

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

May 24, 2016

CALENDAR

May	24	5:30 p.m.	Public Work Session, Riverview Elementary School
May	24	Immediately following	Executive Session, Riverview Elementary School
May	24	7:00 p.m.	Regular Board Meeting, Riverview Elementary School
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

- 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. BUILDING REPORT
 - Building Energy Report – Ted Foland
 - Barb Cripe - Principal
- F. MINUTES -
 - May 10, 2016 – Public Work Session
 - May 10, 2016 – Regular Board Meeting
 - May 17, 2016 – Public Work Session
- G. TREASURER'S REPORT
 - Consideration of Claims
 - Financial Report – January 1, 2016 – April 30, 2016
 - Fund Loans – The Business Office reports on fund loans made at the end of April 2016.

Budget Timeline – A timeline for the 2017 Budget is provided for Board review.

Meal Prices – The administration recommends Board approval of meal prices for the 2016-2017 school year.

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

H. NEW BUSINESS

Student Services – Beardsley/Samaritan Center

Instructional Leadership – Library to Learning Commons

Elkhart Public Library Board Appointment

Board Policy DP – Materiality and Process for Reporting Material Items - The administration presents proposed new Board Policy DP – Materiality and Process for Reporting Material Items, for initial consideration.

Grant Approval – The administration recommends approval for the submission of a grant application to Scholastic Reading Club for a 2016 Patterson Partnership grant from Pierre Moran Middle School.

Grant Confirmation – The administration seeks Board confirmation of a grant submitted to the Indiana Department of Homeland Security for a Secured School Safety Grant FY 2017 from ECS.

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

I. 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.

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT



BRISTOL ELEMENTARY SCHOOL

705 INDIANA STREET • BRISTOL, IN 46507

PHONE: 574-848-7421



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 5/13/16
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Jill Balcom
RE: Donation Approval

Bristol Elementary has received a donation from Robert Weed Plywood in the amount of \$971.59. The monies will be used for our PBIS student incentives and for additional student needs (shoes, socks, etc.).

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:

Robert Weed Plywood
705 Maple Street
Bristol, IN 46507



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: MAY 17, 2016

RE: DONATION APPROVAL - EACC

Jeff Lawler, on behalf of MacAllister Machinery, has donated two Caterpillar Model C3.4 diesel engines, with an approximate combined value of \$1,200.00, to be used in our diesel services technology class.

Pete Lestinsky, diesel services technology instructor, reports that these engines will be useful in our diesel program 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:

Jeff Lawler
Product Support Branch Manager, South Bend
MacAllister Machinery
25734 State Road 2
South Bend IN 46619



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK DRB

DATE: MAY 17, 2016

RE: DONATION APPROVAL - EACC

Jeff Lawler, on behalf of MacAllister Machinery, has donated 232 service and parts manuals along with 4 turbochargers (total estimated value is \$5,820) to be used in our diesel services technology class.

Pete Lestinsky, diesel services technology instructor, reports the manuals will be used for soft skills training while the turbochargers will be used by students in the lab for teardown, inspection and reassembly training.

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:

Jeff Lawler
Product Support Branch Manager, South Bend
MacAllister Machinery
25734 State Road 2
South Bend IN 46619



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: MAY 17, 2016

RE: DONATION APPROVAL - EACC

Mike Dobrzeniecki has donated a 1992 International 1000 Series truck (VIN#1HTMGZPM9NH430874) with an approximate value of \$4,500.00 to be used in our diesel services technology class.

Pete Lestinsky, diesel services technology instructor, reports that this vehicle will be useful in our diesel program 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:

Mike Dobrzeniecki
PO Box 46
Panama City Beach FL 32408



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: May 10, 2016
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Anthony England, Assistant Superintendent of Student Services
RE: Donation Approval

We would like to acknowledge the donation of \$1,025.00 worth of gift cards from School Health Corporation. They will be applied to a recent order that was placed.

These gift cards were donated due to the volume of business we do with School Health Corporation. Deborah Canfield, school nurse from Elkhart Memorial High School, is responsible for ordering nursing supplies for all our schools.

I am requesting approval from the Board of School Trustees to accept this donation from School Health Corporation and that an appropriate letter of acknowledgement and appreciation be sent to both School Health Corporation and Deborah Canfield.

School Health Corporation

ATTN: Mr. Greg Barca

865 Muirfield Dr.

Hanover Park, IL 60133

Deborah Canfield

51061 County Road 11

Elkhart, IN 46514



ELKHART MEMORIAL HIGH SCHOOL

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: May 20, 2016
TO: Dr. Rob Haworth
Board of School Trustees
RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$18,820.00 to the Memorial Athletic Department. This donation will be given to the Athletic Department as displayed in the chart below. Monies will go towards the purchase of various items in each sport program as requested by the coaches and Athletic Department.

