

**REVISED  
3/8/2016**

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

March 8, 2016

CALENDAR

Mar	8	6:15 p.m.	Executive Session, J.C. Rice Educational Services Center
Mar	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	8	Immediately following	Public Work Session, J.C. Rice Educational Services Center
Mar	15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	16	1:00 p.m.	Public Work Session, PDC
Mar	18	1:00 p.m.	Public Work Session, Room A111, EACC
Mar	22	6:15 p.m.	Executive Session, J.C. Rice Educational Services Center
Mar	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	22	Immediately following	Public Work Session, J.C. Rice Educational Services Center

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- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT’S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- D. Gift Acceptance - The administration recommends Board acceptance with appreciation recent donations made to the Elkhart Community Schools.
- E. SPECIAL RECOGNITION  
Tolson Essay Winners
- F. DEPARTMENT REPORT  
WVPE
- G. MINUTES -  
February 18, 2016 - Public Work Session  
February 19, 2016 - Public Work Session  
February 23, 2016 – Regular Board Meeting  
February 23, 2016 – Public Work Session  
February 29, 2016 - Public Work Session w/City Council
- H. TREASURER'S REPORT  
Consideration of Claims

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

I. NEW BUSINESS

Student Services – PACE Program

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

J. OLD BUSINESS

Board Policy IGBC-E – Student Emails - The administration recommends approval of the proposed new Board Policy IGBC-E – Student Emails, as initially presented at the Board’s February 23<sup>rd</sup> regular meeting.

K. 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.

L. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

M. ADJOURNMENT



**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: DR. ROBERT WOODS**  
**DATE: MARCH 4, 2016**

**RE: AUTO TRADES GIFT ACCEPTANCE**

The business office is recommending the Board of School Trustees accept the donation of a dragster car from Mr. Jack B. Smith to the Elkhart Area Career Center's Auto Trades Program. This vehicle will not be driven by students nor may faculty drive this car except as needed to move the vehicle on location. This vehicle will not be raced under any circumstances. It has an appraised value of \$125,000.

The vehicle will be used for students to apply mechanical skills in the auto painting program. There may be other uses for this vehicle as the staff becomes more aware of opportunities for it to be a learning tool.

The Career Center will use the vehicle as a marketing tool for recruiting and sharing the success of its students.





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

Elkhart Community Schools  
Elkhart, Indiana

February 18, 2016

Professional Development Center, 2424 California Road, Elkhart – 1:00 p.m.

Time/Place

Board Members  
Present:

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

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

Roll Call

ECS Personnel Present:

Doug Hasler  
Rob Haworth

Dawn McGrath  
Doug Thorne

The Board heard a presentation on insurance costs and comparisons by Jeffrey Hadden of LHD Benefit Advisors; discussed the findings from the tour of Ben Davis High School; and continued work on the strategic plan.

Topics  
Discussed

The meeting adjourned at approximately 5:00 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

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

Elkhart Community Schools  
Elkhart, Indiana

February 19, 2016

Professional Development Center, 2424 California Road, Elkhart – 1:00 p.m.

Time/Place

Board Members  
Present:

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

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

Roll Call

ECS Personnel Present:

Tony England  
Shawn Hannon  
Doug Hasler  
Rob Haworth

Levon Johnson  
Dawn McGrath  
Doug Thorne

The Board participated in diversity exercises presented by Tony England, assistant superintendent of student services; discussed various principles; and continued work on the strategic plan.

Topics  
Discussed

The meeting adjourned at approximately 5:00 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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
February 23, 2016

Pierre Moran Middle School, 200 West Lusher Avenue, Elkhart – at approximately 7:00 p.m.

Place/Time

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

Absent: Douglas K. Weaver

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

Call to Order

Mr. Duncan discussed the invitation to speak protocol.

Protocol

Superintendent’s Student Advisory Council (SSAC) representatives introduced themselves. Riley Norris represented Central High School (CHS). Mr. Norris, a senior, is class president, involved in tennis, diving and track and field. Mr. Norris highlighted recent sport successes of Logan Brown in diving, the gymnastic team, Sydney Dygert in swimming; and the upcoming boys basketball sectionals. He reported Project Y’s reading camp is continuing at Beardsley and more planning for the unified track and field meet; and rehearsals for Shrek the Musical. Brandon Bailey, a freshman from Memorial High School (MHS) is involved in student government, tennis, basketball, and baseball. He reported the music department continues to prepare for State solo and ensemble competition this weekend; the success of the Student Coffee House held February 18<sup>th</sup>, the wrestling team sent four members to the State finals last weekend; boys basketball sectionals are next week with Central vs. Goshen on March 2<sup>nd</sup>, the progress of Project Y; and the Family Dance on Friday, February 26<sup>th</sup>. Mr. Bailey invited the Board and audience to the dance.

