Gordon's	Stanz	Comm. Foods	Piazza Produce	Central Poly Corp	Wallace Packaging	Daxwell	Aunt Millie's	Alpha Kreamo	Prairie Farms
Commodity										
Advance/Troyers		\$12,312.00								
Best Express/Troyers	\$11,901.00									
Bosco/Troyers		\$23,244.50								
Brookwood Farms/Stanz		\$25,600.00								
Conagra/GFS	\$28,451.20									
GoldKist/Troyers		\$38,394.50								
High Liner/Stanz		\$3,024.50								
Jennie O'/GFS	\$15,647.00									
Lamb Weston/GFS	\$19,495.25									
Land O' Lakes/Troyers	\$24,949.85									
Lings/Troyers		\$41,114.75								
McCain/Troyers	\$9,249.00									
Michael/GFS	\$1,863.85									
Nardone Bros/Troyers										
Red Gold/Troyers	\$23,279.40									
Rich's/GFS	\$2,287.50									
S&F/Stanz		\$39,338.00								
Schwan's/Troyers	\$46,297.50									
Simplot/Troyers		\$623.50								
Sunny Fresh/Troyers		\$12,824.90								
Tasty Brands/Troyers		\$129,815.15								
Tyson/Troyers	\$72,780.84									
Fresh Produce										
Vegetable/Fresh	\$95,366.99			\$74,920.83						
Vegetable/Prepared Item	\$140.54									
Fruit/Fresh	\$39,194.83			\$100,731.85						
Supplies										
	\$103,294.77	\$117,468.74	\$4,397.50		\$304.00	\$27,637.50	\$6,972.20			
Bakery										
	\$18,543.05	\$72,950.93						\$2,331.02	\$26,519.14	
Dairy										
Dairy (Esc/De-Esc)	\$664.50									\$666,286.49
TOTAL	\$1,206,346.67	\$1,080,688.23	\$48,574.69	\$175,652.68	\$304.00	\$27,637.50	\$6,972.20	\$2,331.02	\$26,519.14	\$666,286.49
GRAND TOTAL	\$3,241,312.62									

\$582,494.19 Total
\$256,202.39 GFS
\$326,291.80 Stanz

\$310,355.04 Total
\$134,702.36 GFS
\$175,652.68 Piazza

\$260,074.71 Total

\$28,850.16 Fresh/T
\$91,493.98 Frozen/T
\$666,950.99 Total

MEMORANDUM

Date: June 14, 2016

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

From: Pam Melcher
Food Service Director

RE: Recommendation of Food Bid

On Tuesday, April 19th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Food/Cleaning Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Food Bid** from **August 1, 2016 through July 28, 2017** to the following company:

Gordon Food Service	\$ 692,939.60
Stanz Foodservice	\$ 563,976.76
Commercial Foods	\$ 44,177.19

Total	\$1,301,093.55
-------	----------------

Revised June 8, 2016

MEMORANDUM

Date: June 14, 2016

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

From: Pam Melcher
Food Service Director

RE: Recommendation of Commodity Bid

On Tuesday, April 19th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Commodities.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Commodity Bid** from **August 1, 2016 through July 28, 2017** to the following company:

Gordon Food Service	\$ 256,202.39
Stanz Foodservice	\$ 326,291.80

Total	\$ 582,494.14
-------	---------------

Revised June 8, 2016

MEMORANDUM

Date: June 14, 2016

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

From: Pam Melcher
Food Service Director

RE: Recommendation of Fresh Produce Bid

On Tuesday, April 19th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Fresh Produce.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Fresh Produce Bid** from **August 1, 2016 through July 28, 2017** to the following company:

Gordon Food Service	\$ 134,702.36
---------------------	---------------

Piazza Produce	\$ 175,652.68
----------------	---------------

Total	\$ 310,355.04
-------	---------------

Revised June 8, 2016

MEMORANDUM

Date: June 14, 2016

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

From: Pam Melcher
Food Service Director

RE: Recommendation of Supply Bid

On Tuesday, April 19th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Supply Bid** from **August 1, 2016 through July 28, 2017** to the following company:

Gordon Food Service	\$ 103,294.77
Stanz Foodservice	\$ 117,468.74
Wallace Packaging	\$ 27,637.50
Daxwell	\$ 6,972.20
Central Poly Corp.	\$ 304.00
Commercial Foods	\$ 4,397.50

Total	\$ 260,074.71
-------	---------------

MEMORANDUM

Date: June 14, 2016

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

From: Pam Melcher
Food Service Director

RE: Recommendation of Bakery Bid (FRESH)

On Tuesday, April 19th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Bakery Bid** from **August 1, 2016 through July 28, 2017** to the following company:

Alpha, Kreamo Bakers	\$26,519.14
Aunt Millie's Bakeries:	\$ 2,331.02

Totals	\$28,850.16
--------	-------------

MEMORANDUM

Date: June 14, 2016

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

From: Pam Melcher
Food Service Director

RE: Recommendation of Bakery Bid (FROZEN)

On Tuesday, April 19th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Bakery Bid** from **August 1, 2016 through July 28, 2017** to the following company:

Gordon Food Service	\$ 18,543.05
Stanz Food Service	\$ 72,950.93

Totals	\$ 91,493.98
--------	--------------

MEMORANDUM

Date: June 14, 2016

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

From: Pam Melcher
Food Service Director

RE: Recommendation of Dairy Bid

On Tuesday, April 19th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Dr. Robert Woods publicly opened and read aloud the bids for Dairy Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Dairy Bid** from **August 1, 2016 through July 28, 2017** to the following company:

Prairie Farms	\$ 666,286.49
Gordon Food Service	\$ 664.50

Total	\$ 666,950.99 (Esc/De-Esc)
-------	----------------------------

**Elkhart Community Schools
Food Service
Bid Comparison**

Food

2012-2013	GFS	\$703,012.23	Increase:	\$113,166.54
2013-2014	GFS	\$645,337.79	Savings:	\$57,674.44
2014-2015	GFS	\$873,233.70	Increase:	\$227,895.91
2015-2016	GFS	\$399,123.74	Savings:	\$474,109.96
2016-2017	GFS	\$692,939.60	Increase:	\$293,815.86

2012-2013	Stanz	\$311,601.64	Savings:	\$25,050.72
2013-2014	Stanz	\$419,448.91	Increase:	\$107,847.27
2014-2015	Stanz	\$672,107.41	Increase:	\$252,658.50
2015-2016	Stanz	\$245,433.14	Savings:	\$426,674.27
2016-2017	Stanz	\$563,976.76	Increase:	\$318,543.62

2013-2014	Commercial Foods	\$27,327.85		
2014-2015	Commercial Foods	\$316,962.77	Increase:	\$289,634.92
2015-2016	Commercial Foods	\$28,804.94	Savings:	\$288,157.83
2016-2017	Commercial Foods	\$44,177.19	Increase:	\$15,372.25

2014-2015	7-UP/Snapple	\$7,282.50		
2015-2016	7-UP/Snapple	\$4,452.00	Savings:	\$2,830.50
2015-2016	Troyer's Food	\$903,851.92	Increase	\$903,851.92

Commodity

2012-2013	GFS	\$41,329.58	Savings:	\$215,954.05
2013-2014	GFS	\$45,378.14	Increase:	\$4,048.56
2014-2015	GFS	\$172,211.80	Increase:	\$126,833.66
2015-2016	GFS	\$82,348.25	Savings:	\$89,863.55
2016-2017	GFS	\$256,202.39	Increase:	\$173,854.14

2012-2013	Stanz	\$464,024.65	Increase:	\$265,379.36
2013-2014	Stanz	\$526,159.10	Increase:	\$62,134.45
2014-2015	Stanz	\$506,086.90	Savings:	\$20,072.20
2015-2016	Stanz	\$56,415.00	Savings:	\$449,671.90
2016-2017	Stanz	\$326,291.80	Increase:	\$269,876.80

2013-2014	Commercial Foods	\$10,715.00		
2014-2015	Commercial Foods	\$0.00		
2015-2016	Troyer's Food	\$1,008,110.87	Increase:	\$1,008,110.87

Produce

2012-2013	GFS	\$56,248.62	Savings:	\$19,554.94
2013-2014	GFS	\$115,175.34	Increase:	\$58,926.72
2014-2015	GFS	\$141,474.23	Increase:	\$26,298.89
2015-2016	GFS	\$54,987.36	Savings:	\$86,486.87
2016-2017	GFS	\$134,702.36	Increase:	\$79,715.00

2012-2013	Stanz	\$15,499.50	Increase:	\$7,117.50
2012-2013	Piazza Produce	\$226,649.24	Increase:	\$83,591.19
2013-2014	Piazza Produce	\$286,125.50	Increase:	\$59,476.26
2014-2015	Piazza Produce	\$275,433.00	Savings:	\$10,692.50
2015-2016	Piazza Produce	\$120,223.50	Savings:	\$155,209.50
2016-2017	Piazza Produce	\$175,652.68	Increase:	\$55,429.18
2015-2016	Troyer's Farm	\$68,825.75	Increase:	\$68,825.75
2015-2016	Shelton's Farm	\$129,270.90	Increase:	\$129,270.90
Supplies				
2012-2013	GFS	\$21,142.21	Increase:	\$3,162.52
2013-2014	GFS	\$34,286.38	Increase:	\$13,144.17
2014-2015	GFS	\$153,096.42	Increase:	\$118,810.04
2015-2016	GFS	\$60,234.08	Savings:	\$92,862.34
2016-2017	GFS	\$103,294.77	Increase:	\$43,060.69
2012-2013	Stanz	\$30,798.49	Increase:	\$2,858.74
2013-2014	Stanz	\$63,994.82	Increase:	\$33,196.33
2014-2015	Stanz	\$87,162.31	Increase:	\$23,167.49
2015-2016	Stanz	\$209,118.86	Increase:	\$121,956.55
2016-2017	Stanz	\$117,468.74	Savings:	\$91,650.12
2012-2013	Wallace Packaging	\$38,508.52	Savings:	\$25,845.28
2013-2014	Wallace Packaging	\$4,023.00	Savings:	\$34,485.52
2014-2015	Wallace Packaging	\$17,574.70	Increase:	\$13,551.70
2015-2016	Wallace Packaging	\$478.10	Savings:	\$17,096.60
2016-2017	Wallace Packaging	\$27,637.50	Increase:	\$27,159.40
2012-2013	Webco	\$520.35		
2012-2013	Par-Pak	\$60,961.40	Savings:	\$12,312.39
2013-2014	Par-Pak	\$103,871.36	Increase:	\$42,909.96
2013-2014	Daxwell	\$53,074.80		
2014-2015	Daxwell	NO BID		
2015-2016	Daxwell	\$52,037.50	Increase:	\$52,037.50
2016-2017	Daxwell	\$6,972.20	Savings:	\$45,065.30
2013-2014	Central Poly	\$880.25		
2016-2017	Central Poly	\$304.00		
2015-2016	Troyer's Food	\$3,355.20	Increase:	\$3,355.20
2016-2017	Commercial Foods	\$4,397.50		

Bakery

2013-2014	Kreamo	\$21,364.11	Increase:	
2014-2015	Alpha/Kreamo	\$44,713.00	Increase:	\$23,348.89
2015-2016 Fresh	Alpha/Kreamo	\$1,227.50	Savings:	\$43,485.50
2016-2017 Fresh	Alpha/Kreamo	\$26,519.14	Increase:	\$25,291.64

2012-2013	Aunt Millie's	\$69,656.58		
2013-2014	Aunt Millie's	\$2,082.80	Savings:	\$67,573.78
2014-2015	Aunt Millie's	\$5,731.97	Increase:	\$3,649.17
2015-2016 Fresh	Aunt Millie's	\$36,606.28	Increase:	\$30,874.31
2016-2017 Fresh	Aunt Millie's	\$2,331.02	Savings:	\$34,275.26

2012-2013	CEM	\$3,380.15		
2015-2016 Frozen	CEM	\$161,920.00	Increase:	\$161,920.00

2013-2014	GFS	\$1,329.12		
2015-2016 Frozen	GFS	\$10,759.59	Increase:	\$10,759.59
2016-2017 Frozen	GFS	\$18,543.05	Increase:	\$7,783.46

2015-2016 Frozen	Stanz	\$6,316.90	Increase:	\$6,316.90
2016-2017 Frozen	Stanz	\$72,950.93	Increase:	\$66,634.03

Dairy

2012-2013	Prairie Farms	\$379,898.94	Savings:	\$78,459.28
2013-2014	Prairie Farms	\$741,849.02	Increase:	\$361,950.08
2014-2015	Prairie Farms	\$742,731.18	Increase:	\$882.16
2015-2016	Prairie Farms	\$697,104.90	Savings:	\$45,626.28
2016-2017	Prairie Farms	\$666,286.49	Savings:	\$30,818.41

2016-2017	GFS	\$664.50		
-----------	-----	----------	--	--

Totals:

2012-2013		\$2,526,347.42	Increase:	\$117,686.40
2013-2014		\$3,243,169.89	Increase:	\$716,822.47
2014-2015		\$4,015,801.89	Increase:	\$772,632.00
2015-2016		\$4,341,006.28	Increase:	\$325,204.39
2016-2017		\$3,241,312.62	Savings:	\$1,099,693.66

Commodity Comparison

Company	Year	Pounds	Money Saved
K12 Foodservice			
	2011-2012	187,621.67	\$235,239.44
	2012-2013	161,362.10	\$217,032.50
	2013-2014	142,837.92	\$191,758.92
	2014-2015	109,161.91	\$155,697.33
	2015-2016	85,879.76	\$173,339.19
Processor Link			
	2011-2012	115,466.38	\$58,785.27
	2012-2013	177,808.11	\$110,895.83
	2013-2014	190,869.02	\$128,738.94
	2014-2015	177,900.84	\$116,911.02
	2015-2016	168,209.99	\$168,022.08

USDA/Brown Box	Total Entitlement	Entitlement Used	Remaining Balance
		Including bonus buys	
2011-2012	\$402,307.85	\$404,929.73	(\$2,621.88)
		Including bonus buys	
2012-2013	\$434,833.65	\$447,566.55	(\$12,732.90)
2013-2014	\$426,789.18	\$424,173.88	\$2,615.30
2014-2015	\$431,630.82	\$441,261.13	(\$8,630.31)
2015-2016	\$428,159.05	\$434,758.97	(\$65,599.22)

Revised 6/8/2016

PRODUCT PRICE COMPARISON

Product	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Bean & Beef Burrito	\$44.77	\$51.93	\$48.66	\$49.57	\$50.16
Hot Dog	\$18.21	\$19.17	\$12.21	\$28.35	\$26.84
Breadstick	\$21.01	\$18.42	\$21.36	NB	NB
Chicken Nugget	\$37.50	\$38.05	\$36.34	\$40.55	\$38.98
Spaghetti Noodles	\$25.16	\$25.29	\$25.34	\$25.34	\$25.34
Pork Tenderloin	\$21.66	\$23.08	\$17.80	\$17.80	\$17.80
Pizza Bites	\$38.11	\$38.40	\$38.20	\$41.66	\$42.92
Chicken Tenders	\$37.50	\$38.05	\$38.30	\$40.55	\$41.40
Chicken Sandwich	\$37.50	\$35.35	\$38.30	\$40.55	\$41.40
Galaxy Pizza	\$36.39	\$36.31	\$33.66	\$33.03	\$33.85
Spicy Chicken Sandwich	\$36.90	\$39.25	\$39.50	\$44.45	\$45.30
Bosco Sticks	\$29.69	\$30.43	\$32.49	\$25.92	\$28.10
Corn Dog	\$23.98	\$23.24	\$27.31	\$27.31	\$27.31
Big Daddy Cheese Pizza	\$54.60	\$48.34	\$47.08	\$46.61	\$48.23
Popcorn Chicken	\$34.20	\$29.55	\$29.80	\$30.95	\$31.60
BBQ Pork	NB	\$31.00*	\$31.50*	\$31.50	\$32.00
Garlic Bread	\$20.48	\$20.37	\$20.27	\$20.27	\$19.85
Mozzarella Sticks	\$34.35	\$34.35	\$32.66*	\$29.32	\$30.50
Pot Roast	\$33.44	\$35.27	\$38.52	\$43.83	\$36.35
Crispito	\$26.46	\$23.28	\$27.78	\$23.74	\$26.01
Baked Chicken	\$45.20	\$46.20	\$30.24	\$54.55	\$47.35
4 oz apple juice	\$12.20	\$10.95	\$11.64	\$11.24	\$12.95
4 oz orange juice	\$13.67	\$13.55	\$14.29	\$13.09	\$16.03
4 oz grape juice	\$14.30	\$17.64	\$14.23	\$12.64	\$15.29
4 oz fruit punch	\$13.39	\$12.51	\$12.75	\$12.57	\$14.55
6 oz apple juice	\$9.59	\$11.70	\$12.68	\$12.32	\$11.70
6 oz grape juice	\$10.43	\$18.12	\$15.61	\$13.93	\$14.34
6 oz orange juice	\$9.96	\$14.18	\$15.29	\$14.05	\$14.76
Yogurt bulk	\$20.12	\$19.05	\$18.31	\$21.45	\$21.45
Trix yogurt	\$12.71	\$12.27	\$13.11	\$12.10	\$12.10
Applesauce cup	\$17.58	\$16.30	\$15.05	\$20.05	\$15.62
Egg & Bacon Pizza	\$44.03	\$45.14	\$44.75	\$47.41	\$47.44
Pancake	\$12.77	\$13.09	\$15.98	\$15.98	\$16.18
Sausage links	\$38.54	\$36.76	\$36.88	\$36.88	\$36.03
Breakfast bagel	\$37.41	\$38.72	\$33.11	NB	NB
Blueberry Pancakes	\$29.74	\$28.64	\$29.07	\$28.08	\$28.71
French Toast	\$54.64	\$54.36	\$35.82	\$38.31	\$40.71
String Cheese	\$15.36	\$18.90	\$14.55	\$14.92	\$14.88
Scrambled Eggs	\$31.05	\$27.51	\$19.98	\$19.38	\$18.91
Sliced Tomatoes	\$10.50	\$10.50	\$10.50	\$10.45	\$18.00
Whole Tomatoes	\$13.83	\$13.50	\$26.48	\$20.95	\$19.95
Green Pepper	\$17.58	\$12.25	\$26.04	\$16.63	\$21.13
Celery Stix	\$18.11	\$17.50	\$19.38	\$8.00	\$7.95
Snack carrots	\$18.26	NB	\$18.65	\$18.01	\$18.34
Carrot Stix	\$18.32	\$17.62	\$17.27	NB	\$20.50
Shredded lettuce	\$15.95	\$15.88	\$15.95	\$15.40	\$15.40
Romaine ribbons	\$16.90	\$16.84	\$17.33	\$16.95	\$17.87
Romaine cut	\$16.99	\$16.90	\$24.28	\$18.95	\$23.96
Broccoli bite	\$16.02	\$26.95	\$26.95	\$39.00	\$36.00
Broccoli & cauliflower	\$15.17	\$15.23	\$15.65	\$15.45	\$16.24

PRODUCT PRICE COMPARISON

Cole slaw	\$25.87	\$21.84	\$19.10	\$16.47	\$17.32
Cantalope/honeydew	\$30.87	\$33.28	\$33.33	\$34.18	\$36.60
Banana petite	\$21.00	\$21.23	\$21.00	\$19.95	\$20.66
Lunch bunch grapes	\$28.22	\$34.70	\$32.60	\$30.21	\$15.74
Strawberries	\$16.95	\$11.28	\$15.20	\$13.08	\$15.85
Orange Section	\$33.33	\$37.85	\$40.85	\$34.00	\$63.00
Pineapple Chunks	\$33.19	\$36.54	\$37.24	\$37.24	\$42.51
Total	\$1,421.66	\$1,423.61	\$1,394.06	\$1,405.17	\$1,469.96

Elkhart Community Schools
Proposed School Fundraising Activities
June 14, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
Pinewood Sixth Grade	Sixth grade students will be selling "Peelers" that include coupons for local businesses. Proceeds will be used to offset the cost of the annual sixth grade camping trip.	8/15/2016 - 8/29/2016	Ryan Smaka
West Side Girls BB Team	A Nelson's barbecue will be held at Memorial High School. Proceeds will be used to purchase equipment, uniforms and to build a fund for future purchases.	9/27/2016	Krista Hennings
Elkhart Central Girl's Volleyball Team	Girls will be having a Serve-A-Thon where they serve the ball for pledges. Proceeds will be used for team camp, team gear, and senior night.	6/22/2016 - 6/29/2016	Yolanda Stahl
Memorial Football	Team members will sell merchant cards. Proceeds will be used to purchase football equipment, uniforms, and team sweats.	8/1/2016 - 8/20/2016	Scot Shaw

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

June 9, 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
Central Extracurricular Choir Fund	Dresses and Glitter bar pins	\$1,400.63

Elkhart Community Schools
ELKHART CENTRAL HIGH SCHOOL
#1 Blazer Blvd.
Elkhart, IN 46516

MEMORANDUM

Date: May 26, 2016
To: Dr. Robert Haworth
From: Frank Serge
William Niederer 
RE: Approval of purchase

Elkhart Central respectfully requests the Board of School Trustees to approve the purchase of:

11	Riley Dress- Blue	\$ 109.00 Each
22	Glitter bar pins	\$ 5.00 Each
	Shipping	\$ 91.63

The purchase price total for all items listed is \$1,400.63, this will be paid out of the extracurricular account Choir Fund. Attached please find a descriptive on these items, they will be used for the Shades of Blue performances. The dresses are normally replaced every four years. Students using the dresses pay an annual rental fee of roughly $\frac{1}{4}$ the price in order to have money to again purchase new in four years. Thank you.

Frank Serge
Principal of ECHS

BILL TO:

Organization Elkhart Central High School
 Attention William Niederer
 Address 1 Blazer Boulevard
 City Elkhart
 State/Province/Region IN
 Country USA Zip/Postal Code 46516-4565
 Phone 574-295-4700
 Fax _____
 E-Mail wniederer@elkhart.k12.in.us



PREPAY AND SAVE 3% - On orders of \$100 or more. Our check or money order is enclosed. We deducted the 3% cash discount.

PURCHASE ORDER Our signed U.S. Board of Education or School Purchase Order is enclosed. Bill us and payment will be made within 30 days after receipt. Our PO# _____

CREDIT CARD - American Express MasterCard Visa
 No 3% prepaid discount. For fastest service order online at www.stageaccents.com

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Credit Card Number

--	--	--	--	--	--

Expiration date on card

--	--	--	--	--	--

Zip code of card holder

--	--	--	--	--	--

Credit card security code

Print Cardholder's Name

Cardholder's Signature

SHIP TO (if different than billing address):

Organization _____
 Attention SAME
 Address _____
 City _____
 State/Province/Region _____
 Country _____ Zip/Postal Code _____
 Phone _____
 Fax _____
 E-Mail _____
 Need by: August 2, 2016

(We will make every effort to meet your needs. Please select air shipping if this is a rush order)

STYLE #	PG.	ITEM DESCRIPTION	COLOR	SIZE	QUANTITY	PRICE	TOTAL
7823	115	Glitter Pin			22	5.00	110.00
8791	115	Riley	Blue	6	1	109.00	109.00
8791	115	Riley	Blue	8	1	109.00	109.00
8791	115	Riley	Blue	10	3	109.00	327.00
8791	115	Riley	Blue	12	2	109.00	218.00
8791	115	Riley	Blue	14	1	109.00	109.00
8791	115	Riley	Blue	18	1	109.00	109.00
8791	115	Riley	Blue	20	1	109.00	109.00
8791	115	Riley	Blue	24	1	109.00	109.00

Subtotal	1309.00
Less 3% Prepaid Cash Discount	
Shipping and Handling	91.63
Total	1400.63

Shipping & Handling Charges for Domestic Ground Service
 We ship ground service to the United States at charges listed below.

For Orders That Total	Add This Postage
\$1-99	\$15.00
\$100-199	\$20.00
\$200-299	\$25.00
\$300-399	\$35.00
\$400-	7% of order total

Shipping & Handling Charges for Air & International Service

- Domestic U.S. 2nd Day Delivery
25% of order total, \$49 minimum charge
- Domestic U.S. Next Day Delivery
35% of order total, \$89 minimum charge
- Domestic Priority Mail 2-3 Days
10% of order total, \$25 minimum charge
- Canada Standard 5-10 Day Delivery
20% of order total, \$39 minimum charge
- Canada 2nd Day Delivery
35% of order total, \$150 minimum charge
- International 7-14 Day Delivery
35% of order total, \$89 minimum charge

STAGE ACCENTS
 234 Industrial Pkwy., Northvale, NJ USA 07647

Call Toll-Free within the U.S. and Canada
 9:00am - 5:00pm Eastern Standard
 1-800-631-1611 or Fax 1-201-750-2601

International Call 1-201-750-2520
 Email us at: customerservice@stageaccents.com

Proposed New Board Policy*(as presented during the 5/24/16 BST meeting)***Materiality and Process for Reporting Material Items**

The Board of School Trustees of the Elkhart Community School Corporation recognizes losses, shortages, and theft of school corporation funds and other assets may occur from time to time. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages or theft of school corporation funds or property; and

Elkhart Community Schools does not condone any erroneous or irregular variances, losses, shortages, or thefts of political subdivision funds or property but recognizes relatively small items may not justify the cost of the involvement of the State Board of Accounts:

Now, therefore, the Elkhart Community Schools' Board directs as follows:

1. All erroneous or irregular variances, losses, shortages, or thefts of School Corporation funds or property shall be reported to the Superintendent or his/her designee promptly and investigated by the administration. All documents resulting from the investigation shall be maintained by the Business Office.
2. It will be the policy of Elkhart Community Schools to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of \$5,000 as a single occurrence or multiple occurrences, except for inadvertent clerical errors which are identified timely and promptly corrected with no loss to the School Corporation.
3. It will be the policy of Elkhart Community Schools to report to the State Board of Accounts any erroneous, or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$5,000 as a single occurrence or multiple occurrences, except for those resulting from inadvertent clerical errors or misplacements which are identified timely and promptly corrected with no loss to the School Corporation.
4. Elkhart Community Schools reserves the right to report any and all occurrences of irregular variances, loses, shortages, or thefts of School Corporation cash or non-cash items to the State Board of Accounts and other authorities regardless of the amount.
5. All School Corporation elected officials and all School Corporation employees are directed to comply with this policy.