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:

Elkhart Memorial High School Athletic Booster Club
C/O Mike Lapczynski, EMHS ABC Treasurer
30580 Quail Pointe Dr.
Granger, IN 46530

Allocations:		Description of Items Requested
Athletic Dept	\$ 2,000.00	Softball & Baseball Dugout completion
Athletic Dept	\$ 2,500.00	Golfcart
Athletic Dept	\$ 1,000.00	Sink well and labor in training room
Athletic Dept	\$ 500.00	Update college commitment corner pictures for 2016
Athletic Dept	\$ 500.00	Motivational signs/pictures for hallways
Athletic Dept	\$ 300.00	4 coffee pots for concessions
:Mens Sports:Baseball	\$ 500.00	Skinny L-Screen, Catch Net (covers the balance)
:Mens Sports:Basketball	\$ 500.00	Portable scoreboard with stand
:Mens Sports:Football	\$ 1,000.00	2 mini ipads
:Mens Sports:Soccer	\$ 1,920.00	6 small sided practice goals for training
:Mens Sports:Tennis	\$ 700.00	Court time & 5 cases of tennis balls
:Mens Sports:Track	\$ 1,300.00	Vault trainer, 2 poles
:Mens Sports:Wrestling	\$ 2,000.00	Wrestling mat
:Womens Sports:Basketball	\$ 2,400.00	Summer tourney costs, Evan Sharpley training
:Womens Sports:Cheerleading	\$ 300.00	Towards cheer mat
:Womens Sports:Golf	\$ 500.00	Team jackets
:Womens Sports:Tennis	\$ 100.00	Cover remaining amount asked (\$620 donated)
:Womens Sports:Volleyball	\$ 800.00	Varsity warm ups (covers the balance)
Total to allocate for sports	\$ 18,820.00	





STUDENT SERVICES

PHONE: 574-262-5540

ELKHART COMMUNITY SCHOOLS

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

DATE: May 13, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Anthony England, Assistant Superintendent of Student Services

RE: Donation Approval

I am requesting approval from the Board of School Trustees to accept a donation of \$550.00 from the Indiana Association for the Education of Young Children for payment of our National Association for the Education of Young Children fees for the Teenage Parent Program (TAPP). Please send an appropriate letter of acknowledgement and appreciation to:

Mr. Mike Bachman, Senior Director
Program Development
Indiana AEYC
4755 Kingsway Drive, Suite 107
Indianapolis, IN 46205



Indiana Association
for the Education of
Young Children, Inc.

May 4, 2016

Elkhart Community Schools – Teenage Parent Program
Tammara Obendorf
2424 California Road
Elkhart, IN 46514

Dear Ms. Obendorf,

Congratulations! Your application for payment of National Association for the Education of Young Children (NAEYC) Accreditation fees has been reviewed and accepted for funding for your Annual Report. The check, along with your Annual Report paperwork, will be mailed to NAEYC. It is recommended that you contact your counselor at NAEYC's Accreditation Program Support department at (800) 424-2460 within 2-3 weeks to be sure the paperwork has been received.

The Indiana Association for Education of Young Children, Inc. commends you for making the commitment to participate in the NAEYC accreditation process. We recognize this is a substantial commitment of time, energy, and resources and are proud to support you in these efforts. Young children and families you serve are the true beneficiaries of your dedication to the accreditation process.

We are very interested in assisting you in the accreditation process. If you have any questions regarding the Indiana Accreditation Project, please do not hesitate to contact your coach, Betsy Hostetler (bhostetler@iaeyc.org), or me.

Sincerely,

Mike Bachman, Senior Director
Program Development
mbachman@iaeyc.org
317-356-6884
800-657-7577
Fax 317-259-9489

The Indiana Accreditation Project at the Indiana Association for the Education of Young Children, Inc. receives funding, in part, from the Bureau of Child Care, Division of Family Resources, Indiana Family and Social Services Administration

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

May 17, 2016
(Date)

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

Number of Staff: 2 Administrators, 32 Certified Staff, 23 Classified Staff

Enrollment: 395 Total, 48% White, 10% Black, 31% Hispanic, 0% Asian/Pacific Is., 0% Amer. Indian, 11% Multi Racial, 5/17/16 As of Date

Previous Year Stability Rate: 77%
Stability percentage is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.

Parent Involvement: % of Families Represented in PTA/PTO

Special Education: 2 Mild Intervention Teachers; 1 Intense Interventionist; 1 Speech Pathologist

% on Free Lunches: 57.5, % with Reduced Lunches: 12.5

Breakfast Program: 164 Average Daily Participation

- Special Programs
 - Special curriculum features
 - Awards/honors
- Riverview is an "A" school for 3 years now. Our teachers have been working on Project Based Learning through our "Water is Life" theme which springs from the work of Monique Harris in Haiti. Received an EEF grant for jerry cans to enhance our mission of making students aware of global issues around water resources. Riverview receives great support from Trinity Methodist Church, McCoy Baptist, Encounter Church and Lifeline.

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

Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	ISTEP Math Computation	Objectives: 1 Strategies: 1 Activities: 1	Academic	\$0
2	Improved passing rates on ELA portion of ISTEP.	Objectives: 1 Strategies: 1 Activities: 1	Academic	\$0

Goal 1: ISTEP Math Computation

Measurable Objective 1:

A 10% increase of Third, Fourth, Fifth and Sixth grade students will increase student growth math computation in Mathematics by 02/15/2017 as measured by ISTEP Math Applied Skills.

Strategy 1:

Increased Problem Solving - Teachers will do problem solving four times per month with one of those using the poster method of problem solving. Students will write to explain their thinking with each problem. ISTEP rubrics will be used for teachers students to monitor their performance.

Research Cited: Non-fiction writing and writing to explain has been shown to increase student understanding.