SSAC  
Representatives

By unanimous action, the Board accepted with appreciation the following donation made to Elkhart Community Schools (ECS): \$500.00 from the Elkhart Rotary Club to Pinewood Elementary School to host a reading event at Highland Mobile Home Park in the Spring.

Gift Acceptance



By unanimous action, the Board accepted with appreciation pending completion of appropriate documentation, a ladder truck presented by Dave Elick of the LaGrange Fire Department to the Elkhart Area Career Center (EACC). The ladder truck was decommissioned when the Department purchased a newer truck. Board members thanked Mr. Elick for attending the meeting to present the donation and for their generosity to the EACC.

Gift Acceptance

Daniel Farison, director of choirs at Pierre Moran Middle School (PMMS), recognized Amelia Redding on her acceptance and performance with the All State Middle School Honor choir at a performance with 149 other singers from across the state on January 15 and 16. The Board also thanked the music departments for the various performances given prior to the start of the meeting.

Special Recognition

A Building Energy Report was given by Tony Gianesi, director of building services, regarding the building audit conducted at PMMS on Monday evening, February 21<sup>st</sup> by Ted Foland, energy education specialist. Current building cost avoidance is at 27% for 2015, valued at over \$43,000, a 9.8% improvement and largest of all buildings for 2015. Current district-wide cost avoidance for 2015 is the best year so far at 30.5%, valued at over 1.25 million dollars. Mr. Foland will be presenting the six-year energy report at the March 8<sup>th</sup> Board meeting.

Building Energy Report

Cynthia Bonner, principal of PMMS, welcomed the Board. Mrs. Bonner provided an ISTEP+ Spring 2015 Report and Comparison. She highlighted AdvancEd priorities including: a comprehensive school improvement plan; instructional strategies that focus on critical thinking skill development; student engagement; a classroom observation form and formative process; develop a format for instructional planning and practices; and the need to monitor these practices. The students and staff are excited about new electives and the challenge to help motivate students in ways that provide problem solving and critical thinking. She congratulated the band and orchestra ensembles and solos for all receiving gold ratings at Indiana State School Music Association (ISSMA). Mrs. Bonner introduced all of the staff present at the meeting and their responsibilities. The Board commented on the staff participation and thanked them all for attending.

Building Report

By unanimous action, the Board approved the following minutes:  
February 9, 2016 – Regular Board Meeting  
February 9, 2016 – Public Work Session  
February 16, 2016 – Public Work Session

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$5,574,436.71 as shown on the February 23, 2016, claims listing. (Codified File 1516-96)

Payment of Claims

The Board received a financial report for the period January 1 – January 31, 2016 and found it to be in order.

Financial Report

Doug Hasler, executive director of support services, reported the following fund loan was made on January 31, 2016: \$1,450,000.00 to Retire/Sev Bond Fund Debt Service from Debt Service Fund.

Fund Loan

By unanimous action, the Board awarded the bid for the West Side Middle School asphalt replacement project to Reith Riley Construction Company, Inc. as the lowest and best, most responsive and most responsible bidder. This project includes replacement of the east parking lot and Alternate 2 for the replacement of the existing drainage structures at the east parking lot. In response to Board inquiry, Mr. Gianesi responded the work is to take place between June 6 and July 31, 2016. (Codified File 1516-97)

Bid Award

By unanimous action, the Board adopted resolutions amending and restating 401 (a) retirement plans in compliance with current Federal requirements. (Codified File 1516-98)

401(a) Retirement Plans

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 1516-99)

Fundraiser Approval

Tony England, assistant superintendent of student services, introduced Amy Haworth, CARES coordinator. Mrs. Haworth reported the mentors from each school were recognized during half time at basketball games on January 29<sup>th</sup> and February 9<sup>th</sup> in honor of National Mentoring Month. Two of the groups honored included the Bethel Lady Pilots and 30 volunteers from Lippert Components. The CARES Board hopes to establish a program entitled SOS – Serving our Schools. The program would partner elementary schools with an adoptive church to not only mentor but provide additional support for staff luncheons, student celebrations, and drives for needed supplies. The goal is to identify two or three congregations per elementary school. United Way initiatives include Real Men Read expanding to 7 schools this year; reading camps at Mary Beck, Mary Daly, Eastwood and Bristol; Spring Into Books, an initiative involving 35-40 women who agree to read once a week for 4 weeks. Mrs. Haworth announced the annual golf scramble will again take place this summer to generate funds for *Someone Always Cares* books to be distributed to every first grader.