June 14, 2016



INSTRUCTION & LEARNING

PHONE: 574-262-5559

ELKHART COMMUNITY SCHOOLS

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

June 9, 2016

TO: Board of School Trustees

RE: New Course Proposal for:

AMERICAN SIGN LANGUAGE I 2156 (ASL I)

Essential Questions and Standards

<http://www.doe.in.gov/sites/default/files/standards/asl-level-1-4-wlstandards-americansignlanguage3-4-2014.pdf>

Assessments

Assessments will include written tests covering grammar, Deaf Culture, and receptive skills as well as expressive tests evaluating student signing skills.

Student Activities

In the areas of reading, composition, and receptive and expressive communication skills, students have the opportunity to:

- develop visual acuity
- follow brief verbal instructions
- understand short statements, questions, and dialogues
- originate short descriptions from prompts
- read and discuss texts written by Deaf authors about their experiences
- read and discuss the history of the Deaf community
- begin to understand the current Glossing system used to write ASL

Students also learn to recognize the difference between the pathological and psychological definitions of deafness, dispel common myths associated with deafness and ASL, recognize the widespread use of ASL throughout the United States, and develop an understanding of the intricate relationship between languages and cultures in general.

Wording of the course description to be offered in the curriculum guide

American Sign Language I is a course that introduces students to American Sign Language (ASL) and the deaf community. The course focuses on frequently used signs through a functional-notional approach, and discusses cultural features of the deaf community. Emphasis is placed on development of receptive

and expressive language skills. Through this course, students are given the opportunity to develop visual acuity; follow brief verbal instructions; understand short statements, questions, and dialogues; develop short descriptions with guidance; begin to understand the current GLOSSING system used to write ASL; and examine other methods developed to write ASL, including Sign Writing. Students also learn to recognize the difference between the pathological and psychological definitions of deafness, recognize the widespread use of ASL throughout the United States, and develop an understanding of the relationship between languages and cultures as a whole.

Student needs met by this course

Students would be able to communicate with the deaf or hard of hearing.

College and Career Pathway

Students can take ASL to earn world language credits for an honors diploma. NOTE: American Sign Language is not counted as world language credit by all colleges. Students are responsible for checking.

Data to support the demand for this course

Students were surveyed at Central and Memorial to see if there was interest for the course.

Expected improved outcome

Students will have an additional world language class to choose from.

REQUIRED RESOURCES

Software/Hardware: Video projector and computer (or equivalent) to show videos of native signers.

Digital Content: Access to online videos through sources such as YouTube, Facebook, and Vimeo.

Materials/Supplies: ASL Video DVDs and activities such as Four For You!, Fables and Fairy Tales Series, or other available videos.

Printed material, text: Master ASL Textbook and Student Companion Level 1 or Don't Just "Sign" Communicate Student Series and Teacher's Start ASL Level 1

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

World languages courses might be impacted by a reduction of enrollment and other electives. The qualified teacher will be required to have an ASL Secondary Education teaching license and a new teacher with these credentials will be hired for the 2016-17 school year and will teach at both high schools (Laura Stauffer). No physical changes to the facilities are needed.



American Sign Language (ASL). Through this course, students are given the opportunity to watch and understand short stories, dialogues and poetry in ASL; continue to develop visual discrimination skills; begin to understand various dialects of ASL by interacting with ASL users within the deaf community; begin to use classifiers appropriately; continue the mastery of the current GLOSSING system used in texts to write ASL; and begin to write in GLOSS their own simple dialogues, poetry and translations. Students will also learn to examine some of the political issues associated with the deaf community, and will further develop an understanding of the relationship between languages and cultures as a whole.

Student needs met by this course

Students would be able to communicate with the deaf or hard of hearing.

College and Career Pathway

Students can take ASL to earn world language credits for an honors diploma. NOTE: American Sign Language is not counted as world language credit by all colleges. Students are responsible for checking.

Data to support the demand for this course

Students were surveyed at Central and Memorial to see if there was interest for the course.

Expected improved outcome

Students will have an additional world language class to choose from.

REQUIRED RESOURCES

Software/Hardware: Video projector and computer (or equivalent) to show videos of native signers.

Digital Content: Access to online videos through sources such as YouTube, Facebook, and Vimeo.

Materials/Supplies: ASL Video DVDs and activities such as Four For You!, Fables and Fairy Tales Series, or other available videos.

Printed material, text: Master ASL Textbook and Student Companion Level 1 or Don't Just "Sign" Communicate Student Series and Teacher's Start ASL Level 1

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

World languages courses might be impacted by a reduction of enrollment and other electives. The qualified teacher will be required to have an ASL Secondary Education teaching license and a new teacher with these credentials will be hired for the 2016-17 school year and will teach at both high schools (Laura Stauffer). No physical changes to the facilities are needed.





INSTRUCTION & LEARNING

PHONE: 574-262-5559

★ ★

ELKHART COMMUNITY SCHOOLS

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

June 9, 2016

TO: Board of School Trustees

RE: New Course Proposal for:

AMERICAN SIGN LANGUAGE III 2162 (ASL III)

Essential Questions and Standards

<http://www.doe.in.gov/sites/default/files/standards/asl-level-1-4-wstandards-americansignlanguage3-4-2014.pdf>

Assessments

Assessments will include written tests covering grammar, Deaf Culture, and receptive skills as well as expressive tests evaluating student signing skills.

Student Activities

Vocabulary will be reviewed and increased from previous courses. Emphasis will be placed on non-manual grammar. Students will interact with member(s) of the deaf community. Class will be conducted in ASL; ASL will be the language used by the teacher and students in the classroom.

Wording of the course description to be offered in the curriculum guide

American Sign Language III is a course that continues to focus on the students' non-verbal communication skills at advanced levels of competency. American Sign Language is used exclusively in the class as students communicate using more complex structures of the language on a variety of topics, moving from concrete to more abstract concepts. This course provides opportunities for students to learn to express themselves in advanced situations, using more sophisticated vocabulary and structure; apply advanced grammatical features, such as descriptors, classifier use and various numbering systems; and develop the ability to discuss topics related to historical and contemporary events and issues within the Deaf community. Students will also build on narrative skills and learn to relay information they've read or heard through explanation of more complex ideas. This course further emphasizes the development of spontaneous language responsive behaviors through activities designed for this purpose.

Student needs met by this course

Students would be able to communicate with the deaf or hard of hearing.

College and Career Pathway

Students can take ASL to earn world language credits for an honors diploma. NOTE: American Sign Language is not counted as world language credit by all colleges. Students are responsible for checking.

Data to support the demand for this course

Students were surveyed at Central and Memorial to see if there was interest for the course.

Expected improved outcome

Students will have an additional world language class to choose from.

REQUIRED RESOURCES

Software/Hardware: Video projector and computer (or equivalent) to show videos of native signers.

Digital Content: Access to online videos through sources such as YouTube, Facebook, and Vimeo.

Materials/Supplies: ASL Video DVDs and activities such as Four For You!, Fables and Fairy Tales Series, or other available videos.

Printed material, text: Master ASL Textbook and Student Companion Level 1 or Don't Just "Sign" Communicate Student Series and Teacher's Start ASL Level 1

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

World languages courses might be impacted by a reduction of enrollment and other electives. The qualified teacher will be required to have an ASL Secondary Education teaching license and a new teacher with these credentials will be hired for the 2016-17 school year and will teach at both high schools. No physical changes to the facilities are needed.





INSTRUCTION & LEARNING

PHONE: 574-262-5559

ELKHART COMMUNITY SCHOOLS

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

June 9, 2016

TO: Board of School Trustees

RE: New Course Proposal for:

AMERICAN SIGN LANGUAGE IV 2164 (ASL IV)

Essential Questions and Standards

<http://www.doe.in.gov/sites/default/files/standards/asl-level-1-4-w/standards-americansignlanguage3-4-2014.pdf>

Assessments

Assessments will include written tests covering grammar, Deaf Culture, and receptive skills as well as expressive tests evaluating student signing skills.

Student Activities

American Sign Language is used exclusively in the class as students communicate using more complex structures of the language on a variety of topics, moving from concrete to more abstract concepts.

Wording of the course description to be offered in the curriculum guide

American Sign Language IV is a course based on Indiana Academic Standards for World Languages, is a course that continues to focus on the students' non-verbal communication skills at advanced levels of competency. American Sign Language is used exclusively in the class as students communicate using more complex structures of the language on a variety of topics, moving from concrete to more abstract concepts.

Student needs met by this course

Students would be able to communicate with the deaf or hard of hearing.

College and Career Pathway

Students can take ASL to earn world language credits for an honors diploma. NOTE: American Sign Language is not counted as world language credit by all colleges. Students are responsible for checking.

Data to support the demand for this course

Students were surveyed at Central and Memorial to see if there was interest for the course.

Expected improved outcome

Students will have an additional world language class to choose from.

REQUIRED RESOURCES

Software/Hardware: Video projector and computer (or equivalent) to show videos of native signers.

Digital Content: Access to online videos through sources such as YouTube, Facebook, and Vimeo.

Materials/Supplies: ASL Video DVDs and activities such as Four For You!, Fables and Fairy Tales Series, or other available videos.

Printed material, text: Master ASL Textbook and Student Companion Level 1 or Don't Just "Sign" Communicate Student Series and Teacher's Start ASL Level 1

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

World languages courses might be impacted by a reduction of enrollment and other electives. The qualified teacher will be required to have an ASL Secondary Education teaching license and a new teacher with these credentials will be hired for the 2016-17 school year and will teach at both high schools. No physical changes to the facilities are needed.





INSTRUCTION & LEARNING

PHONE: 574-262-5559

★ ★

ELKHART COMMUNITY SCHOOLS

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

June 9, 2016

TO: Board of School Trustees
RE: New Course Proposal for:

SCIENCE RESEARCH, INDEPENDENT STUDY 3008

Essential Questions and Standards

The Science and Engineering Process Standards are the processes and skills that students are expected to learn and be able to do within the context of the science content. The separation of the Science and Engineering Process Standards from the Content Standards is intentional; the separation of the standards explicitly shows that what students are doing while learning science is extremely important. The Process Standards reflect the way in which students are learning and doing science and are designed to work in tandem with the science content, resulting in robust instructional practice. These Science and Engineering Process Standards are intended to develop scientific thinking and experimentation through all grade levels. The Science and Engineering Process Standards are designed to service students in grades K- 12. Teachers will provide ability level, age appropriate, developmentally appropriate activities, labs, and experiences. The implementation of Science and Engineering Process Standards should be integrated with the Content Standards and Science/Technical Studies Content Area Literacy Standards (6- 12). International Rules <https://www.societyforscience.org/>

All student experimental work is governed by national and international rules for ethical science conduct. Students will need to familiarize themselves with general rules, also rules related to their specific work, and any modifications. Paperwork will be completed for research following ISEF guidelines, to be approved by the SRC and/or an IRB prior to beginning any experimental work. Student paperwork will be reviewed by approval committees at the NIRSEF, HSEF, ISEF (regional, state, and international science fairs), etc., as required.

From the Next generation Science Standards (<http://www.nextgenscience.org/>):

HS-ETS1-1. Analyze a major global challenge to specify qualitative and quantitative criteria and constraints for solutions that account for societal needs and wants.

HS-ETS1-2. Design a solution to a complex real-world problem by breaking it down into smaller, more manageable problems that can be solved through engineering.

HS-ETS1-3. Evaluate a solution to a complex real-world problem based on prioritized criteria and trade-offs that account for a range of constraints, including cost, safety, reliability, and aesthetics as well as possible social, cultural, and environmental impacts.

HS-ETS1-4. Use a computer simulation to model the impact of proposed solutions to a complex real-world problem with numerous criteria and constraints on interactions within and between systems relevant to the problem.

Assessments

The criteria changes by the grading period (percentages may be adjusted):

1 st 9wks	2 nd 9wks	3 rd 9wks	4 th 9wks
Preliminary labs (including computer work) 25% Proposal 25% Web Page and other online communication 25% Paperwork (including Proposal) and approval 25%	Informal reports 20% Preliminary Report 40% Poster Prelim. 40 %	Informals 10% Revised Report 90 %	Final Report 60% Public Forum / Competition 40 %

Student Activities

The school year will be divided into four sections as they head into the world of research. Many students may come in with training from their other science classes that will speed up this entry, although more experienced students will help to mentor those new to experimental techniques. A Teaming, PBL, Project Lead the Way or similar approach prior to the course would be beneficial, although not required.