Evidence of success: Problem solving data kept by teachers and performance increase on ISTEP Applied Skills.

Activity - Professional Development	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Teachers will meet with lead math teachers to review problem solving strategies.	Professional Learning	09/05/2016	10/05/2016	\$0	No Funding Required	Principal, Dean, Primary and Intermediate Math Leaders

Goal 2: Improved passing rates on ELA portion of ISTEP.

Measurable Objective 1:

90% of Third, Fourth, Fifth and Sixth grade students will demonstrate a proficiency as measured by ISTEP+ ELA. in English Language Arts by 05/31/2016 as measured by ISTEP ELA.

Strategy 1:

Increased Daily Writing - Students will increase writing in response to literature and non-fiction text using daily quick writes.

Research Cited: Increased focus on writing increases comprehension.

Evidence of success: Monthly writing project scores, ISTEP Applied Skills, easyCBM Reading Assessments, NWEA Reading and Language

Activity - Response to Literature and Non-Fiction Text	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Teachers will model responses to reading using technology or chart paper.	Direct Instruction	09/01/2015	05/27/2016	\$0	No Funding Required	All teachers

ELKHART COMMUNITY SCHOOLS

ISTEP+ Percentage of Students Passing

(Undetermined and IMAST scores have been excluded)

	2009	2010	2011	2012	2013	reorg	2014	2015
RIVERVIEW								
% on Free/Reduced Lunch	65	70	66	66	67	N/A	70	
% English as a Second Language	22	21	21	22	17	N/A	22	
Grade								
3	59	61	75	70	63	64	79	65
Mathematics	71	68	69	60	64	69	79	49
4	71	62	58	83	91	87	83	73
Language Arts	60	62	44	85	80	79	80	85
Mathematics								
5	63	53	55	67	85	78	78	64
Language Arts	68	64	85	64	87	93	86	67
Mathematics								
6	67	41	62	54	74	64	83	49
Language Arts	70	52	70	75	72	75	90	40
Mathematics								
All Grades	65	55	63	69	79	73	81	63
Language Arts	67	62	69	72	76	79	84	59
Mathematics								

Yellow highlighting indicates passing rate at or above 70%.

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

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

RIVERVIEW ELEMENTARY SCHOOL

2509 Wood Street, Elkhart, 46516

Phone: 295-4850

Fax: 295-4901

Principal

Barb Cripe

Jacque Taylor, Head Secretary

Academic Dean

Rhiannon Harrison

Kayla Stafford, Assistant Secretary

Kindergarten

Lesley Davis

Allison Fites

Jennifer Wagtowicz

First Grade

Luann Burlingame

Kaleigh Kazmierczak

Molly Wain

Second Grade

Heather Duncan

Janelle Hostetler

Sarah Wise

Third Grade

Kathy Beuter

Kerry Mullet

Kellie Wheeler

Fourth Grade

Tracy Borger

Kim Ewen

Kayla Freeze

Fifth Grade

Dawn Bardo

Esther Maddimadugu

RIVERVIEW ELEMENTARY - Continued

Sixth Grade

Douglas Hunnings
Angela McMahon

ESL

Kelley Hunnings

Special Education

Teri D'Hoore
Nancy Sanders
Savannah Smith

Mild Interventions
Mild Interventions
Intense Interventions

Intervention Teacher

Andrea Holtz

Art

Carol Mohrman

Physical Education

Endesha Bonner
Judy Johnston

Nurse

Barb Estrup

Music

Jeanette Sagaresee

Psychologist

Lisa Ward

Social Worker

Emily Lewandowski

Speech Pathologist

Megan Hunsberger

RIVERVIEW ELEMENTARY - Continued

Behavior Support

Sandra Zajac

Parent Support

Cindy Gilbert

Paraprofessional and Technical Assistants

Linda Brewer
Priscilla Brown
Sherry Burton
Leah Gregory
Teresa Hobson
Donna Johnson
Barb McGough
Tasha Miller
Lindsay Pence
Joanne Scheetz
Michael Schmidt

Intense Interventions Paraprofessional
ESL Paraprofessional
Mild Interventions Paraprofessional
Instructional Paraprofessional
Library Paraprofessional
Instructional Paraprofessional
Mild Interventions Paraprofessional
Instructional Paraprofessional
Instructional Paraprofessional
Intense Interventions Paraprofessional
Keyboarding Paraprofessional

Cafeteria

Jerry Alexander
Cindy Berry-Alexander
Nichole Houser
Lisa Johnson
Hua Metzcus
Sarah Sanders

Custodians

Monique Harris
Kenneth Barnes

Head Custodian

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

Elkhart Community Schools
Elkhart, Indiana

May 10, 2016

J. C. Rice Educational Services Center, 2720 California Rd, 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:

Jean Creasbaum
Tony England
Tony Giansi
Shawn Hannon

Doug Hasler
Rob Haworth
Doug Thorne
Dee Wappes
Bob Woods

The Board heard a presentation from Shawn Hannon, Dee Wappes and Jean Creasbaum on the preliminary IREAD data, waivers, and remediation offered prior to the next testing period; and agenda items for the regular Board meeting.