Department Report

By unanimous action, the Board approved proposed revisions as amended and waived second reading of Board Policy GCEA – Substitute Teacher Pay Schedule. In response to Board inquiry, Doug Thorne, executive director of personnel and legal services, agreed the policy would clarify 45 days per each school year in the category Substitute Permit or Regular Teaching License as well as a date correction.

Board Policy GCEA

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy GDBA-6 Paraprofessionals' Compensation Plan.	Board Policy GDBA-6
The Board was presented with proposed new Board Policy IGBC-E Student Emails, for initial consideration.	Board Policy IGBC-E
By unanimous action, the Board approved the submission of the following grants: to the Indiana Youth Institute from Mary Daly for registration at the Indiana Speech Language Hearing Association 2016 Annual Convention.  to the Elkhart Education Foundation for the following grants: from West Side for Winning Wildcats from Beardsley for First Lego League Robotics Club supplies from Central for Shrek the Musical from Memorial for a wrestling mat from Central for Blue Blazer Indoor Track Surface from Monger for MSTAR awards banquet (Codified File 1516-100)	Grant Approval
By unanimous action, the Board confirmed the following overnight trip requests: Memorial wrestlers to travel to Indianapolis on February 19 thru 21 for State finals; Central wrestlers to travel Fort Wayne on February 12 and 13, for semi-state wrestling matches; and Central swim team to travel to Indianapolis on February 12 and 13, for State meet; and approved Central girls basketball to travel to Indianapolis on February 27 and 28 for State finals.	Overnight Trip Requests
By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 23, 2016 listing. (Codified File 1516-101)	Conference Leaves
By unanimous action, the Board approved the following personnel recommendations of the administration:  A consent agreement regarding unpaid time for a certified staff member. (Codified File 1516-102)  Retirement of certified staff member Geraldine Geiger, grade 4 at Cleveland, effective June 1, 2016 with 30 years of service.  Health leave for certified staff member Amy Miller, special education at Roosevelt, beginning 8/2/16 and ending 5/26/17.  Maternity leave for certified staff member Kimberly Wallace, grade 1 at Beardsley, beginning 3/28/16 and ending 5/6/16.	Personnel Report  Consent Agreement  Certified Retirement  Health Leave  Maternity Leave

Personal leave for certified staff member Jason Yoder Rupp, math at Central, beginning 8/2/16 and ending 5/26/17.	Personal Leave
Resignation of certified staff member Stacey VanEck, psychologist at ESC, effective 6/1/16.	Certified Resignation
Regular employment of classified employee Suzanne Ragsdale, paraprofessional at Monger, having successfully completed her probationary period on 2/22/16.	Classified Employment
Resignation of classified employee Brenda Miltroka, custodian at Central, effective 2/23/16.	Classified Resignation
A student inquired about a recently transferred teacher. She was thanked for her concern, and in keeping with Board policy, was informed that personnel matters cannot be addressed at meetings.	From the Audience
A PMMS parent commented on her initial concerns regarding her child attending PMMS, and how they were unfounded. The parent is part of a diverse parent group that helps by volunteering, fund raising, and speaking as advocates for parents. She thanked the leader for coordinating the group, and read a letter in support of the school and parents group.	From the Audience
The meeting adjourned at approximately 8:05 p.m.	Adjournment

APPROVED:

\_\_\_\_\_  
Glenn L. Duncan, President

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Susan C. Daiber, Vice President

\_\_\_\_\_  
Karen S. Carter, Secretary

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Carolyn R. Morris, Member

\_\_\_\_\_  
Dorisanne H. Nielsen, Member

\_\_\_\_\_  
Jeri E. Stahr, Member

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

Signatures

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

Elkhart Community Schools  
Elkhart, Indiana

February 23, 2016

Pierre Moran Middle School, 200 West Lusher Avenue, Elkhart – at 8:10 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

Roll Call

Absent:

Douglas K. Weaver

ECS Personnel Present:

Tony England

Doug Hasler

Rob Haworth

Dawn McGrath

Doug Thorne

The Board continued discussion on principles, values, vision and mission of the five year strategic plan, reviewed upcoming events, and agenda items for the March 8<sup>th</sup> regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 9:10 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Glenn L. Duncan, President

\_\_\_\_\_  
Carolyn R. Morris, Member

\_\_\_\_\_  
Susan C. Daiber, Vice President

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Dorisanne H. Nielsen, Member

\_\_\_\_\_  
Karen S. Carter, Secretary

\_\_\_\_\_  
Jeri E. Stahr, Member

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

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

Elkhart Community Schools  
Elkhart, Indiana

February 29, 2016

City of Elkhart Council Chambers, 229 Second Street, Elkhart – 7:00 p.m.

Time/Place

Board Members  
Present:

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

Carolyn R. Morris  
Dorisanne H. Nielsen  
Douglas K. Weaver

Roll Call

Absent:

Jeri E. Stahr

ECS Personnel Present:

David Bird  
Kim Boynton

Rob Haworth  
Doug Thorne

The Board met with members of the Elkhart City Council to discuss key initiatives of the Strategic Plan. Dr. Haworth, Superintendent of Schools, discussed the Strategic Planning steps taken so far. David Bird gave a presentation on School Without Walls and Kim Boynton presented early childhood educational programs.

Topics  
Discussed

The meeting adjourned at approximately 8:15 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Glenn L. Duncan, President

\_\_\_\_\_  
Carolyn R. Morris, Member

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Susan C. Daiber, Vice President

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Dorisanne H. Nielsen, Member

\_\_\_\_\_  
Karen S. Carter, Secretary

\_\_\_\_\_  
Jeri E. Stahr, Member

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

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
March 8, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
North Side PBIS	T-shirts will be purchased for the Million T-shirt March on May 6, 2016. Proceeds will be used for the Big 3 weekly give away for PBIS.	3/9/2016 - 3/30/2016	Tracey Miller
MHS Softball Team	Team members will be selling discount booklets for area businesses. Proceeds will be used to purchase equipment for the softball diamond and materials to improve the facility.	3/9/2016 - 3/21/2016	Craig Sears
Elkhart Academy - Tipton	A Nelson's chicken BBQ will be held. Proceeds will be used to fund the student activity fund for monthly incentive rewards.	4/29/2016	Scherri Ontiveros
Elkhart Academy - Tipton	A Hacienda Give Back Fiesta will be held at the Easy Shopping Place Hacienda. Proceeds will be used for the student activity fund for monthly incentive rewards.	3/29/2016	Scherri Ontiveros
Elkhart Academy - Tipton	Members will sell South Bend Cub tickets for the Saturday May 7th game. Proceeds will be used to fund the student activity fund for monthly rewards.	4/1/2016 - 5/6/2016	Scherri Ontiveros
	<b>Please note the following fundraiser is presented for confirmation only.</b>		



## **STUDENT EMAILS**

Elkhart Community Schools (“ECS”) students, in grades 3 through 12, may be provided with a school corporation electronic mail (“email”) account. The primary purpose of this account shall be for students to communicate with school staff, outside resources related to school assignments, and/or fellow students for education-related purposes. Limited occasional and reasonable personal use of the account is permitted, provided the use complies with applicable school policies and law, does not interfere with the email system, and does not disrupt the operation of the schools.

- A. All ECS-issued student email accounts are the property of the Elkhart Community Schools. Student use of their ECS email account must be in compliance with this policy, Board Policy IGBC, and all other policies adopted by ECS. Students and their parents/guardians accept all responsibility to understand school corporation policies related to the use of ECS provided technology and an ECS email account. Students are responsible for messages sent from their accounts and are not to share their passwords with anyone other than their parent/guardian.
- B. At the sole discretion of the Superintendent and within the bounds of applicable law, student email accounts, by grade level, may be granted “full access” privileges with the ability to communicate from and to most any email address on the Internet, may be granted “limited access” privileges which can only send and receive to other ECS accounts, or they may be granted some amalgam of the two, depending on the appropriateness to the grade levels of the students being served.
- C. Email sent or received is not confidential, and students should not have any expectation of privacy regarding the content their emails. While ECS does not make a practice of monitoring email, the administration reserves the right to retrieve and review the contents of user emails as necessary, including any which may already have been deleted by the sender and receiver. ECS may create filters to scan for and eliminate files and or messages which are unsafe or are unrelated to school operations.
- D. Accounts will be created at the time of student enrollment, or at any other reasonable time during the school year. When a student is first provided a school corporation email account, the student’s school shall provide the student and their parent/guardian information regarding how to access the account, safe use of email, and a copy of this policy. Thereafter, ECS shall provide information regarding student email annually in its Student/Parent Guide.
- E. Accounts will be suspended upon student graduation, withdrawal, or any other separation from enrollment. The district assumes no obligation to deliver or otherwise make available information that a student has stored in an email account once that student has separated from enrollment. Email from suspended accounts will be deleted regularly except in cases where the suspension of service was a result of misconduct for a student still enrolled or in cases where the information is subject to litigation hold. Any emails archived automatically by a system process will be kept for only thirty (30) days.
- F. Communication through the ECS email system will exhibit common sense and civility. Students are expected to report to a building administrator any unusual emails such as those which might be considered threatening, bullying, obscene, a violation of this school