In the first period, students will have four strands to complete:

- Inquiry, cooperative guided inquiry, and research
- Necessary lab skills, including safety and ethical research
- Computer skills
- Appropriate paperwork and considerations.

Skill labs would include: measurement, graphing, interfaces, error analysis, random sampling, etc. An instructor may add skill labs to help develop skills for specific students that would be needed to improve their study. Students will communicate through Google accounts, following online rubrics and checklists as they progress. They will be expected to work towards mastery before being able to move into their own work. At the end of this period, students who have not yet done so, will need submit research, and then to submit a proposal (including timeline and budget) with all affiliated paperwork needed to start their independent (or team) work.

In the second period, students will be actively engaged in their experimental work, conducting regularly scheduled informal talks and presentations to monitor and direct experimental work. These will be conducted with peers and/or the instructor and other research professionals. They will work towards a preliminary report to be submitted at the end of the semester, as well as a poster displaying the progress of their work.



In the third period, students will continue informal reports as needed, and will focus on taking their work to a point where it has achieved a level of completion and can be shared with the scientific community. A Revise report will be completed.

In the last period, Students will complete a Final Report, and will have completed at least one judged scientific competition. Students must compete in at least one a spring scientific competition, such as the regional science and engineering fair, Google Science Fair, Indiana Science Forum, etc.

Wording of the course description to be offered in the curriculum guide

Science Research, Independent Study is a course that provides students with unique opportunities for independent, in-depth study of one or more specific scientific problems. Students develop a familiarity with the laboratory procedures used in a given educational, research, or industrial setting or a variety of such settings. Students enrolled in this course will complete a science fair project to be exhibited at a regional science fair and/or state science symposium, an end-of-course project, such as a scientific research paper, or some other suitable presentation of their findings.

Recommended Grade Level: 11-12. Grade 10 will be considered with following prerequisites / corequisites and teacher recommendation.

- Recommended Prerequisite / Corequisite: Biology, Chemistry and Physics. Students must take at least one science course at the same time, and have taken math and science all years of attendance. Science Research is not to replace a math or science course, and students wishing to be considered are encouraged to enroll in multiple science classes annually.
- Teacher recommendation

Credits: A two credit course

Counts as a science course for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas

Student needs met by this course

In the learning pyramid (National Training Laboratories), while lecture and reading have dismal student retention rates (approx. 10%), practice doing and teaching others are outstanding methods of learning. Experimental research courses allow students to engage in their future, now. After experiencing over a decade of course work, these classes are an opportunity to move students out of the role of participants in a class, to that of the one who conducts the learning process. For many students this may be the turning point as they transition into college, or other post high school opportunities to engage in their own future, while still in a safe, guided environment.

College and Career Pathway

Students have conducted research independently at Memorial High School for years, and have garnered awards at Regional, State, and International Science fair competitions. But, more significantly, there



have been students who have gone on to engage in research at the collegiate level, even securing spots on research teams as college freshman. An opportunity exists to secure a curriculum that benefits the future of students who do not want to wait to do science.

Data to support the demand for this course

Experimental Research teaches problem solving skills at the heart of some of the best jobs available. Forbes(<http://www.forbes.com/sites/susanadams/2015/07/02/the-college-majors-with-the-highest-starting-salaries/#5cff01d77130>) list the top three starting jobs as Computer Science, Engineering, and Mathematics & Statistics. These three fields are studied within the course framework. Also, other “top” career / future career lists cite careers that require high level thinking skills, problem solving, and ability to communicate effectively. These are the key components of a solid research class.

Student research is also highly visible when done right. As there is fame and parental draw for the high school athletic, student work at the regional, state and international level brings due recognition to hard working students and creates a healthier reputation for a the associated schools.

Expected improved outcome

Although the course is listed under science, it would benefit all stem courses, and develop critical skills for subjects outside of the STEM and STEAM umbrella. Language arts skills are a huge part of the curriculum, as robust documentation is an essential component of experimental work. Also, as a systematic study, science can apply to any subject.

REQUIRED RESOURCES

All students will be required to have the following (*students purchase):

- Google account
- *Lab notebook
- *Calculator - or device with calculator app
- Access to laptop, Chromebook, etc.

*Students will need to purchase (if not provided) a lab display poster board (available at Staples, etc.) for the second 9 week period. Often these have been donated by outside sources.

In addition,

Textbooks: all materials to conduct student work is available free of charge online. Students may choose to purchase materials (at their own expense), and will be allowed to borrow text resources belonging to the instructor.

Computer software: it is strongly recommended that a site license (or equivalent) is obtained for MatLab in the pilot year and considered / re-evaluated for subsequent years. Currently, (2016) it is available from Mathworks at a special pricing for schools: \$499 / year (<http://www.mathworks.com/academia/highschool/products.html>). Course work to train students on



the use of MatLab is currently available at no charge to students and has been tested with past Memorial students. A site license already exists for LoggerPro (no expiration date). This powerful computing tool is already used within the labs and interfaces with probe ware that is available for student use.

Course materials: All are available online and will be accessed through Google (or similar) accounts. Students will also need to submit a proposal which details work space and materials needed for experimentation. This will vary by student. Students may purchase material (at their own expense), but are strongly encouraged to use materials available in the lab or write a grant for needed materials. All purchases must be cleared with supervising teacher. Students will not be compensated for expenses related to their experimental work. Students will also need to remove all materials at the completion of their work, unless other arrangements are made with the instructor.

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

The research class is not intended and should never be used as a replacement for other science classes. It is an add-on for students wishing to engage in their interest, by increasing their science load. Targeted students are those who are on accelerated tracks with interests in the STEM fields, and will likely run out of required courses and would likely end up as a student assistant, in an extra study hall, or considered for early release or late start. Hopefully, students would enroll in additional classes and double-up on areas of interest.

The state does not specify licensing requirements, although teachers with research experience should be considered first (as is accurate for many of our high school teachers), as well as individuals who have left technical and research careers to instruct at the secondary level. There is already a well of untapped potential at the secondary level. In addition to the course instructor, students will be encouraged to develop mentor support for their work from other secondary teachers, as well as post-secondary instructors and from professionals in the field.

Facilities: Memorial has an extraordinary set-up for student experimental work that is still largely untapped. It currently has a regulated grow room, a solar lab (visual, radio), a mouse lab, and experimentation occurring on the roof-top (radio telescope and gardens). Students will have access to desktop computers (7 in A237) and Chromebooks (COW) while in class. Students will also be able to conduct much documentation and science using personal electronic devices (cell phones) and other on-board probes. LabQuests devices and a variety of probe work are on site to help conduct experimentation.

Students have interacted in many ways with local science support through ETHOS, and also with the University of Notre Dame. With the Internet, the world becomes the stage for our students, with past students finding mentoring on their work from researchers at various universities nationally and internationally.



College and Career Pathway

Students interested in a degree or career in Fine Arts will be provided with more experience into an uncommon media. Students also interesting in Metalworking will learn a soldering skill set.

Data to support the demand for this course

Students taking art classes are able to have a visual expression of themselves. Art, in all forms, helps individuals gain a better understanding of their creative self while challenging them to think more critically and creatively. At such a crucial point in their social and mental development, an art class can become a safe and enjoyable place for students to experiment and try new things while developing lifelong skills.

In a piece entitled “*How Arts Integration Supports Student Learning: Students Shed Light on the Connections*,” Karen DeMoss and Terry Morris write that students who took an art class displayed significant increases in their ability to analytically assess their own learning.

(<http://www.capeweb.org/wp-content/uploads/2011/05/support.pdf>)

The Katy Independent School District also wrote, “Sufficient data exists to overwhelmingly support the belief that study and participation in the fine arts is a key component in improving learning throughout all academic areas. Evidence of its effectiveness in reducing student dropout, raising student attendance, developing better team players, fostering a love for learning, improving greater student dignity, enhancing student creativity, and producing a more prepared citizen for the workplace for tomorrow can be found documented in studies held in many varied settings, from school campuses, to corporate America.” (<http://www.katyisd.org/dept/finearts/pages/the-importance-of-fine-arts-education-.aspx>)

When students are participating in Visual Art classes it provides them with a different kind of learning that helps build on skills needed in other classes as well as life after high school. By providing art classes to high school students it creates another avenue of success for students; a place for them to feel at home.

Expected improved outcome

Students will be offered a class that very few neighboring schools do and it creates an entire new media through the art department. Students will be faced with more functional and wearable art (something really only offered in Fashion Design courses in the FACS department). It will also better prepare students interested in an art career by gaining experience years before their peers. Metalsmithing and jewelry making is a viable and successful career path for many artists in today’s economy and this class might make that a reality for many Memorial students.

REQUIRED RESOURCES

Software/Hardware: None required



Digital Content: Students can research modern and past jewelry designs to help inspire and research for their own.

Materials/Supplies: Please see attached list. (Jewelry Material Spreadsheet)

Printed material, text? None required. Books and magazines serve as a great resource for design inspiration and help, but students do not need individual copies.

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY: There are no existing courses that might be impacted by reduction of enrollment with the addition of this course. However as an electives department it will ideally increase the number of students to the department. By providing a wider variety of courses we can appeal to the interests and needs of more students. A Visual Art Education certification will be required to teach this course and the existing staff already possesses these qualifications. There is currently enough space in the building to house this course however there may be a need to change storage and ventilation in the designated classroom.



Item	Supplier	Price Each	Price Total	Quantity	Reason
Jeweler's Saw	RioGrande	\$8.00	\$200-\$240	25-30	Needed for cutting metal. This is essential for metal art.
Large File	RioGrande	\$22.75	\$568.75- \$682.50	25-30	Used to file sharp edges and refine designs. Used for smaller spaces when the larfe file won't fit.
Set of needle files	RioGrande	\$9.25	\$92.00	10	Use in wire art, holding metal, shaping metal, and cutting wire.
Set of basic pliers and snips (round nose, half round, and flat)	RioGrande	\$20.00	\$200.00	10	Used to support the jeweler's saw and protect table tops.
Bench Pin and C-Clamp	RioGrande	\$5.95	\$148.75	25	Hammers are used for making textures, shaping metal, and cutting designs.
Riveting Hammer, Rawhide Hammer, and other assorted hammers	RioGrande	\$51.00	\$153.00	3	Used to protect table surfaces, creates a hard and solid surface to shape metal on.
Steel block	RioGrande	\$13.50	\$40.50	3	Used to keep the files in working condition, prolongs the life of the files.
File cleaning brush	RioGrande	\$7.50	\$7.50	1	Used to protect worker's eyes for sawing and torch work.
Safety goggles	RioGrande	\$6.75	\$20.25	2- three	
Flex Shaft	RioGrande	\$227.50	\$227.50	31-Dec	Used to drill holes in metal and shine/buff finished projects.
Acetylene B tank	Purity Cylinder	\$90.00	\$90.00	1 (with regular refills)	Used to solder metals together
Torch (w/ tips, gauge, and hose)	RioGrande	\$134.95	\$134.95	1	Used with an acetylene b tank to guide and regulate the flame.
Tank key	RioGrande	\$21.50	\$21.50	1	Turns the tank on.
Solder blocks	RioGrande	\$8.20	\$24.60	3	A fire safe surface to prop pieces on while soldering
Strickers	RioGrande	\$7.75	\$23.25	2-Jan	Used to start a flame
Solder pick (set of 3)	RioGrande	\$10.95	\$32.85	1	Stainless steel picks that don't heat too quick for movement during soldering
Tweezers	RioGrande	\$2.50	\$12.50	5	Used to place flux and solder
Flux (dry)	RioGrande	\$10.75	\$10.75	1	Used to guide the solder and not overheat the metal during soldering.
Box Fan (ventilation)	Walmart	\$16.88	\$16.88	1	Ventilation
Pickle (dry)	RioGrande	\$11.25	\$11.25	1	A chemical bath to complete the soldering process
Pickle container (glass bowl)	RioGrande	\$6.95	\$20.85	3	A safe place to hold the pickle.
Copper tongs	RioGrande	\$19.75	\$19.75	1	Used in the pickle because it will not change bent-copper-tongs/501017
Ring Mandrel and Ring Sizer	RioGrande	\$12.50	\$25.00	2	Both used to size rings to be the correct size and-gauge-kit/115922
Bench Vise	RioGrande	\$12.50	\$25.00	2	A place to hold rivets and wire work while bench-vise/113133