Topics
Discussed

The meeting adjourned at approximately 6:05 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 10, 2016

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – at 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 Douglas K. Weaver
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Roll Call

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. Central High School (CHS) was represented by Noah Yoder, a junior involved in the National Honor Society as co-president, student council as vice-president, and band. He reported on ISTEP testing, sports including Emily Decker’s success in the shot put, and the upcoming NIC girls/boys track meet. Mr. Yoder announced Central met their goals for Project Y by completing over 300 hours of tutoring at Beardsley to help prepare third grade students for the IREAD testing, meeting the \$10,000.00 goal for scholarship, and the success of the unified track meet. Stephen Tefft, a senior, represented Memorial High School (MHS). Mr. Tefft is president of SSAC, in the National Honor Society, student council, and captain of the tennis team. He thanked the staff at Woodland for helping them reach and exceed their goal of \$10,000.00 and scholarship applications will be reviewed next week. Mr. Tefft reported on the upcoming Memorial vs. Central golf match, ECA testing, and a car being donated from Lochmandy Motors for the perfect attendance drawing.

SSAC Representatives

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$5,000.00 from the Blazer Club and \$500.00 from Heart City Automotive Group to Central’s athletic department; and \$500.00 from Matthew and Amanda Menchinger for teachers to obtain miscellaneous school supplies at Mary Beck Elementary.

Gift Acceptance

<p>By unanimous action, the Board approved the following minutes: April 26, 2016 - Regular Board Meeting April 26, 2016 - Public Work Session</p>	Approval of Minutes
<p>By unanimous action, the Board approved payment of claims totaling \$6,770,525.97 as shown on the May 10, 2016, claims listing. (Codified File 1516-125)</p>	Payment of Claims
<p>By unanimous action, the Board adopted a resolution authorizing the use of the design-build process for construction of improvements at Beardsley. In response to Board request, Doug Hasler, executive director of support services, explained the design-build process for those in attendance. (Codified File 1516-126)</p>	Resolution
<p>By unanimous action, the Board approved extra-curricular purchases for MHS orchestra to purchase two Apple televisions and one iPad Pro for \$897.00; and MHS orchestra to purchase food in Chicago for \$1,154.38.</p>	Extra Curricular Purchases
<p>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 1516-127)</p>	Fundraiser Approval
<p>By unanimous action, the Board untabled and approved a Memorandum of Understanding (MOU) with Vincennes University regarding early college opportunities for Elkhart Area Career Center (EACC) students. The MOU was revised per recommendations at the Board's April 24th meeting. (Codified File 1516-128)</p>	Memorandum of Understanding
<p>By unanimous action, the Board approved proposed revisions to Board Policy IF – Curriculum Development, as initially presented at the Board's April 24th meeting.</p>	Board Policy IF
<p>By unanimous action, the Board approved proposed revisions to Board Policy IG – Instructional Program Development, as initially presented at the Board's April 24th meeting.</p>	Board Policy IG
<p>The Board accepted proposed revisions to Administrative Regulation IG-(1) – Instructional Cycle, as initially presented at the Board's April 24th meeting.</p>	Administrative Regulation IG-(1)
<p>By unanimous action, the Board approved proposed revisions to Board Policy IGBB – Programs for High Ability Students, as initially presented at the Board's April 24th meeting.</p>	Board Policy IGBB
<p>The Board accepted proposed revisions to Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students. Per request of the Board at the April 24th meeting, further clarification was added to the Regulation.</p>	Administrative Regulation IGBB

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy GDBA-1 – Food Service Employees’ Compensation Plan	Board Policy GDBA-1
By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy GDBA-10 – Employees in Miscellaneous Positions Compensation Plan.	Board Policy GDBA-10
By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy GDBA-12 – Employees in Technology Services Positions Compensation Plan.	Board Policy GDBA-12
By unanimous action, the Board confirmed the submission of a grant application to the Indiana Department of Criminal Justice for a Safe Haven grant for Bullying Prevention from ECS. (Codified File 1516-129)	Grant Approval
By unanimous action, the Board confirmed the submission of a grant application submitted to the Community Foundation of Elkhart County for a Project Y grant from ECS. (Codified File 1516-129)	Grant Confirmation
By unanimous action, the Board approved overnight trip requests for Memorial’s marching band to travel to Speedway, IN on May 27 thru May 29 for Indy 500 Parade performance; and for 7 th and 8 th grade social studies students from West Side Middle School to travel to Washington, DC during Fall Break of 2016 to learn, explore and discover the nation’s capitol.	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 May 10, 2016 listing and addendum. (Codified File 1516-130)	Conference Leaves
By unanimous action, the Board approved the following personnel recommendations of the administration:	Personnel Report
<p>Employment of the following seven (7) certified staff members for the 2016-2017 school year:</p> <ul style="list-style-type: none"> Mary Boehman - world language at Memorial Elizabeth Franks-North - language arts at West Side Hillary Harder - music at Roosevelt Joshua Hren - music at Memorial Rebecca Kmita - psychologist, location to be determined Wesley Molyneaux - coordinator of technology integration Laura Stauffer – American Sign Language at Central/Memorial 	Certified Employment
Resignation of certified staff member Nia Mathews, Grade 1 at Monger, effective 6/1/16.	Certified Resignation
Retirement of certified staff member Rita Raval, world languages at Memorial, at the end of the 2015-16 school year, with 40 years of service.	Certified Retirement