policy, or an attempt to lure them into dangerous or illegal behaviors. Students should not forward chain letters, jokes, or graphics files. Students are not to disclose personally identifiable information such as home telephone numbers, cell phone numbers, or home addresses in emails.

- G. The use of the email system is a privilege and may be revoked by ECS when, in the sole judgment of the ECS, a student has used email in a manner which violates the terms of this policy or any other policy adopted by ECS, including but not limited to the Guidelines for Good School Order, Rules for Student Conduct, Bully Prevention Policy, and the ECS Non-Discrimination Policy.

**March 8, 2016**

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Central  
Class/Group: Athletes  
Number of Students: 2  
Date/Time Departing: 2-26-16 8:00 A.M  
Date/Time Returning: 2-27-16 10:00 P.M  
Destination: Indy City State  
Overnight Facility: Sleep Inn  
Mode of Transportation: CAR  
Reason for Trip: State Dine meet

Names of Chaperones: Tom Adams

Cost per Student: 0

Describe Plans for Raising Funds or Funding Source: N/A

Plans to Defray Costs for Needy Students: N/A

Are Needy Students Made Aware of Plans? N/A

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 2/24/16

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

Approval of Assistant Superintendent: [Signature] Date: 2/25/16

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Central H.S.

Class/Group: JAG - Chase Sanders

Number of Students: 1 - Chase Sanders (other students from other school districts competing)

Date/Time Departing: March 10th, 4 P.M. (after school)

Date/Time Returning: March 11th, 7 P.M.

Destination: Indianapolis, IN

Overnight Facility: Embassy Suites by Hilton - 3912 Vincennes Rd - Indianapolis

Mode of Transportation: Royal Excursion Bus

Reason for Trip: State JAG Career Development Conference  
Chase placed 2nd in regional competition in the  
"Creative Solutions" category. All 1st & 2nd place  
competitors at regional go onto state.

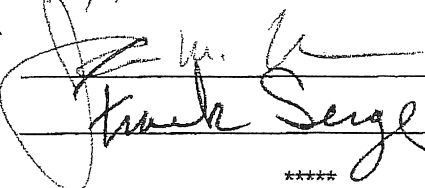
Names of Chaperones: Sarah Taylor (S.B. Washington), Brenda Yacum (Rochester)  
Julie Nyak (Christiana H.S.), Jordan Willsey (Coshen H.S.)

Cost per Student: No cost to the student - Work One covering expenses

Describe Plans for Raising Funds or Funding Source: N/A

Plans to Defray Costs for Needy Students: N/A

Are Needy Students Made Aware of Plans? N/A

Signature of Teacher/Sponsor: 

Signature of Principal: Frank Serge Date: 2/23/16

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

Approval of Assistant Superintendent: W. Meador Date: 2/25/16

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

**School:** Memorial and Central

**Class/Group:** ElkLogics Robotics Team

**Number of Students:** 35

**Date/Time Departing:** Group 1: 3/18/2016 3pm, Group 2: 3/19/2016 4:45am

**Date/Time Returning:** 3/20/2016 10pm

**Destination:** Warrent Central HS, Indianapolis, IN

**Overnight facility:** Quality Inn East, Indianapolis, IN **City** **State**

**Mode of transportation:** Activity Buses

**Reason for trip:** Robotics Competition

**Names of chaperones:** Nick Seidl and Ted Elli


**Cost per student:** \$45 to be charged to students

**Describe Plans for Raising Funds or Funding Source:** Collecting \$45 from each student, plus money in extra-curricular account from grants/donations.