Item	Supplier	Price Each	Price Total	Quantity	Reason
Metal Gauge	RioGrande	\$27.75	\$27.75	1	Helps know the different sizes of metal. https://www.riogrande.com/Product/sheet-and-wire-gauge/116015
Letter Stamps	RioGrande	\$25.95	\$25.95	1	Letters to stamp into designs. https://www.riogrande.com/Product/stamp-set-numbers-and-alphabet-letters-116-characters/111344
Disc cutter	RioGrande	\$267.00	\$267.00	1	A machine that cuts and shapes metal into perfect circles and domes https://www.riogrande.com/Product/swanstrom-round-disc-cutter-set/112509
Brass mallet	RioGrande	\$43.00	\$43.00	1	Needed to use the disc cutter and letter stamps https://www.riogrande.com/Product/premium-brass-head-mallet-2-lb/112330
Miter cutting vise/jig	RioGrande	\$71.00	\$71.00	1	Cuts pieces of equal length everytime on a vise and jig 45-60 and 90 angles/112701 https://www.riogrande.com/Product/miter-cutting-vise-and-jig-45-60-and-90-angles/112701
Tube cutting jig	RioGrande	\$47.00	\$47.00	1	Cuts tubes the same size for spacers. https://www.riogrande.com/Search/tube-cutting-jig
Divider	RioGrande	\$14.00	\$14.00	1	Measures equally and lightly marks the metal (similar to a compass) https://www.riogrande.com/Product/german-dividers-with-replaceable-tips/116224
Liver of sulfur (dry)	RioGrande	\$15.35	\$15.35	1	Chemical used to change the patina or color of a metal surface. https://www.riogrande.com/Product/midas-liver-of-sulfur/331030
Saw Blades (3/0) s	RioGrande	\$3.25	\$78.00	24	Needed to cut metal, will be replaced often. https://www.riogrande.com/Product/high-quality-german-spiral-wax-saw-blades/110067
Twist drill bit (#55)	RioGrande	\$5.45	\$32.70	6	Used to cut holes into the metal to help sawing negative space. https://www.riogrande.com/Product/high-speed-steel-twist-drills/349414
Paste Wax Black	RioGrande	\$11.50	\$11.50	1	Used to color and change the surface texture of metal. https://www.riogrande.com/Product/glders-paste-black/119208
Steel Wool	Lowe's	\$3.97	\$3.97	1	Used to clean materials. http://www.lowes.com/pd_135927-1168-10121113_0_?productId=3878799&store_code=2942&cm_mmc=SCE_PLA_-_Paint_-_Sanding_-_3878799:Homax&CAWELAID=&kpid=3878799&CAWELAID=1594380270&k_clickID=b818d9e1-53ab-4b24-3498-fa98df3f7868
Emery paper (220, 320, 400, 600)	Lowe's	\$4.96	\$24.80	5 assorted packs	Used to shine and finish metal. http://www.lowes.com/pd_470327-1069-7812_?productId=4747381&pl=1&Ntt=emery+pape
Flex Shaft Stand	RioGrande	\$29.99	\$29.99	1	A support for the Flex Shaft device. https://www.riogrande.com/Product/all-natural-beeswax-stick/110022
Variety's of metal sheet	RioGrande	\$657.00	\$657.00		The main material for jewelry design
Variety's of metal wire	RioGrande	\$334.93	\$334.93		Wire to make chains, bead work, and attach metals
Wax	RioGrande	\$2.95	\$35.40		Used as a lubricant on the saw blades to help against breaks.
Third Hand Solder	RioGrande	\$9.50	\$19.00		Used to hold pieces while they're being soldered.
	RioGrande		\$57.92		

TOTAL: \$4052.39

Item	Supplier	Price Each	Price Total	Quantity	Reason
Sheet Metal					
Copper 16	RioGrande	6	\$16.50	\$99.00	https://www.riogrande.com/Product/copper-6-x-12-sheet-16-ga-dead-soft/132116
Copper 18	RioGrande	12	\$12.75	\$153.00	https://www.riogrande.com/Product/copper-6-x-12-sheet-18-ga-dead-soft/132118
Copper 20	RioGrande	6	\$11.50	\$69.00	https://www.riogrande.com/Product/copper-6-x-12-sheet-20-ga-dead-soft/132120
Nickel Silver 18	RioGrande	6	\$19.50	\$117.00	https://www.riogrande.com/Product/nickel-alloy-6-x-12-sheet-18-ga-dead-soft/131118
Nickel Silver 20	RioGrande	6	\$15.50	\$93.00	https://www.riogrande.com/Product/nickel-alloy-6-x-12-sheet-20-ga-dead-soft/131120
Brass 18	RioGrande	6	\$11.50	\$69.00	https://www.riogrande.com/Product/jewelers-brass-6-x-12-sheet-18-ga-dead-soft/130118
Brass 20	RioGrande	6	\$9.50	\$57.00	https://www.riogrande.com/Product/jewelers-brass-6-x-12-sheet-20-ga-dead-soft/130120
Wire Metal				\$657.00	
Copper 14	RioGrande	1	\$15.82	\$15.82	https://www.riogrande.com/Product/copper-round-wire-1-lb-spool-14-ga-dead-soft/132314
Copper 16	RioGrande	1	\$15.86	\$15.86	https://www.riogrande.com/Product/copper-round-wire-1-lb-spool-16-ga-dead-soft/132316
Copper 18	RioGrande	1	\$15.88	\$15.88	https://www.riogrande.com/Product/copper-round-wire-1-lb-spool-18-ga-dead-soft/132318
Copper 20	RioGrande	1	\$16.10	\$16.10	https://www.riogrande.com/Product/copper-round-wire-1-lb-spool-20-ga-dead-soft/132320
Copper 22	RioGrande	1	\$16.36	\$16.36	https://www.riogrande.com/Product/copper-round-wire-1-lb-spool-22-ga-dead-soft/132322
Nickel Silver 14	RioGrande	1	\$29.77	\$29.77	https://www.riogrande.com/Product/nickel-alloy-round-wire-14-ga-dead-soft/131314
Nickel Silver 16	RioGrande	1	\$29.92	\$29.92	https://www.riogrande.com/Product/nickel-alloy-round-wire-16-ga-dead-soft/131316
Nickel Silver 18	RioGrande	1	\$30.04	\$30.04	https://www.riogrande.com/Product/nickel-alloy-round-wire-18-ga-dead-soft/131318
Nickel Silver 20	RioGrande	1	\$30.30	\$30.30	https://www.riogrande.com/Product/nickel-alloy-round-wire-1-lb-spool-20-ga-dead-soft/131320
Nickel Silver 22	RioGrande	1	\$30.55	\$30.55	https://www.riogrande.com/Product/nickel-alloy-round-wire-1-lb-spool-22-ga-dead-soft/131322
Brass 14	RioGrande	1	\$20.56	\$20.56	https://www.riogrande.com/Product/jewelers-brass-round-wire-14-ga-dead-soft/130314
Brass 16	RioGrande	1	\$20.69	\$20.69	https://www.riogrande.com/Product/jewelers-brass-round-wire-16-ga-dead-soft/130316
Brass 18	RioGrande	1	\$20.81	\$20.81	https://www.riogrande.com/Product/jewelers-brass-round-wire-18-ga-dead-soft/130318
Brass 20	RioGrande	1	\$20.88	\$20.88	https://www.riogrande.com/Product/jewelers-brass-round-wire-20-ga-dead-soft/130320

Item	Supplier	Price Each	Price Total	Quantity	Reason
Brass 22	RioGrande	1	\$21.39	\$21.39	https://www.riogrande.com/Product/jewelers-brass-round-wire-1-lb-spool-22-ga-dead-soft/130322
Solder				\$334.93	
Silver Easy	RioGrande	5 troy ounce	\$18.84		
Silver Medium	RioGrande	5 troy ounce	\$19.39		
Silver Hard	RioGrande	5 troy ounce	\$19.69		
			\$57.92		



INSTRUCTION & LEARNING

PHONE: 574-262-5559

ELKHART COMMUNITY SCHOOLS

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

June 9, 2016

TO: Board of School Trustees
RE: New Course Proposal for:

Digital Design 4082

Essential Questions and Standards

<http://www.doe.in.gov/standards/fine-arts-dance-music-theatre-visual-arts> (High School Visual Arts - pages 73-83)

Assessments

Student will be graded on: Followed Directions, Creativity, Effort, Neatness/Craftsmanship and Composition/Organization

Student Activities

This course is designed to introduce computers to students as an art tool. The students will create artwork with graphic art software, digital cameras, and scanners. First semester artwork will be a combination of computer generated images, 2-D drawing skills, and graphic design. Second semester art will emphasize animation, using the skills learned in Digital Design 1. Students will participate in aesthetic discussions and critiques along with researching art history and contemporaries. They will be challenged to solve compositional layouts and sequencing events in order to achieve desired effects. Projects will range from simple one-day tutorials to multiple-week projects.

Wording of the course description to be offered in the curriculum guide

Digital Design is a course based on the Indiana Academic Standards for Visual Art. Students in digital design engage in sequential learning experiences that encompass art history, art criticism, aesthetics, and production and lead to the creation of portfolio quality works. Digital Design incorporates desktop publishing, multi-media, digitized imagery, computer animation, and web design. Students reflect upon and refine their work; explore cultural and historical connections; analyze, interpret, theorize, and make informed judgements about artwork and the nature of art; relate art to the other disciplines and discover opportunities for integration; and incorporate literacy and presentational skills. Students utilize the resources of art museums, galleries, and studios, and identify art-related careers.

Student needs met by this course

Digital Design will provide the opportunity for all students to access, participate in, and progress in a technology heavy curriculum that will provide a foundation to a career in art and technology. Students

will learn more about careers and opportunities in digital design. Students will be able to demonstrate their knowledge and skills in animation, game design, and web design.

College and Career Pathway

The digital arts have been described as the place where artistry and technology meet. Digital artists, work at creative agencies, graphic design firms, web design companies, mobile companies, game design studios, film studios, publishing companies, galleries, museums, printing firms, schools, and more. You'll learn how to use a wide variety of digital animation programs, including 2-D and 3-D graphics programs, and explore electronic music, video installation, and Web design. You'll also study the history and theory of digital media and work on perfecting basic art skills in foundation courses such as drawing, design, and color theory.

Data to support the demand for this course

Computer graphics designers use their creativity and technical skills to create graphic designs that visually represent a design concept. The computer software applications used by computer graphics designers help them create interactive web platforms, computer animation, product packaging, books, magazines, and a variety of other products. Specific career options for a computer graphics designer include web designer, animator, computer graphics design instructor, interactive graphics artist and retail display artist.

The BLS expects significant growth, 21%, in computer systems design and related services. In general, businesses are interested in promoting themselves via the internet, so website work should be available to graphic designers. The BLS reported that the median annual salary for graphics designers was \$46,900 in May 2015 (www.bls.gov).

Like computer graphics designers, Multimedia Artists and Animators create graphics using computer software; however, multimedia artists and animators develop animations for various mediums and are often part of a design team that creates storyboards for clients. A 6% employment growth was projected between 2014 and 2024, based on BLS information. In 2015, multimedia artists and animators earned a median income of \$63,970 per year.

Expected improved outcome

A 4-year bachelor's degree program in computer graphics design generally includes classes in graphic design, animation, logo design, multimedia design, and drafting. These programs are available through colleges, universities, and design schools across the country. Digital Design would give our students the basic skills to enter into a 2 year or 4 year degree in the computer graphics design field.

REQUIRED RESOURCES

Software/Hardware/Digital Content:

- Adobe Flash - <http://blogs.adobe.com/flashpro/welcome-adobe-animate-cc-a-new-era-for-flash-professional/> For nearly two decades, Flash Professional has been the standard for producing rich animations on the web. Because of the emergence of HTML5 and demand for animations that leverage web standards, we completely rewrote the tool over the past few years to incorporate



native HTML5 Canvas and WebGL support. To more accurately represent its position as the premier animation tool for the web and beyond, Flash Professional will be renamed Adobe Animate CC, starting with the next release in early 2016.

- Maya® by Autodesk
- *Free for education!* Toolsets for character creation and animation. Maya® software enables you to tackle challenging character creation and digital animation productions. Get powerful, integrated effect and tools on a robust, extensible CG pipeline core.
http://www.autodesk.com/products/maya/overview-dts?s_tnt=69290:1:0
- 3ds Max - (Video Game Design) *Free for education!*
- 3ds Max software provides a comprehensive 3D modeling, animation, rendering, and compositing solution for games, film, and motion graphics artists. 3ds Max has tools for crowd generation, particle animation, and perspective matching, as well as support for DirectX 11 shaders
- Adobe Premiere - (Video) <http://www.adobe.com/products/premiere.html>
- Make visually stunning videos virtually anywhere. With the industry-leading video production toolset, you can work across desktop and devices to edit virtually any type of media in its native format and create professional productions with brilliant color for film, TV and web.
- After Effects - Video - combining 2D and 3D media
www.adobe.com/products/aftereffects.html. Create incredible motion graphics and visual effects. You can even send Lumetrieffects from Adobe Premiere Pro to After Effects

Materials/Supplies

- *Smart boards or Projection device in each classroom.*
- Cost effective photo quality color printers. Our printers are really expensive to maintain and expensive for students.
- Class Set of Macbooks - With 4 teachers, 450-500 students per semester, and courses requiring computers. We do not have enough to adequately teach our curriculum. During the 2015/2016 school year Memorial had 203 students in Photography and Visual Communications alone. This number is going to grow with the addition of Digital Design.
- Whiteboards in all rooms (replace chalkboards)

Printed material, text? None.

