

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

May 10, 2016

CALENDAR

May	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	10	Immediately following	Executive Session, J.C. Rice Educational Services Center
May	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	10	Immediately following	Executive Session, J.C. Rice Educational Services Center
May	17	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
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

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- D. Gift Acceptance - The administration recommends Board accept with appreciation recent donations made to Elkhart Community Schools.
- E. MINUTES -
 - April 26, 2016 – Regular Board Meeting
 - April 26, 2016 – Public Work Session

F. TREASURER'S REPORT

Consideration of Claims

Resolution – The Business Office is recommending Board approval of a resolution authorizing the use of the design-build process for construction of improvements at Beardsley.

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

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

G. UNFINISHED BUSINESS

Memorandum of Understanding – The administration seeks Board approval of a Memorandum of Understanding with the Vincennes University regarding early college opportunities for Elkhart Area Career Center students.

Board Policy IF – Curriculum Development - The administration presents proposed revisions to Board Policy IF – Curriculum Development, as initially presented at the Board's April 24th regular meeting.

Board Policy IG – Instructional Program Development - The administration presents proposed revisions to Board Policy IG – Instructional Program Development, as initially presented at the Board's April 24th regular meeting.

Administrative Regulation IG-(1) – Instructional Cycle - The administration presents proposed revisions to Administrative Regulation IG-(1) – Instructional Cycle, as initially presented at the Board's April 24th regular meeting.

Board Policy IGBB – Programs for High Ability Students - The administration presents proposed revisions to Board Policy IGBB – Programs for High Ability Students, as initially presented at the Board's April 24th regular meeting.

Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students - The administration presents proposed revisions to Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students, as initially presented at the Board's April 24th regular meeting.

H. NEW BUSINESS

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

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

Board Policy GDBA-12 – Employees in Technology Services Positions Compensation Plan - The administration presents proposed revisions to GDBA-12 – Employees in Technology Services Positions Compensation Plan, and asks to waive 2nd reading.

Grant Approval – The administration recommends approval for the submission of a grant application to Safe Haven Grant from Indiana Department of Criminal Justice for Bullying Prevention grant from ECS.

Grant Confirmation – The administration seeks Board confirmation of a grant submitted to the Community Foundation of Elkhart County for a Project Y grant 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



ELKHART
COMMUNITY SCHOOLS

DATE: April 25, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart Central High School athletic department from Heart City Automotive Group.

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:

Ms. Donna Lochmandy
Heart City Automotive Group
711 N. Nappanee St.
Elkhart, IN 46514



ELKHART
COMMUNITY SCHOOLS

DATE: April 26, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation in the amount of \$5000.00 has been given to the Elkhart Central High School athletic department from Blazer Club.

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

Mr. Steve Brown, treasurer
Blazer Club
1 Blazer Club
Elkhart, IN 46516



MARY BECK ELEMENTARY

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROB HAWORTH
BOARD OF SCHOOL TRUSTEES
FROM: JENEVA ADAMS, PRINCIPAL
ERIC MENCHINGER, TEACHER
DATE: APRIL 25, 2016

DONATION APPROVAL

Mary Beck Elementary School received a \$500.00 donation from Amanda & Matthew Menchinger for teachers to obtain copy paper and other miscellaneous school supplies that they need for their classroom instruction.

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:

Amanda & Matthew Menchinger
49720 Timber Trl.
Novi, MI 48374

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
April 26, 2016

J. C. Rice Educational Services Center, 2720 California Rd, 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 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 Robert Haworth announced the following dates for the community meetings regarding the strategic plan: Bristol Elementary, June 7; Monger Elementary, June 8; West Side Middle School, June 15; North Side Middle School, June 21; Pierre Moran Middle School, June 23; and North Side Middle School, June 29. All meetings will begin at 6:30 in the school’s cafeteria. Superintendent Haworth encouraged all those present to attend and share the dates with others.

Announcement from the Superintendent

Superintendent’s Student Advisory Council (SSAC) representatives introduced themselves. Central High School (CHS) was represented by Anna Hilliker. Ms. Hilliker, a junior who is graduating this year, is involved in the National Honor Society, student council, PEERS, color guard for Central’s Blazer Brigade and varsity Winterguard. She will be attending Ball State in the Fall to study exercise science and biology for occupational therapy. Ms. Hilliker provided the following updates: ISTEP testing is on-going; the terrific turnout for the first ever unified track meet; Project Y goals have been met by providing over 300 hours of tutoring at Beardsley and hosting the unified track meet; upcoming AP exams; continued Spring sporting events; and the weekend’s band and orchestra state qualifying contests. Khalek Sengsone, a junior and class president, represented Memorial High School (MHS). Mr. Sengsone reported on the recent Showcase, Project Y, the upcoming Jazz Café, and Prom. Also, the success of the baseball and tennis teams, Krystal Grubb remaining undefeated, AP testing, and gold ratings for the choir and band.

SSAC Representatives

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500.00 each from Elkhart Plastics and Mishawaka Sheet Metal for transportation and tournament costs for the MHS volleyball program; and a covered trailer valued at \$4,816.00 from Stealth Enterprises for the CHS band department for use at band competitions.