**Plans to defray costs for needy students:** Supplement using money in extra-curricular account

**Are needy students made aware of plans?** Yes, they have been told to speak with Mr. Seidl or Mr. Elli privately to make arrangements

**Signature of Teacher/Sponsor:** 

**Signature of Principal:**  **Date:** 3/11/16

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

**Approval of Assistant Superintendent:**  **Date:** 3/11/16

**Approval by Board:** \_\_\_\_\_

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Area Career Center  
Class/Group: Skills USA  
Number of Students: 144  
Date/Time Departing: April 15<sup>th</sup> 7:00 AM  
Date/Time Returning: April 16<sup>th</sup> 11:00 PM  
Destination: Indianapolis Fair Grounds INDY IN  
City State  
Overnight Facility: Crowne Plaza  
Mode of Transportation: School Buses  
Reason for Trip: State Skills USA Contest

Names of Chaperones: See Attached

Cost per Student: \$55.00

Describe Plans for Raising Funds or Funding Source: Skills USA Budget

Plans to Defray Costs for Needy Students: \_\_\_\_\_

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 2-26-16

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

Approval of Assistant Superintendent: [Signature] Date: 3/1/16

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial

Class/Group: Speech Team

Number of Students: 2

Date/Time Departing: 11:30 ~~am~~ 3/11/16

Date/Time Returning: 12:00am 3/12/16

Destination: Fishers, ~~at~~ High School Fishers IN

Overnight facility: Hampton Inn Indianapolis - NE / Castleton  
City State

Mode of transportation: ~~Car~~ Mini bus pending certification

Reason for trip: State speech tournament

Names of chaperones: Kayla Lane

Kris Thomas - Bortley

Cost per student: \$0

Describe Plans for Raising Funds or Funding Source: Various fundraisers throughout the season

Plans to defray costs for needy students: ~~use speaker fee~~ No cost to students

Are needy students made aware of plans? yes

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 3-1-16

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

Approval of Assistant Superintendent: [Signature] Date: 3/3/16

Approval by Board: \_\_\_\_\_

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Central High School  
Class/Group: Gymnastics  
Number of Students: 10  
Date/Time Departing: 3-11-16 10:00 A.M  
Date/Time Returning: 3-12-16 10:00 P.M  
Destination: BALL STATE Muncie IU  
City State  
Overnight Facility: Hampton IU  
Mode of Transportation: BUS  
Reason for Trip: STATE MEET

Names of Chaperones: Kathy Krauter

Cost per Student: 0

Describe Plans for Raising Funds or Funding Source: Athletic Department

Plans to Defray Costs for Needy Students: N/A

Are Needy Students Made Aware of Plans? N/A

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: Frank Seige Date: 3/7/16

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

Approval of Assistant Superintendent: [Signature] Date: 3/7/16

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



**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

DATE: March 3, 2016  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**March 8, 2016 - Board of School Trustees Meeting**