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

No existing courses will be impacted by reduction of enrollment due to the provision of this course. With the addition of Intro to Art in 8th grade, there are 8-10 classes of elective offerings to make up. By adding three courses to make up the difference students will be provided with more upper-level opportunities in art. A person teaching this course will be required to hold a Bachelor's of Science Secondary Education teaching license. Existing staff will require additional study and once the materials/software are purchased, they can begin spending time learning. Please see above for the building's capacity to house this course. In addition we need additional computers, printers and software to adequately teach digital design.



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>5 pm at No. 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	21, 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.

Approved by Board – January 26, 2016
Proposed changes – June 14, 2016

RESOLUTION

Per the requirement of applicable Indiana law, the Board of School Trustees of the Elkhart Community Schools Corporation (“Board”) hereby resolves to offer to purchase, from the record title owner, the following described real estate:

(See attached Exhibit “A”)

At an amount, no more than the average of two appraisals; offer to be pursuant to the terms of “Contract to Purchase” attached hereto. The Board authorizes the Director of Business Operations to execute all documents related to the purchase and subsequent lease agreement.

This Resolution shall be effective upon approval by the Board of School Trustees.

Signed this 14th day of June 2016.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: _____, Secretary

Board of School Trustees

Parcel Nur 02-33-352	Ownership Name LINT RICHARD & SHIRLEY A LINT FAMILY TRUST	Transfer of Ownership Date	Year 2015	Card 1 Valid	Card 1 Amo.	Type
County ELKHART, IN	Address 1000 McPherson St Elkhart, IN 46514-3518	Assessment Year Reason for Change	2015	2014	2013	
Township OSOLO	Map 0233E	Account Book Legal	535947			
Corporation	Alt Parcel 20-02-33-352-009-000-027	Page				
District	Property Class 509	Land Homestead-C1 Residential-C2 Non-Residential-C3 Total Land 1,300 1,300 1,300				
Plat	Tax District 027 E.C.OSOLO	Improvements Homestead-C1 Residential-C2 Non-Residential-C3 Total Imp. 0 0 0				
Map	Neighborhood 2750660-2750660-scoville	Total Assessed Value: 1,300				
Alt Parcel	Property Address 1000 MCPHERSON STREET ELKHART, IN 46514	VALUATION RECORD				
Property Class	Neighborhood manor--next to lowe's west side	PRINTED FROM ELKHART COUNTY, INDIANA				
Tax District	Topography	LAND DATA AND COMPUTATIONS				
Neighborhood	Pub. Utilities	RES VAC SUPPORT LAND FOR ANOTHER PARCEL-509				
Property Address	Street or Rd.	Memorandum				
1000 MCPHERSON STREET	Level	Land Type				
ELKHART, IN 46514	High	F Front Lot				
	Low	R Rear Lot				
	Swampy	1 Comm. Ind. Land				
	Neighborhood	11 Primary				
	Improving	12 Secondary				
	Unimproving	13 Undeveloped Usable				
	Water	14 Undeveloped Unusable				
	Sewer	2 Classified Land				
	Gas	3 Undeveloped Land				
	Proposed	4 Tillable Land				
	Slidewalk	5 Non-tillable Land				
	Electricity	6 Woodland				
	Alley	7 Other Farmland				
	Blighted	8 Ag Support Land				
		9 Corner Infl.				
		81 Legal Ditch				
		82 Public Road				
		83 Utility Trans. Tower				
		9 Homestead				
		91 Res. Excess Acres				
		92 Ag Excess Acres				
		Influence Factors				
		0 Other				
		5 Mismprovement				
		1 Topography				
		6 Restrictions				
		2 Under Improved				
		7 Traffic Flow				
		3 Excess Frontage				
		8 View				
		4 Shape or Size				
		9 Corner Infl.				
		Actual Frontage				
		Effective Frontage				
		Effective Depth				
		Factor				
		Base Rate				
		Adjusted Rate				
		Estimated Value				
		Influence Factor				
		Land Value				
		Acreage / Sq. Ft.				
		0.181				
		6900.00				
		6900.00				
		1250				
		1250				
		Total Residential Land Value				
		Total Non-Residential Land Value				
		Total Acreage				
		0.18				
		Total Land Value				
		1300				

Parcel Nur 02-33-352-A		J27		Transfer of Ownership		Year 2015		Card 1	
County ELKHART, IN		Township OSOLO		Grantor		Valid		Amou.	
Corporation		District		Date		Year		Type	
Map 0233E		Alt Parcel 20-02-33-352-010.000-027		Address		Assessment Year		2013	
Property Class 510		Tax District 027 E.C. OSOLO		1000 McPherson St Elkhart, IN 46514-3518		Reason for Change		2014	
Neighborhood Manor--next to lowe's west side		Property Address 1000 MCPHERSON STREET ELKHART, IN 46514		Account 435393		Page		2015	
Topography <input checked="" type="checkbox"/> Level <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Rolling <input type="checkbox"/> Swampy		Pub. Utilities <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> Electricity <input type="checkbox"/> Alley		Street or Rd. <input checked="" type="checkbox"/> Paved <input type="checkbox"/> Unpaved <input type="checkbox"/> Proposed <input type="checkbox"/> Sidewalk <input type="checkbox"/> Alley		Neighborhood <input type="checkbox"/> Improving <input checked="" type="checkbox"/> Static <input type="checkbox"/> Declining <input type="checkbox"/> Other <input type="checkbox"/> Blighted		2013	
Legal PROCTOR & SKINNER W 20FT LOT 21 & ALL LOT & S 1/2 VAC ALLEY ADJ N		22		Land		Homestead-C1 Residential-C2 Non-Residential-C3 Total Land		13,700 0 0 13,700	
Improvements		Total Imp		Homestead-C1 Residential-C2 Non-Residential-C3 Total Imp		68,800 0 0 69,700		70,800 0 900 71,700	
Total Assessed Value:		83,400		85,400		85,400		85,400	

Property Sub Class: RES ONE FAMILY PLATTED LOT-510
PRINTED FROM ELKHART COUNTY, INDIANA

LAND DATA AND COMPUTATIONS									
Land Type	Actual Frontage	Effective Frontage	Effective Depth	Factor	Base Rate	Adjusted Rate	Estimated Value	Influence Factor	Land Value
9		Acreege / Sq. Ft.	0.254	2.00	26900.00	53800.00	13670		13670
Total Residential Land Value									13700
Total Non-Residential Land Value									0
Total Land Value									13700

LEASE AGREEMENT

Date: _____, 2016

The undersigned, Elkhart Community School Corporation (hereinafter referred to as the “Lessor”), hereby agrees to lease to Richard L. Lint (hereinafter referred to as the “Tenant”) the real estate commonly known as 1000 McPherson Street, Elkhart, Indiana 46514, more particularly described on Exhibit “A” [all buildings, improvements, and land on the real estate described on Exhibit “A”] attached hereto and made a part hereof (hereinafter referred to as the “Property”), upon the following terms and conditions:

1. **Rent.** One Dollar (\$1.00), paid on date of Lease signature.
2. **Property Included in Lease.** As follows: The land, buildings, and all fixtures and improvements located on the Property at the time of occupancy by Tenant on or after the closing of the sale of the Property by Tenant to Lessor.
3. **Possession Date, Insurance After Occupancy.** During any period of time after the Tenant occupies any buildings or any portion or allow any of his personal property to remain on the Property, he will maintain insurance for any property of his in the building(s). Occupancy is to begin on _____, 2016, the closing date for the sale of the Property to Lessor.
4. **Inspection.** Tenant is waiving all inspections of the Property and said Property is being leased “AS IS, WHERE IS.” No further inspection required.
5. **Further Conditions.** This Lease is contingent upon the following conditions:

- (a) After Closing, Tenant, so long as he shall reside on the Property, will maintain the Property, which includes any major repairs or replacements necessary to keep the home located on the Property in living condition, such as repairing or replacing roof, furnace, air conditioning, and/or structural issues. Tenant will be responsible for giving notice to Lessor of the anticipated need for repair or replacement at such time as Tenant becomes aware of said need, and Tenant shall, after sending said notice, have two (2) weeks to enter into a contract with an independent contractor to provide said repair or replacement, to be scheduled at the earliest date available to said independent contractor. A contract shall be between the independent contractor and Tenant, and upon completion of the work, Tenant shall be responsible for payment to said independent contractor. The contractor performing the work must agree to a “no lien” contract, and must have adequate liability insurance, and shall name Lessor and Tenant as additional insureds.
- (b) Lessor shall maintain the sidewalks on McPherson in front of the residence located on the Property, including the public sidewalk, and shall be responsible for snow removal thereon, provided snow removal obligation shall only be on weekdays, not holidays or weekends. Snow removal shall be performed by Lessor’s maintenance employees and/or contract snow removal service.
- (c) Tenant shall maintain the yard. Tenant will himself mow or will hire a lawn service company to mow the lawn as needed.
- (d) Lessor’s insurance requirements for coverage on the improvements located on the Property shall be with an insurance carrier of Lessor’s choice, and all proceeds from any loss shall be payable to Lessor alone for any damage or loss of any improvement.

Lessor shall carry liability insurance and shall name Tenant as an additional insured on said policy. Liability insurance shall be with a carrier of Lessor's choice. In the event of casualty loss (fire, windstorm, etc.), Lessor shall have no obligations to replace or repair damage.

- (e) Tenant will be responsible for all normal living expenses, including utilities and trash pick-up, for such period of time as Tenant shall remain a resident of the Property.
- (f) Tenant is prohibited from, at any time, allowing anyone other than Richard L. Lint and _____ Lint from residing or living on the Property. This exclusion expressly prohibits Richard L. Lint from leasing the Property and/or from allowing any other person (other than _____ Lint) to live, reside, or stay on the Property. Short-term visits by any individual ["short-term" defined as no more than any fourteen (14) day period within any twelve (12) month period] shall not be a violation of this provision.
- (g) Tenant will be responsible for maintaining small repairs, cleaning, and small maintenance, such as fixing loose handles, changing lightbulbs, and interior painting or redecorating for appearance purposes. Tenant will also be responsible for maintaining, repairing and/or replacing kitchen appliances and/or laundry appliances used by Tenant. Lessor has no responsibility for repair or replacement of structure, plumbing, electrical, or HVAC equipment, exterior walls, or roof.
- (h) Tenant is entitled to live in the home located on the Property, after payment of initial One Dollar (\$1.00) rent, rent free until (a) he is no longer able to live there on his own or (b) a term of five (5) years (60 months) from the start of this Lease, whichever date occurs first. At such time Tenant is no longer physically or mentally able to live in the

home on his own or at the end of sixty (60) months, he shall vacate the premises and Lessor will have full rights to possession of the home. At the time Tenant turns over possession of the home, he and his son, _____ Lint, will remove all contents within ninety (90) days of the date he vacates the home, taking with them all personal belongings that they wish to retain and remove. Anything remaining in the home after the end of said ninety (90) day period will be determined to be of no value, will be considered trash and not abandoned property, and can be treated as trash to be disposed of by Lessor as Lessor sees fit.

6. **Faxed or E-mailed Signatures.** A faxed or e-mailed signature is binding and enforceable.

7. **Complete Contract.** It is expressly agreed that all terms and conditions of this Lease Agreement being paragraph 1-7, inclusive, are included herein, and no verbal agreements of any kind shall be binding upon the parties, and this Lease Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

Signatures on following page.

Offer by Lessor Paragraphs 1-7

“LESSOR”

Elkhart Community School Corporation

Dated: _____

By: _____

Title: _____

Address: 2720 California Road, Elkhart, Indiana

Acceptance by Tenant as submitted by Lessor

As Tenant of the real estate described hereinabove, I accept the foregoing Lease Agreement this ____ day of _____, 2016, and I do hereby agree to lease the above-described real estate in accordance with the terms and conditions specified herein.

Tenant acknowledges receipt of a signed copy of this Agreement.

“TENANT”

Dated: _____

By: _____
Richard L. Lint

Prepared by: W. Douglas Thorne (16998-20)
Executive Director of Personnel and Legal Services
2720 California Road, Elkhart, Indiana, 46514

CONTRACT TO PURCHASE

Date: _____, 2016

The undersigned, Elkhart Community School Corporation (hereinafter referred to as the “Purchaser”), hereby agrees to purchase from Richard L. Lint (hereinafter referred to as the “Seller”) the real estate commonly known as 1000 McPherson Street, Elkhart, Indiana 46514, more particularly described on Exhibit “A” attached hereto and made a part hereof (hereinafter referred to as the “Property”), upon the following terms and conditions:

1. Purchase Price. _____

Dollars (\$_____).

(a) **Earnest Money Deposit.** Upon signature of this Contract, One Thousand Dollars (\$1,000.00) shall be paid to Seller as an earnest money deposit (the “Earnest Money Deposit”). The Earnest Money Deposit shall be held by Seller and applied to the Purchase Price at the Closing of this transaction, said purchase to be upon the following terms and conditions in accordance with paragraph 1(b), below.

(b) **Balance of Purchase Price.** The balance of the Purchase Price shall be paid at time of Closing by the payment of _____ Dollars (\$_____) in cash at Closing, and delivery of Warranty Deed to Purchaser.