<p>Regular employment of the following seven (7) classified employees, who have successfully completed their probationary periods, on dates indicated:</p> <ul style="list-style-type: none"> Mariana Aguilar - food service at Beck/Monger, 5/2/16 Domenick Butler - custodian at Roosevelt, 5/9/16 Derrick Johnson II - paraprofessional at Beardsley, 5/2/16 Scott Laird - support tech I at ESC, 5/10/16 Tyresha Peoples - food service at Memorial, 5/10/16 Byron Swartzentruber - paraprofessional at Memorial, 5/10/16 Michelle VanArsdale - food service at Pierre Moran, 5/9/16 	<p>Classified Employment</p>
<p>Retirement of the following three (3) classified employees on dates indicated, with years of service in parenthesis:</p> <ul style="list-style-type: none"> Julie Hinzmann, social worker at Daly, 6/3/16 (27) Peggy North, bus helper at Transportation, 6/1/16 (14) Julie Woodiwiss, secretary at Woodland, 6/9/16 (17) 	<p>Classified Retirement</p>
<p>Resignation of the following six (6) classified employees effective on dates indicated:</p> <ul style="list-style-type: none"> Joseph Fox III - paraprofessional at Tipton, 4/1/16 Lawrence Friesner - bus driver at Transportation, 4/27/16 Jalisa Gates - bus helper at Transportation, 4/22/16 Shannon Link - secretary at Daly, 6/1/16 Tonya Miles - food service at Beardsley, 5/9/16 Shirley Robinson - bus helper at Transportation, 6/1/16 	<p>Classified Resignations</p>
<p>Termination of classified employee Sandra Heckathorn, bus driver at Transportation, in accordance with Board Policy GBEB, Section II (B).</p>	<p>Classified Termination</p>
<p>Administrative appointments of Jill Balcom, principal at Bristol and Rhiannon Harrison, assistant principal at Central.</p>	<p>Administrative Appointments</p>
<p>An agreement regarding retirement eligibility.</p>	<p>Agreement</p>

The meeting adjourned at approximately 7:40 p.m.

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

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

May 17, 2016

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

Time/Place

Board Members

Present:

Glenn L. Duncan

Susan C. Daiber

Karen S. Carter

Carolyn R. Morris

Dorisanne H. Nielsen

Jeri E. Stahr

Roll Call

Absent

Douglas K. Weaver

ECS Personnel Present: Doug Thorne

The Board met to review proposed bylaws and revisions to the policies adopted for Elkhart Community Schools.

Topics Discussed

The meeting adjourned at approximately 8:50 a.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

ACCOUNT BALANCES/INVESTMENT DETAIL

APRIL 2016

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	11,180,602.48
Lake City Bank - Merchant Account	969,413.04
Teachers Credit Union	2,826,274.19
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(78,644.53)
Change Fund	2,110.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,693,568.39
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	712,210.04
Lake City Bank - Flex Account	58,486.78
Teachers Credit Union-Payroll Account	50,237.68
Teachers Credit Union - Flex Account	11,659.13

INVESTMENTS:

Lake City Bank Certificate of Deposit	0.00
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\$ 17,833,837.20



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: Mr. Douglas A. Hasler
FROM: Tracey Bolin
DATE: April 30, 2016

LOANS – ONE FUND TO ANOTHER

The following loans were made on 04/30/16:

\$271,000 to Fund 0160 Referendum Tax Levy Fund from Fund 0100 General Fund

\$250,000 to Fund 0410 Transportation Operating Fund from Fund 0100 General Fund

ELKHART COMMUNITY SCHOOLS

2017 BUDGET TIMELINE *Tentative*

June 28, 2016	Budget Draft Review (Debt Service Fund, Pension Debt Service Fund, Referendum Debt Service Fund, Capital Projects Fund, Transportation Operating Fund, Bus Replacement Fund, Referendum Operating Fund and proposed plans for Capital Projects and Bus Replacement) @ 7:00 a.m. Work Session
July 26, 2016	Budget Draft Review (General Fund and updates for other funds) @ 7:00 a.m. Work Session
August 22, 2016	Provide Notice of Public Hearing for proposed Capital Projects Plan and Bus Replacement Plan to Newspapers
August 22, 2016	Submit Budget Notice to Taxpayers through Gateway (DLGF) System (September 13 th is the last day to submit such notice)
August 23, 2016	Present 2016 Budget, Bus Replacement Plan, CPF Plan Forms 1 - 5 to Board Approval from Board to Advertise 2016 Budget, Bus Replacement Plan, CPF Plan Approval to Hold Public Hearing on Budget, Bus Replacement Plan, CPF Plan
August 26, 2016	Notice of Public Hearing (of proposed Capital Projects Plan and Bus Replacement Plan) (Must be at least 10 days before the Public Hearing)
September 13, 2016	Public Hearing – Budget, Bus Replacement Plan, CPF Plan (Last day for public hearing on budget October 22nd)
September 27, 2016	Board Adoption (Last day for budget, CPF, and Bus Replacement Plan adoption, November 1st) Resolution – Adopt 2016 Budget Resolution – Adopt 2016 School Bus Replacement Plan Resolution – Adopt 2016 CPF Plan
September 30, 2016	Adopted, signed copies of Budget/Capital Projects Fund Plan to County Auditor: 2 sets, including 1 set Original Proofs of Publication
September 26, 2016	Publish Notice of Adoption of CPF Plan
October 7, 2016	Obtain County Auditor Certificate of No Remonstrances Concerning CPF Plan

May 16, 2016

To: Rob Haworth & Board of School Trustees
From: Pam Melcher
Re: Recommendation for School Meal Price Increase

The new target Paid Lunch Equity (PLE) price for the 2016-17 school year is \$2.78. Using the Price Adjustment Calculator we are required to adjust our weighted average lunch price by 10 cents.