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

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>EARLY CHILDHOOD ADMINISTRATORS CONFERENCE</b></p> <p>This conference will provide school administrators an opportunity to learn positive discipline techniques and cutting-edge early childhood research to create rewarding relationships and positive learning environments for all children.</p> <p>Indianapolis, IN            March 14 - 15, 2016 (2 day's absence)</p> <p style="text-align: center;">KATHY MENTZ - PACE (0-0)</p>	\$329.25	\$0.00
<p><b>STANDARDS IN ACTION - UNIT PLANNING</b></p> <p>This conference will provide an opportunity for educators to utilize resources from the WIDA ELD Standards Framework to plan student centered units of instruction which integrate content and language standards.</p> <p>Indianapolis, IN            March 16 - 18, 2016 (3 day's absence)</p> <p style="text-align: center;">KARLA REED - ROOSEVELT (0-0)            LINDA STOFKO - WEST SIDE (0-0)</p>	\$898.40	\$0.00
<p><b>NATIONAL ART EDUCATION CONFERENCE</b></p> <p>This conference will provide an opportunity for art teachers to learn fresh new ideas to incorporate into their lesson plans.</p> <p>Chicago, IL            March 17 - 18, 2016 (0-0)</p> <p style="text-align: center;">JENNIFER BARTH - HAWTHORNE (0-0)            TARA MIX - PINWOOD (0-0)</p>	\$1,278.00	\$380.00
<p><b>THE HOW AND WHY FOR DIFFERENTIAL DIAGNOSIS OF MOTOR SPEECH DISORDERS</b></p> <p>This conference will provide updates regarding differentiating the diagnosis of motor speech disorders and the factors which can influence speech production.</p> <p>South Bend, IN            March 18, 2016 (1 day's absence)</p>	\$407.00	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
ELIZABETH CAULEY - HAWTHORNE (1-1) NANCY HARPER - HAWTHORNE (1-1) CATHY MAMMOLENTI - OSOLO (1-1) SUSAN MOORE - CENTRAL/TIPTON (0-0) PAULINE REINKING - PINWOOD (2-3) JENNIE SIRI - RIVERVIEW (0-0) NICHOLE SWOAPE - ST. THOMAS (0-0) TERESA ZINICH - WOODLAND/ST. VINCENT (1-1)		
<b>INDIANA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION</b> This conference will provide information and updates regarding high school athletics. Indianapolis, IN March 20 - 22, 2016 (2 day's absence) PHYLLIS TUBBS - MEMORIAL (0-0)	\$395.00	\$0.00
<b>COMMISSION ON ADULT BASED EDUCATION CONFERENCE</b> This conference will provide an opportunity for educators to learn new best practices and receive targeted training from national level speakers regarding adult education. More than 200 sessions will be offered, providing valuable, state-of-the-art training for adult education educators. Dallas, TX April 11 - 13, 2016 (3 day's absence) ABIGAIL KASHMER BRADFORD - COMMUNITY EDUCATION (0-0) KIM DEHAVEN - COMMUNITY EDUCATION (3-1) ROBIN JOLGREN - COMMUNITY EDUCATION (0-0) KELLEY LIGHTNER - COMMUNITY EDUCATION (2-0) DARCEY MITSCHELEN - COMMUNITY EDUCATION (4-2)	\$4,267.42	\$0.00
	<b>\$7,575.07</b>	<b>\$380.00</b>
2015 YEAR-TO-DATE GENERAL FUNDS	\$15,398.78	\$1,500.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$404.00	\$170.00
2015 YEAR-TO-DATE OTHER FUNDS	\$155,180.16	\$7,820.00
2015 YEAR-TO-DATE ADJUSTMENTS	(\$3,878.00)	(\$140.00)
2016 YEAR-TO-DATE OTHER FUNDS	\$68,396.35	\$8,285.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$235,501.29</b>	<b>\$17,635.00</b>

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

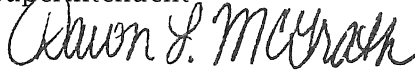
**ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana**

DATE: March 8, 2016

ADDENDUM

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath



RE: **Conference Leave Requests  
March 8, 2016 - Board of School Trustees Meeting**

The following requests for excused absences are recommended for approval:

2015-2016 CONFERENCES	Expenses	Substitutes
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>HIGH ABILITY WORKSHOP SERIES</b>  This series of workshops will provide information to help educators meet the needs of high ability students. Participants will incorporate best practices; apply strategies and techniques to differentiate instruction for high ability students; and collaborate with colleagues to design, develop, and implement practices for differentiating for high ability students.  Indianapolis, IN  March 8, March 22, and April 19, 2016 (3 day's absences)  JACKLIN BEARD-GREEN - BEARDSLEY (1-1) JULIE WILLIAMS - BEARDSLEY (1-1) ELIZA STOLTZFUS - BEARDSLEY (0-0) SHANNON WINGARD - BECK (0-0) SUSAN CORBETT - CLEVELAND (0-0) DODIE NORRIS - CLEVELAND (0-0) LINDSAY GAGYI - DALY (0-0) JEN MOHRBACH - DALY (0-0) CAMBRIA RIEF - EASTWOOD (0-0) DIONNE MCCASKLE - PINESWOOD (0-0) DOUGLAS HUNNINGS - RIVERVIEW (2-3) KENDRA WARDLAW - ROOSEVELT (1-2)	\$3,744.00	\$3,420.00
	<b>\$3,744.00</b>	<b>\$3,420.00</b>

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



**TO: DR. ROBERT HAWORTH**  
**FROM: MR. DOUGLAS THORNE**  
**DATE: MARCH 8, 2016**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

**Eric Menchinger                                  Beck/Grade 6                                  40 Years of Service**

b. **Death** – We regrettably report the death of the following employee:

**Mike Cebra                                  West Side/Language Arts**  
Deceased: 2/29/16                                  39 Years of Service

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

**Theresa Holmes                                  Beck/Grade 1**  
Begin: 8/2/16                                  End: 5/26/17