2. Property Included in Sale. As follows: The land, buildings, and all fixtures and improvements located on the Property at the time of Closing.

3. **Closing, Possession Date and Insurance After Closing.** During any period of time after Closing the Seller occupies any buildings or any portion or allow any of his personal property to remain on the Property, he will maintain insurance for any property of his in the building(s). This transaction is to be closed on or after _____, 2016. Closing will occur within fourteen (14) days of Purchaser receiving title commitment indicating unencumbered title in the name of Seller.

4. **Inspection.** Purchaser is waiving all inspections of the Property and said Property is being purchased "AS IS, WHERE IS." No pre-inspection required.

5. **Further Conditions.** This offer and Closing are contingent upon the following conditions:

(a) Seller agrees to remove any and all of Seller's contents from inside the home prior to and for a period of ninety (90) days after surrendering possession to Purchaser, and any property not so removed shall be of zero (0) value and may be treated by Purchaser as valueless. It is understood "possession" delivery date is an undetermined date in the future, and this Contract shall remain in existence until ninety (90) days after possession delivery date.

(b) After Closing, Seller will maintain the Property, only so long as he continues to reside in the home located on the Property. Maintenance includes any major repairs or replacements necessary to keep the home located on the Property in living condition, such as repairing or replacing roof, furnace, air conditioning, and/or structural issues. At any time, as an alternative to making said repairs, Seller is free to vacate the Property. Seller will be responsible for giving notice to

Purchaser of the anticipated need for repair or replacement at such time as Seller becomes aware of said need, and Seller shall, after sending said notice, have two (2) weeks to enter into a contract with an independent contractor to provide said repair or replacement, to be scheduled at the earliest date available to said independent contractor. A contract shall be between the independent contractor and Seller, and upon completion of the work, Seller shall be responsible for payment to said independent contractor. The only purpose of giving Purchaser notice is for Purchaser to be aware of the work Seller is having done. Anyone performing work must have adequate liability insurance and must name Seller and Purchaser as additional insureds. Contractor must agree in writing that his work is not subject to any mechanic's lien rights on the Property.

- (c) Purchaser shall maintain the McPherson Street sidewalks in front of the residence located on the Property, including the public sidewalk, and shall be responsible for snow removal thereon, provided snow removal obligation shall only be on weekdays, not holidays or weekends. Snow removal shall be performed by Purchaser's maintenance employees and/or contract snow removal service.
- (d) Purchaser's insurance requirements for coverage on the improvements located on the Property shall be with an insurance carrier of Purchaser's choice, and all proceeds from any loss shall be payable to Purchaser alone for any damage or loss of any improvement. Purchaser shall carry liability insurance and shall name Seller as an additional insured on said policy. Liability insurance shall be with a carrier of Purchaser's choice.

- (e) Seller will be responsible for all normal living expenses, including utilities and trash pick-up, for such period of time as Seller shall remain a resident of the property.
- (f) Seller is prohibited from at any time allowing anyone other than Richard L. Lint and _____ Lint from residing or living on the Property. This exclusion expressly prohibits Richard L. Lint from leasing the Property and/or from allowing any person other than Richard L. Lint or _____ Lint to live, reside, or stay on the Property. Short-term visits by any individual [“short-term” defined as no more than any fourteen (14) day period within any twelve (12) month period] shall not be a violation of this provision.
- (g) Seller will be responsible for maintaining small repairs, cleaning, and small maintenance, such as fixing loose handles, changing lightbulbs, and interior painting or redecorating for appearance purposes. Seller will also be responsible for maintaining, repairing and/or replacing kitchen appliances and/or laundry appliances used by Seller. Purchaser has no responsibility for repair or replacement of structure or mechanicals (electric, plumbing, HVAC) on the Property.
- (h) Seller is entitled to live in the home located on the Property rent free until he is no longer able to live there on his own or for a period of five (5) years, whichever is shorter. At such time Seller, Richard L. Lint, is no longer physically or mentally able to live in the home on his own, he shall vacate the premises and Purchaser will have full rights to possession of the home. At the time Seller turns over possession of the home, he and any person residing with Seller will remove all

contents within ninety (90) days of the date Seller vacates the home, taking with them all personal belongings that they wish to retain and remove. Anything remaining in the home after the end of said ninety (90) day period will be determined to be of no value, will be considered trash and not abandoned property, and can be treated as trash to be disposed of by Purchaser as Purchaser sees fit.

6. **Property Included in Sale.** The above purchase price includes all improvements permanently installed and affixed on the Property, but will not include, and Seller will have removed prior to vacating the premises at Seller's expense, any waste material, junk, paint, chemicals, or petroleum products.

7. **Prorations.** The following prorations shall be made between Seller and Purchaser on the date of the Closing of this transaction:

(a) **Taxes.** The real property taxes for the calendar year, payable the next year, shall be prorated based upon the currently available assessments, applicable credits and last published tax rates. Purchaser shall be responsible for all taxes regardless of credits authorized following the closing. Seller is to be charged all other taxes and assessments which are now a lien against the real estate.

8. **Deed and Evidence of Title and Lease.** At the time of Closing, Seller agrees to execute and deliver to Purchaser a Warranty Deed, free and clear of all liens and encumbrances but subject to all covenants, restrictions, easements, and ordinances of record. Seller and Purchaser at Closing will execute a written Lease in the form attached hereto, which will include the terms of paragraph 5 herein.

Within a reasonable time prior to Closing, Seller is to furnish, at Seller's expense, a commitment for an Owner's Title Insurance Policy equal to the Purchase Price insuring merchantable title subject to standard title exceptions. Should additional time be required for making or continuing such Title Policy or for correcting defects of title, a reasonable time shall be given. Seller will pay for the title insurance policy to be issued at Closing.

9. **Risk of Loss.** At the time of Closing, Seller agrees the Property and any improvements thereon shall be in the same condition as they are now, ordinary wear and tear excepted. Any damage caused by Seller to the Property and/or its improvements prior to delivery of possession to Purchaser shall be the sole responsibility of Seller. The risk of loss or damage to the Property and improvements until delivery of the deed is assumed by the Seller, and, if all or a substantial portion of said Property is so destroyed or damaged prior to Closing, this Contract may be rescinded at the election of Purchaser and this Contract shall be null and void. In such an event, any Earnest Money Deposit shall be returned promptly to the Purchaser. After Closing, risk of loss to the Property, but not Seller's personal items (contents) shall transfer to Purchaser and Purchaser shall insure the Property. Seller shall be responsible for insuring his contents.

10. **Rights of Seller and Purchaser.** The Earnest Money Deposit shall be promptly returned in full to the Purchaser in the event this offer is not accepted. If this offer is accepted, and Purchaser shall, without legal cause, fail or refuse to complete the purchase of said Property in accordance with the terms and conditions hereof, the Earnest Money Deposit shall not be returned to the Purchaser, and disposition thereof

shall be made in accordance with the provisions of this Contract. If Seller defaults in the terms and conditions of paragraph 3 of this Contract, or if all of the conditions set forth in paragraph 3 and 8 herein have not been met within one hundred eighty (180) days of this offer being accepted, and Purchaser and Seller do not agree to a further extension of time, the Purchaser shall be entitled to return of the Earnest Money Deposit. Nothing in this Contract shall prevent either Purchaser or Seller from seeking enforcement of this Contract by specific performance or by any other remedies available at law to include but not be limited to attorney fees, provided they are otherwise entitled to such relief. In addition to Purchaser's other remedies as set forth herein or available to Purchaser by law, Purchaser shall have the right to set off against any unpaid portion of the Purchase Price owed to Seller, described and to be delivered pursuant to paragraph 1 herein ("Purchase Price"), at Closing, an amount equal to any unpaid mortgage or lien amount owed by Seller which is a lien or cloud on title to the Property. Both Seller and any transferee of this Contract shall be subject to said right of set off. If either Seller or Purchaser commences a lawsuit with regard to this Contract, the prevailing party shall be entitled to recover all reasonable expenses incurred, including reasonable attorney fees.

11. **Faxed or E-mailed Signatures.** A faxed or e-mailed signature is binding and enforceable.

12. **Complete Contract.** It is expressly agreed all terms and conditions of this Contract to Purchase being paragraph 1-14, inclusive, are included herein, and no verbal agreements of any kind shall be binding upon the parties, and this Contract shall be

binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

13. **Earnest Money.** The Seller hereby acknowledges receipt of the Earnest Money Deposit in the amount of One Thousand Dollars (\$1,000.00).

14. **Acceptance Deadline.** This offer must be accepted within one (1) week of its signature by Purchaser or it is void and Seller shall, in such case, immediately return Earnest Money to Purchaser if Seller has received said money.

Signatures on Following Page.

Offer by Purchaser Paragraphs 1-14

“PURCHASER”

Elkhart Community School Corporation

Dated: _____ By: _____

Title: _____

Address: 2720 California Road, Elkhart, Indiana

Acceptance by Seller as submitted by Purchaser

As Seller of the real estate described hereinabove, I accept the foregoing Contract to Purchase this ____ day of _____, 2016, and I do hereby agree to sell and convey the above-described real estate in accordance with the terms and conditions specified herein.

Seller acknowledges receipt of a signed copy of this Contract

“SELLER”

Dated: _____ By: _____

Richard L. Lint, Owner

EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

Section 1. MISCELLANEOUS WAGE/SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for the positions below to be effective January 1, 2016. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	22.68 – 28.01
Transportation Trainer/Dispatcher	18.90 – 22.08
Food Service Truck Driver	15.17 – 18.02
Food Service Receiving/Supply	15.17 – 18.02
Evening Supervisor of Building Services	19.89 – 24.48
Food Service Training Specialist	17.19 – 24.08
Food Service Bids & Commodity Coordinator	16.37 – 25.58
Executive Chef & Culinary Event Coordinator	16.37 – 25.58
Quality Assurance Coordinator	18.90 – 22.08
Production Coordinator	18.90 – 22.08
Transportation Route/Driver Coordinator	18.90 – 22.08
Adult/Community Education Non-Contract Teachers	31.43 *
Building Community Education Coordinator	26.41 – 33.02
Radio Station Staff Announcer	8.90 – 12.66
Radio Station Development Assistant	10.35 – 16.56
School Security Officer	22.43
Title I/Funded Pupil/Program/Parent Support Person	18.87 – 27.48
High School Parent/Community Liaison	18.87 – 27.48
<u>District Translator</u>	<u>18.87 – 27.48</u>
Evening Events Supervisor	14.28
Asst. Site Coordinator - 21 st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	15.53 – 29.00
Early College Data Specialist	23.36 – 26.69

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

POSITION	YEARLY SALARY RANGE
Radio Station Manager	47,860 – 71,105
Radio Station Development Director	45,042 – 68,157
Radio Station Business Account Manager	35,550 – 67,023
Radio Station Program Director	35,550 – 54,694
Radio Station Senior Reporter and Assignment Editor	30,711 – 44,969

Radio Station Operations Manager	24,613 – 40,337
Radio Station Morning Edition Host	27,933 – 43,970
Radio Station Promotions Manager	28,730 – 42,748
Radio Station Membership Manager	31,862 – 45,138
Olweus Bullying Prevention Program Coordinator	41,107 – 55,616
Energy Education Specialist	56,897 – 77,048
Assistant Supervisor of Building Services	53,040 – 66,300
Adult and Community Education Program Manager	61,200 – 71,400
Data Specialist	36,247 – 56,959
Communication Specialist	36,247 – 56,959
School Psychologist Intern	35,520
21 st Century Community Learning Center Coordinator	2,500 (per semester)

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

May 10, 2016 **June 14, 2016**



HAWTHORNE ELEMENTARY SCHOOL
501 WEST LUSHER AVENUE • ELKHART, IN 46517
PHONE: 574-295-4820



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

June 9, 2016

Board of School Trustees:

I am requesting approval of a grant submission that our ESL teacher submitted on May 19, 2016. I was aware that the teacher was gathering information to submit a grant to purchase GrapeSEED materials, but I was unaware that the grant application was completed and submitted. I have communicated with the staff member that grant approval was to be obtained from you before submission, and she may be unable to accept the grant money if so awarded.

I will communicate with staff again in the fall the proper procedures for grant submission.

Thank you for your consideration.

Mary Teeter
Principal



DATE:

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

FROM:

SCHOOL / ENTITY APPLYING:

GRANT TITLE:

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO:

GRANT AMOUNT:

GRANT SUBMISSION DEADLINE:

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

EXPLANATION OF GRANT:

Hawthorne Elementary has used GrapeSEED for three years to teach reading, develop vocabulary, reinforce letter sounds, increase comprehension, build confidence, and support language acquisition. It benefits the English language learners and the economically challenged students as well. Funds are needed to purchase GrapeSEED units 11-15 for 2nd graders at Hawthorne.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF SAFETY AND SECURITY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF STUDENT SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF FOOD SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>

SUSTAINABILITY PLAN:

In the future, I will be seeking additional funds to continue receiving GrapeSEED support. If funds are not available, I can continue using the strategies of the program. I am confident that I will be able to utilize the non-consumable materials and implement the GrapeSEED strategies on an ongoing basis to help the students reach their educational goals.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

Second grade students at Hawthorne are ready to use GrapeSEED units 11-15 next school year.