I will be recommending your approval of the 2016-2017 meal pricing list below in the May 24th Board meeting. If you have any questions concerning the proposed pricing prior to Tuesday night please contact me at 262-5551.

<u>Breakfast</u>	<u>2015/2016</u>	<u>2016/2017</u>
Elementary	\$1.45	\$1.55
Secondary	\$1.70 Middle School \$1.70 High School	\$1.75 Middle School \$1.80 High School
Reduced	\$0.30	\$0.30
Elementary Staff	\$2.05	\$2.15
Secondary Staff	\$2.40 Middle School \$2.45 High School	\$2.50 Middle School \$2.55 High School
Milk	\$.65	\$.65
<u>Lunch</u>	<u>2015/2016</u>	<u>2016/2017</u>
Elementary	\$2.35	\$2.45
Secondary	\$2.60 Middle School \$2.70 High School	\$2.70 Middle School \$2.80 High School
Reduced	\$0.40	\$0.40
Elementary Staff	\$3.30	\$3.40
Secondary Staff	\$3.70 Middle School \$3.75 High School	\$3.80 Middle School \$3.85 High School
Milk	\$.65	\$.65

Elkhart Community Schools
Proposed School Fundraising Activities
May 24, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
North Side National Junior Honor Society	NJHS will host carnival like activities where students can buy tickets to participate in such activities as tug-o-war, 3 point shoot out, teacher pie in the face etc. Proceeds will go to the mother of an NJHS parent going through chemotherapy.	6/1/2016	Jeremy Ruff
Memorial Volleyball and Girls Golf	5 gallon containers of laundry detergent and dish soap will be sold as well as large trash cans. Proceeds will be used toward player packages that include team shoes, practice shirts and other team apparel.	7/11/2016 - 8/15/2016	Jacquie Rost and Todd King
	Please note the following fundraiser is presented for confirmation only.		



ELKHART PUBLIC LIBRARY

Administration
300 South Second Street
Elkhart IN 46516
(574) 522-3333

RECEIVED
MAY 03 2016

ELKHART COMMUNITY SCHOOLS
SUPERINTENDENT'S OFFICE

Dr. Robert Haworth, Superintendent
Elkhart Community Schools
J. C. Rice Educational Services Center
2720 California Road
Elkhart, IN 46514

April 27, 2016

Dear Dr. Haworth:

The Elkhart Public Library Board of Trustees respectfully recommends the reappointment of Mr. Clarence Thomas to the Library Board of Trustees for a term of four years, July 1, 2016, through June 30, 2020.

Mr. Thomas was appointed to complete the term of Krystal Anderson, and is eligible for reappointment. He has asked me to convey to you his request for reappointment for another term.

I have enclosed the required form. Please complete the appointment portion of the form and send it to this office. The oath of office section can be completed here.

Thank you for your attention to this matter. Please feel free to call me if you have any questions.

Sincerely,

Lisa Guedea Carreno, Director

CERTIFICATE OF APPOINTMENT Public Library Board Member



Form for Class I Libraries
State Form 31873 (R4/11-05)

I/We, Glenn L. Duncan,
name(s) of official(s)
President, of
title(s)
Board of School Trustees, Elkhart Community Schools
name of appointing authority(s)
of Elkhart, Indiana,
municipal corporation(s)

hereby certify that on the 24th day of May, 2016 I/we have duly appointed

Clarence Thomas to the Elkhart Public

Library Board for a term of four (4) years, said term to end the 30th day of June, 2020

Witness my hand and seal this 24th day of May, 2016.

signature of appointing official or attesting officer

(additional line for signatures if joint appointments occur)

OATH OF OFFICE

STATE OF INDIANA)
) SS
_____) COUNTY)

I, _____, do hereby solemnly swear that I will support the Constitution
name of appointee
of the United States and the Constitution of the State of Indiana and to the best of my ability I will faithfully and
impartially discharge the duties and accept the responsibilities of a member of the Library Board of the _____
Public Library, and that I will observe and obey all the laws relating to said
office now in force or which may hereafter be enacted during my term of service, so help me God.

signature of appointee

Subscribed and sworn to before me this _____ day of _____,
My commission expires

File one copy with library, one copy with circuit court clerk within 30 days of taking oath.

IC 36-12-2-19 states:

“An appointing authority under this chapter shall issue to each appointee to a library board a signed certificate of appointment. Within ten (10) days after the receipt of the certificate of appointment, the appointee shall take an oath of office, before any person authorized by law to administer the oath, to the effect that he will faithfully discharge his duties to the best of his ability. The appointee shall file the certificate of appointment and the endorsed oath with the records of the public library, which shall be preserved as a public record.”