**Denise Ryno                                  Bristol/Grade 3**  
Begin: 8/2/16                                  End: 5/26/17

d. **Voluntary Leave** – We recommend a personal leave for the following employee:

**Allison Teich                                  Beck/Intervention**  
Begin: 8/2/16                                  End: 5/26/17

e. **Maternity Leave** – We recommend a maternity leave for the following employee:

**Helen Stegmann                                  Hawthorne/Intervention**  
Begin: 4/11/16                                  End: 6/1/16

f. **Parental Leave** – We recommend a parental leave for the following employees:

**Jennifer Aires                                  Memorial/Math**  
Begin: 8/2/16                                  End: 5/26/17

**Adria Anderson**  
Begin: 8/2/16

**Bristol/Kindergarten**  
End: 5/26/17

**Jill Coffman**  
Begin: 8/2/16

**Hawthorne/Grade 3**  
End: 5/26/17

**Brandy Hill**  
Begin: 8/2/16

**Roosevelt/Intervention**  
End: 5/26/17

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

**Sherri Holston**  
Began: 8/29/07

**Daly/Grade 4**  
Resign: 6/1/16

**Mary Shepperd**  
Began: 1/4/16

**Hawthorne/Special Education**  
Resign: 4/1/16

## CLASSIFIED

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

**David Campbell**  
Began: 1/5/16

**Transportation/Bus Helper**  
PE: 2/26/16

**Mack Jenkins**  
Began: 1/7/16

**Transportation/Bus Driver Unassigned**  
PE: 3/3/16

**Magdalena Lozano**  
Began: 1/11/16

**ESC/Classified Secretary**  
PE: 3/4/16

**Douglas May**  
Began: 1/7/16

**Transportation/Bus Driver Unassigned**  
PE: 3/2/16

**Leann Mehl**  
Began: 1/11/16

**Daly/Food Service**  
PE: 3/4/16

**Darcey Mitschelen**  
Began: 1/4/16

**Career Center/Adult Education Program Mgr**  
PE: 3/7/16

**Johns Nees**  
Began: 12/14/15

**Transportation/ Bus Driver**  
PE: 2/26/16

**Karen Nees**  
Began: 1/4/16

**Transportation/Bus Helper**  
PE: 2/26/16

**Rosa Miller Stump**  
Began: 1/4/16

**Transportation/Bus Driver Unassigned**  
PE: 2/26/16

**Cleve Shirley**  
Began: 1/7/16

**Transportation/Bus Driver Unassigned**  
PE: 3/3/16

**Lindsey Walters**  
Began: 1/4/16

**West Side/Paraprofessional**  
PE: 2/26/16

- b. **Retirement** – We report the retirement of the following classified employee:

**Kenneth Barnes**  
Began: 3/29/99

**Riverview/Custodian**  
Retire: 2/19/16  
16 Years of Service

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

**Mary Downing**  
Began: 1/5/15

**Monger/Nurse**  
Resign: 3/4/16

**Joseph Fox III**  
Began : 9/6/06

**Tipton/Paraprofessional**  
Resign: 4/1/16

**Nicole K. Harris**  
Began: 11/2/15

**Roosevelt/Custodian**  
Resign: 2/22/16

**Richard Mendez**  
Began : 11/3/14

**Career Center/Jr ROTC Program Mgr.**  
Resign: 6/1/16

**Steve Stacy**  
Began: 12/24/12

**ESC/Tech Advanced Support II**  
Resign: 3/11/16

**Mindy Szyarto**  
Began: 2/21/14

**Memorial/Food Service**  
Resign: 2/19/16

**Debra Watson**  
Began: 10/26/15

**Roosevelt/Food Service**  
Resign: 3/14/16

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

**Angela Williams**  
Begin: 3/7/16

**Bristol/Food Service**  
End: 4/15/16



PERSONNEL DEPARTMENT

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: W. DOUGLAS THORNE**  
**DATE: MARCH 8, 2016**

**ADDENDUM TO PERSONNEL REPORT**

**Certified**

- a. **Retirement** – We report the retirement of the following employee effective February 26, 2016:

**Malina Kleepbua      Osolo/Grade 2      15 Years of Service**

**Classified**

- a. **Rescission of a Resignation** – We recommend acceptance of the rescission of a resignation for the following employee:

**Mary Downing                      Monger/Nurse**  
**Began: 1/5/15                      Resign: 3/4/16**