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Naomi Baumgartner, ESL Teacher, and Mary Teeter, Principal

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart Area Career Center
Class/Group: Skills USA
Number of Students: 18
Date/Time Departing: June 20, 2016
Date/Time Returning: June 25, 2016
Destination: Skills Contest Louisville KY
City State
Overnight Facility: Horseshoe Hotel Southern Indiana
Mode of Transportation: School Bus
Reason for Trip: Skills USA National Contest

Names of Chaperones: Nicole Dyer, Jon Chavaleas, Ryan Gortney, Paige Gortney, Jeff Lundke, Justin Ward, Ray Collins, Bob Baiter, Sharon Robinson

Cost per Student: _____
Describe Plans for Raising Funds or Funding Source: Skills USA Fund - Budget

Plans to Defray Costs for Needy Students: _____

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: Nicole Dyer

Signature of Principal: David R Benak Date: 5/9/16

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

Approval of Assistant Superintendent: W McLaughlin Date: 5/10/16

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

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Pinewood Elementary School

Class/Group: 6th Grade Classes

Number of Students: ~ 115

Date/Time Departing: Wed. Sept. 7, 2016 9:00 am

Date/Time Returning: Friday Sept. 9, 2016 2:00 pm

Destination: Camp Friedenswald Cassopolis Mi.
City State

Overnight facility: Cabins

Mode of Transportation: School Bus

Reason for trip: 6th Grade Environmental Outdoor / Team building
experience.

Names of chaperones: Ryan Smaka, Joni Peak, Doreen Shelt, Kelly Dehanty

Cost per student: \$85.00

Describe Plans for Raising Funds or Funding Source: 6th Grade Peeler Fundraiser, Student Payment Plan

Plans to defray costs for needy students: Peeler Fundraiser, PTO Scholarships

Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor: Rae C. Sals

Signature of Principal: Melinda Shaw

Date:

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

Approval of Assistant Superintendent: [Signature]

Date: 6/7/16

Approval by Board:

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: June 9, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant
 June 14, 2016 - Board of School Trustees Meeting

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
NORTH AMERICAN COUNCIL OF AUTOMOTIVE TEACHERS (NACAT) 2016 Attendance at this conference will provide the teacher with new teaching methods and learning strategies in the diesel technology field. The teacher will also be able to network with other industry leaders and educators. PASADENA, TX June 19-21, 2016 PETE LESTINSKY (1-2) INDUSTRY SPECIFIC	\$1,831.00	\$0.00


FOR CONFIRMATION ONLY

PURDUE UNIVERSITY - CAREER EDUCATION By attending Purdue's career education class, I will be able to help lead the creation and identification of career pathways for the Elkhart Area Career Center. WEST LAFAYETTE, IN June 13-17, 2016 BRANDON EAKINS (4-7) LEADERSHIP	\$2,006.00	\$0.00
MILADY TRANSFORMING STUDENT ENGAGEMENT This complimentary training will provide cosmetology instructors with the knowledge to present students with learning experiences that develop career readiness. This hands-on class will teach the latest strategies used to transform student engagement. CHICAGO, IL June 6, 2016 AMY STUTZMAN (1-0), TRACY TEEGARDEN (1-0) INDUSTRY SPECIFIC	\$482.00	\$0.00

TOTAL	\$4,319.00	\$0.00
2015-16 YEAR-TO-DATE PERKINS FUNDS	\$23,938.77	\$4,520.00
GRAND TOTAL	\$28,257.77	\$4,520.00

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: June 9, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath 
 RE: **Conference Leave Requests**
June 14, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p>2016 POSTSECONDARY COUNSELING INSTITUTE WORKSHOP</p> <p>This intensive two-day workshop is designed to give school educators and mentoring organizations the skills and tools they need to help their students explore a wide range of educational options after high school, from traditional four-year colleges to apprenticeship programs.</p> <p>Indianapolis, IN June 16 - 17, 2016 (0 day's absence) MAE SIMS - STUDENT SERVICES (0-0)</p>	\$267.40	\$0.00
<p>2016 ENVIRONMENTAL EDUCATION ASSOCIATION OF INDIANA CONFERENCE</p> <p>This conference will provide information regarding various environment and conservation topics through workshop presentations and keynote speakers. Information learned will be used in activities involving the Science 2 Go Bus.</p> <p>Richmond, IN June 17 - 19, 2016 (1 day's absence) JOHN MORAN - ETHOS (0-0)</p>	\$0.00	\$0.00
<p>NATURAL RESOURCES TEACHER INSTITUTE</p> <p>This institute is a hands-on, professional development workshop dealing with forestry. Project Learning Tree and STEM is incorporated throughout the natural resource conservation themed week.</p> <p>Martinsville, IN June 20 - 24, 2016 (5 day's absence) JOHN MORAN - ETHOS (1-1)</p>	\$0.00	\$0.00
<p>NATIONAL SKILLS USA COMPETITION</p> <p>Accompanying students to the National Skills USA Competition.</p> <p>Louisville, KY June 20 - 24, 2016 (0 day's absence)</p>	\$3,524.40	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
BOB BAILEY - EACC (1-1) DAVID BENAK - EACC (0-0) <i>(1.5 DAYS ONLY)</i> JON CHEVALIER - EACC (1-1) RAY COLLINS - EACC (1-1) NICOLE DYER - EACC (1-1) ANGELA GORTNEY - EACC (1-1) RYAN GORTNEY - EACC (4-2) JEFF LINDKE - EACC (1-1) SHARVON ROBINSON - EACC (2-1) JUSTIN WIARD - EACC (1-1)		
ADVANCED PLACEMENT SUMMER INSTITUTE - PSYCHOLOGY This conference will provide information to help educators align their instruction with the goals of the AP Psychology course; identify the skills and knowledge the exam will assess; identify the tasks and materials for which students might need more preparation; draft a syllabus which meets the curricular requirements for the course; and make equitable access a guiding principle in designing instruction. Plainfield, IL June 20 - 23, 2016 (0 day's absence) SONYA HARRINGTON - MEMORIAL (0-0)	\$1,769.00	\$0.00
THE BRAIN OF A TEACHER This three day workshop will lead the Pinewood staff into the implementation of the CLASS program which will include CLASS coaching days next year as funded by the PBIS/Mental Health Grant. Indianapolis, IN June 21 - 23, 2016 (0 day's absence) LINDSAY BURNETT - PINWOOD (0-0) KELLY CARMICHAEL - PINWOOD (4-5) HEATHER CASH - PINWOOD (0-0) PATRICIA HEITZMANN - PINWOOD (1-1) DEB JOHNTON - PINWOOD (1-1) DIONNE MCKASKLE - PINWOOD (0-0) JONI PEAK - PINWOOD (2-3) MINDY SHAW - PINWOOD (2-2) CHRISTINA STEWARD - PINWOOD (0-0) PEGGY ZIMMERMAN - PINWOOD (1-1)	\$7,535.00	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p>WORLD MUSIC DRUMMING - LEVEL I</p> <p>This course will incorporate different strategies aimed to further engage students by giving them the opportunity to be more involved with music. The information learned will be used to implement a Drumming program at Mary Beck Elementary School.</p> <p>Oconomowoc, WI</p> <p>June 26 - July 1, 2016 (0 day's absence)</p> <p>LYNDEL BORENER - BECK (0-0)</p>	\$1,254.00	\$0.00
<p>NATIONAL ASSOCIATION OF SCHOOL NURSES NATIONAL CONFERENCE</p> <p>Mr. McClure has been chosen to serve on a panel of experts at this conference. This conference will provide up-to-date information which will enable him to lead in-service education for the nursing staff across the district.</p> <p>Indianapolis, IN</p> <p>June 28 - July 3, 2016 (0 day's absence)</p> <p>JOHN MCCLURE - ROOSEVELT (1-2)</p>	\$1,787.40	\$0.00
<p>ADVANCED PLACEMENT SUMMER INSTITUTE - MACRO/MICRO ECONOMICS</p> <p>This conference will provide information to help educators align their instruction with the goals of the AP Macro/Micro Economics course; identify the skills and knowledge the exam will assess, and identify the tasks and materials for which students might need more preparation; draft a syllabus which meets the curricular requirements for the course; and make equitable access a guiding principle in designing instruction.</p> <p>Chicago, IL</p> <p>July 11 - 14, 2016 (0 day's absence)</p> <p>BRYAN HUNTER - MEMORIAL (0-0)</p>	\$1,743.00	\$0.00
<p>CUTTING EDGE STRATEGIES TO IMPROVE EXECUTIVE FUNCTION SKILLS</p> <p>This conference will introduce cutting edge strategies to improve executive function skills in special education students.</p> <p>Indianapolis, IN</p> <p>July 18 - 19, 2016 (0 day's absence)</p> <p>JOYCE BILBREY - NORTH SIDE (1-0)</p>	\$239.00	\$0.00
<p>PUBLIC MEDIA DEVELOPMENT AND MARKETING (PMDM) CONFERENCE</p> <p>This conference will provide information regarding the best practices and innovation in membership support, corporate support, philanthropic support, and marketing across all platforms and channels.</p> <p>Boston, MA</p> <p>August 9 - 12, 2016 (3 day's absence)</p> <p>THOMAS SIBAL - WVPE (0-0)</p>	\$2,432.62	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
CULINARY SKILL FOR A+ SCHOOL MEALS WORKSHOP	\$556.00	\$0.00
This workshop is designed for school nutrition professionals covering topics such as culinary basics, mise en place and knife skills; cooking vegetables for greater appeal; preparing great grains; building a better sandwich; and success with salads and salad bars. The information learned will be used to train ECS cooks and other staff. Fort Wayne, IN June 13 - 17, 2016 (5 day's absence) MARSHA HALL - KENT ST. (0-0)		
	\$21,107.82	\$0.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$15,398.78	\$1,500.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$4,371.42	\$170.00
2015 YEAR-TO-DATE OTHER FUNDS	\$157,406.44	\$7,915.00
2015 YEAR-TO-DATE ADJUSTMENTS	(\$3,878.00)	(\$140.00)
2016 YEAR-TO-DATE OTHER FUNDS	\$109,600.79	\$12,880.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$282,899.43	\$22,325.00

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



TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: JUNE 14, 2016

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of a consent agreement regarding retirement and severance benefits.
- b. **New Certified Staff** – We recommend the approval of the following new certified staff for employment in the 2016-17 school year:

Sammuel Brown	TBD/Elementary
Aaron Fitz	Central/Math
Wendy Goley	TBD/Elementary
Abigail Kimbrell	TBD/Elementary
Rachel Mallo	TBD/Elementary
Jennifer Summers	Memorial/Science

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

Toni McDougal	Supervisor of Special Education	41 Years of Service
Martha Strickler	Principal/Cleveland	19 Years of Service
Bernadette Taylor	Asst Principal/Memorial	11 Years of Service

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

Daniel Farison	Pierre Moran/Music
Began: 8/17/09	Resign: 6/1/16
Megan Farison	Memorial/Music
Began: 8/13/14	Resign: 6/1/16
Michelle Foster	Daly/Grade 5
Began: 8/4/15	Resign: 6/1/16

Lori Hoese **West Side/Math**
Began: 8/13/07 Resign: 6/1/16

Derek Swartzendruber **Central/Science**
Began: 1/4/16 Resign: 6/1/16

Molly Wain **Riverview/Grade 1**
Began: 8/13/14 Resign: 6/1/16

- e. **Parental Leave** – We recommend a parental leave for the following employee:

Megan Fitz **Pinewood/Grade 2 PEP**
Begin: 8/2/16 End: 5/26/1

CLASSIFIED

- a. **Agreement** – We recommend approval of an agreement related to retirement and severance on a classified employee.

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

Gladys Ballard **Pierre Moran/Custodian**
Began: 10/16/06 Resign: 5/27/16

Jeffrey Coyner **Building Services/Electrician**
Began: 3/29/01 Resign: 5/20/16

Antoinette Robinson **Hawthorne/Food Service**
Began: 1/29/15 Resign: 5/26/16

Veronica Santana **Beck/Paraprofessional**
Began: 10/26/15 Resign: 6/1/16

- c. **New Hires** – We recommend regular employment for the following classified employees:

Telitha Army **Beck/Food Service**
Began: 3/21/16 PE: 6/1/16

Tamara Hockabout **Career Center/Secretary**
Began: 4/18/16 PE: 6/13/16

Therese Kauffman **Beardsley/ Custodian**
Began: 3/28/16 PE: 5/30/16

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

Earlisha Booth **Hawthorne/Food Service**
Began: 1/16/15 Terminated: 6/14/16
Board Policy GDPD Section 1, c., g.



PERSONNEL DEPARTMENT

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: W. DOUGLAS THORNE
DATE: JUNE 14, 2016

ADDENDUM TO PERSONNEL REPORT

Certified

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective July 21, 2016:

Jeff Komins Energy Education Specialist/Elementary Activities