See also IC 5-4-1-1.2, IC 5-4-1-4

** If to complete an unexpired term, insert the correct length of time.



ELKHART COMMUNITY SCHOOLS

★★★★★★★★★★★★★★★★★★

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

**TO: BOARD OF SCHOOL TRUSTEES
SUPERINTENDENT HAWORTH**

**FROM: DEBORAH S. SHOUP, CPA
SUPERVISOR OF ACCOUNTING, AUDITING, AND INVESTMENT**

DATE: MAY 20, 2016

RE: STATE BOARD OF ACCOUNTS MATERIALITY POLICY

The State Board of Accounts has advised the schools of the requirement to adopt a policy on materiality with regards to losses incurred by the school district and the procedures to be put in place if and when this event occurs.

Attached is a policy on materiality which is required to be passed before June 30, 2016.

Please consider passing the attached policy to comply with IC 5-11-1-27.

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.

May 24, 2016



DATE: 05/10/2016

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

FROM: Mary Gensel, Media Specialist,

SCHOOL /ENTITY APPLYING: Pierre Moran Middle School Media Center

GRANT TITLE: The 2016 Patterson Partnership

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO: Scholastic Reading Club

GRANT AMOUNT: \$4647 ,Scholastic

GRANT SUBMISSION DEADLINE: 05/31/2016

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *Cindy Bonner*

EXPLANATION OF GRANT:

Scholastic Reading Club and James Patterson have teamed up to donate grants to "All schools in the U.S. that serve students from PreK through grade 12 are eligible, including previous applicants and winners from James Patterson's 2015 pledge to school libraries". The Pierre Moran Middle School Media Center is applying to expand two sections of the library: graphic novels and Spanish language books.

IF PART OF GRANT, NOTIFY:

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

SUSTAINABILITY PLAN:

Currently, this grant will cover needed books for graphic novels in the library and begin to update the Spanish section. With the graphic novels, the grant will update the section and the rest will most likely be absorbed into the budget. However, the Spanish section will continue to need updating. The media center will continue to increase its fundraising efforts for this section so as to best serve the student community.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

Pierre Moran Middle School Media Center/Graphic Novels and Spanish Language Books

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Mary Gensel, Media Specialist

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



DATE: 5/10/2016

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

FROM: Kimberly Boynton

SCHOOL /ENTITY APPLYING: District

GRANT TITLE: Secured School Safety Grant FY 2017

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO: Indiana Department of Homeland Security

GRANT AMOUNT: \$50,000 GRANT SUBMISSION DEADLINE: 5/13/2016

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION: *Kimberly Boynton*

EXPLANATION OF GRANT:

The grant is a continuation opportunity to purchase additional lighting for student occupied buildings in the district. Surveillance cameras and lighting were purchased with the FY 2015 and FY 2016 grant. The FY 2017 grant would support additional lighting.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	
DIRECTOR OF SAFETY AND SECURITY	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	DATE CONTACTED	5/10/2016
DIRECTOR OF STUDENT SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	
DIRECTOR OF FOOD SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	

SUSTAINABILITY PLAN:

Lighting purchase and installation will be a one time purchase. Maintenance, repair, and upkeep will be factored into annual budgets with regular maintenance costs.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

Purchase lighting for exterior of EACC, Monger, North Side, Elkhart Academy, Woodland, Central High School

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Tony Giansesi/Jamie Snyder, Kim Boynton

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



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

May 10, 2016

To: The Elkhart Board of School Trustees

Re: Confirmation of Grant Submission

Dear Elkhart Board of School Trustees,

The purpose of this memorandum is to provide confirmation of the Secured Schools Safety Grant FY 2017 grant submission. The grant deadline is May 13, 2016. Parameters and factors related to release of the grant proposal and deadline to submit did not align with meetings of the Board of School Trustees. In order to meet the deadline of the grant, prior approval could not be obtained.

Due to minimal time for grant development, release of the grant proposal, and the required deadline, the confirmation of grant submission is being delivered after the submission of the grant.

Please feel free to contact me with any additional questions.

Sincerely,

Handwritten signature of Kimberly Boynton in black ink. The signature is fluid and cursive, appearing to read "Kimberly Boynton".

Kimberly Boynton

Director of Grant Development and Pre K Services

**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 Chavaler, Ryan Gutney, Paige Gutney, Jeff Lundke, Justin Ward, Ray Collins
Cost per Student: Bob Baiter, Sharon Robinson

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

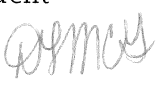
Signature of Principal: David R Benak Date: 5/9/16

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

Approval of Assistant Superintendent: [Signature] Date: 5/10/16

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: May 19, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath 
 RE: **Conference Leave Requests**
May 24, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
ADVANCED PLACEMENT SUMMER INSTITUTE - ENGLISH LANGUAGE AND WRITING This conference will provide information to help educators align their instruction with the goals of the AP English 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. Coldwater, MI June 27 - 30, 2016 (0 day's absence) JANE EGGLESTON - CENTRAL (0-0)	\$992.88	\$0.00
	\$992.88	\$0.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$15,398.78	\$1,500.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$2,316.62	\$170.00
2015 YEAR-TO-DATE OTHER FUNDS	\$157,406.44	\$7,915.00
2015 YEAR-TO-DATE ADJUSTMENTS	(\$3,878.00)	(\$140.00)
2016 YEAR-TO-DATE OTHER FUNDS	\$90,547.77	\$12,880.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$261,791.61	\$22,325.00

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: May 17, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak *DRB*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 May 24, 2016 - Board of School Trustees Meeting**

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
IN ASSOCIATION OF CAREER AND TECHNICAL EDUCATION DIRECTORS' SUMMER CONFERENCE IACTED workshops focus on CTE leadership, state regulations, and emerging programming. This will be valuable information in continuing to establish a vision of the future for college and career readiness. NASHVILLE, IN June 13-15, 2016 DAVID BENAK (2-9) LEADERSHIP	\$774.00	\$0.00
SREB's TCTW NATIONAL CONFERENCE Brenda Emerson and Traci Pankratz will be presenters at the TCTW annual summer conference which highlights best practices being implements in HSTW, MMGW, TCTW sites and the amazing results schools are experiencing. LOUISVILLE, KY July 12-16-2016 BRENDA EMERSON (6-20); TRACI PANKRATZ (4-8) MATT WERBIANSKY (1-2) LEADERSHIP	\$2,987.00	\$0.00
TOTAL	\$3,761.00	\$0.00
2015-16 YEAR-TO-DATE PERKINS FUNDS	\$20,177.77	\$4,520.00
GRAND TOTAL	\$23,938.77	\$4,520.00

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



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: MAY 17, 2016

RE: DONATION APPROVAL - EACC

Jeff Lawler, on behalf of MacAllister Machinery, has donated two Caterpillar Model C3.4 diesel engines, with an approximate combined value of \$1,200.00, to be used in our diesel services technology class.

Pete Lestinsky, diesel services technology instructor, reports that these engines will be useful in our diesel program 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:

Jeff Lawler
Product Support Branch Manager, South Bend
MacAllister Machinery
25734 State Road 2
South Bend IN 46619



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: MAY 17, 2016

RE: DONATION APPROVAL - EACC

Mark Eagleson, on behalf of the Town of LaGrange, IN, has donated a 1973 Ford fire truck (VIN#C91LVT13110) with an approximate value of \$7,500.00 to be used in our firefighting class.

Ray Collins, firefighting instructor, reports that this fire truck will be useful in our firefighting program 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:

Mark Eagleson, Town Manager
Town of LaGrange, Indiana
1201 N Townline Rd
LaGrange IN 46761



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: MAY 17, 2016

RE: DONATION APPROVAL - EACC

Mike Dobrzeniecki has donated a 1992 International 1000 Series truck (VIN#1HTMGZPM9NH430874) with an approximate value of \$4,500.00 to be used in our diesel services technology class.

Pete Lestinsky, diesel services technology instructor, reports that this vehicle will be useful in our diesel program 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:

Mike Dobrzeniecki
PO Box 46
Panama City Beach FL 32408



REVISED

TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: MAY 24, 2016

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

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

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

Daniel Rice	Sr. Director of Technology	27 Years of Service
Garvin Roberson	West Side/Social Studies	30 Years of Service

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

Jessica Caskey	Beck/Grade 5
Began: 8/13/07	Resign: 6/1/16
John DeShone	Central/Math
Began: 8/13/14	Resign: 7/1/16

Kelley Hunnings
Began: 10/27/14

Riverview/ENL
Resign: 6/1/16

Morgan Minisee-Lowe
Began: 8/13/14

Roosevelt/Grade 2
Resign: 6/1/16

Leslie Szilagy
Began : 8/14/06

Central/Science
Resign : 6/1/16

- e. **Personal Leave** – We recommend the approval of a personal leave for the following employee:

Maribeth Harrell
Begin: 8/2/16

Central/ENL
End: 12/16/16

CLASSIFIED

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

Debra Black
Began: 1/4/93

Eastwood/Secretary
Retire: 6/9/16
23 Years of Service

Janet Burdick
Began: 11/1/00

West Side/Food Service
Retire: 6/2/16
15 Years of Service

Karla Copenhaver
Began: 10/14/91

ESC/Secretary
Retire: 5/27/16
24 Years of Service

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

Valorie Books
Began: 11/1/93

Transportation/Bus Driver
Resign: 5/19/16

Anna Calkins
Began: 8/15/14

Hawthorne/Paraprofessional
Resign: 6/1/16

Kyseidra Jackson
Began: 8/13/15

Beardsley/Food Service
Resign: 5/3/16

Megan Hovarter
Began: 9/20/04

Cleveland/Paraprofessional
Resign: 6/1/16

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

Marcelle Dunning
Began: 3/21/16

Eastwood/Paraprofessional
PE: 5/23/16

Henry Griffin Jr.
Began: 3/22/16

North Side/Food Service
PE: 5/24/16

Sylvia Miller
Began: 3/9/16

Beck/Food Service
PE: 5/11/16

Garrett Paulson
Began: 3/22/16

Building Services/Custodian
PE: 5/17/16

Tamara Robison
Began: 3/21/16

Beck/Paraprofessional
PE: 5/23/16

Danielle Schroeder
Began: 3/14/16

Cleveland/Paraprofessional
PE: 5/16/16

Lisa Tyson
Began: 3/9/16

Woodland/Memorial/Food Service
PE: 5/11/16

d. **Medical Leave** – We recommend a medical leave for the following classified employee:

Laterica Hubbard
Begin: 5/12/16

Beck/Food Service
End: 6/1/16

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

Nicole House
Began: 9/11/15

West Side/Food Service
Terminated: 5/24/16
Board Policy GDPD 1 a, c, g