Gift Acceptance

Mayor Tim Neese congratulated certified staff member Toni McDougal, supervisor of student services and attendance officer, who has been employed by ECS for 40 years. The Mayor presented Mrs. McDougal with a Key to the City plaque. Mrs. McDougal gave a brief history of her years at the district including being the first female psychologist.

Special Recognition

Doug Thorne, executive director of personnel and legal services, introduced the employees nominated for employee of the year and the winners in both categories. Nominees for Classified Support Staff were Sue Brazzell, paraprofessional at EACC; Camelia Corona, parent support coordinator at Monger; Michele Habic, secretary at Woodland; Al Haynes, paraprofessional at Central; Susan Hunt, paraprofessional at North Side; Pushpa King, paraprofessional at Monger; Emily Lewandowski, social worker at Monger; Amy Replogle, custodian at Monger; Jamie Rininger, social worker at Hawthorne; Chris Romanetz, secretary at Bristol; Cathy Spry, paraprofessional at Monger; Sarah Witmer, secretary at West Side; Jodie Wolschlager, secretary at Monger; and Julie Woodiwiss, secretary at Woodland. Nominees for Certified Support Staff were Jacalyn O'Hara, business education at EACC and Colleen Shook, librarian at Memorial. Mayor Neese presented awards to the winners, Sarah Whitmer and Jacalyn O'Hara.

Special Recognition

Kathy Byrd, guidance counselor at EACC, described the requirements for the Indiana Award for Excellence program. The Indiana Department of Workforce Development and the Commission on Career and Technical Education sponsors the Award for Excellence program in cooperation with the Indiana Association for Career and Technical Education. Fourteen awards are presented annually to recognize student excellence and are awarded on the basis of character, leadership, scholarship, technical skill proficiency, and employability. Students who are nominated complete a packet of information including a resume, letters of recommendation, a list of leadership activities and awards, and an academic transcript. The EACC had 3 of the fourteen winners. Certificates were presented to Micah Gilbert and James Kempa. Kelly Brooks was unable to attend the presentation.

Student Recognition

Amber Kosar, advertising design instructor, presented certificates to the 2016 American Advertising Award (ADDY) winners. Ms. Kosar stated this was the first year students from the graphic design program entered work in the student competition. Of the 27 winning entries, 14 were from the EACC including Best of Show by Tyler Scott whose entry goes on to the national level contest. Other winners include: Micah Gilbert, Brooke Neely, Allison Baker, Jiles Beaver, Grace Brummel and Austin Ritchie. As each winner was presented with their certificate, Ms. Kosar displayed their entries. Dave Benak, EACC director, congratulated the winners and reported on the success of 17 champions at the recent SkillsUSA competition going on to the nationals in June.

Student
Recognition

By unanimous action, the Board approved the following minutes:

- April 12, 2016 - Regular Board Meeting
- April 12, 2016 - Public Work Session
- April 14, 2016 - Public Work Session
- April 19, 2016 - Public Work Session

Approval of
Minutes

By unanimous action, the Board approved payment of claims totaling \$4,933,059.51 as shown on the April 26, 2016, claims listing. (Codified File 1516-119)

Payment of
Claims

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

Financial Report

Doug Hasler, executive director of support services, reported the following fund loans were made on March 31, 2016: \$240,000.00 to Transportation Operating Fund from Capital Projects Fund, and \$24,000.00 to Debt Service Fund from General Fund.

Fund Loans

By unanimous action, the Board approved a proposal from RX Help Centers to provide a prescription drug advocacy service to ECS employees who are enrolled in our medical benefit plan.

RX Help Center

By unanimous action, the Board authorized Doug Hasler to file an application for a School Corporation Waiver from the Implementation of Protected Taxes.

School
Corporation
Waiver

By unanimous action, the Board approved extra-curricular purchases for MHS choirs for t-shirts \$2,000.00 and MHS to rent a back drop for the Spring concert for \$650.00.

Extra Curricular
Purchases

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1516-120)

Fundraiser
Approval

Anthony England, assistant superintendent of student services, gave a presentation on how social workers bring added value to Elkhart Community Schools. Currently there are 20 social workers, most of whom have a master's degree in Social Work and a professional or clinical license allowing them to provide individual and group mental health counseling at the elementary, middle and high school levels. Services include conflict resolution, bullying prevention, anger management, grief counseling, etc. Some of the additional services include attendance hearings, community food drives and adopt-a-family programs. Jamie Rininger, Lindsey Burnett and Sherwin Simons all spoke regarding the services they provide and the rewards of being a social worker.

Department Report

Shawn Hannon, assistant superintendent of communication and data, provided an overview of the table recently adopted by the Indiana State Board of Education as the official Growth to Proficiency Table. The table will be used to measure individual student growth and award points for the observed growth made by each student.

Department Report

By unanimous action, the Board tabled a motion to approve a Memorandum of Understanding (MOU) with Vincennes University regarding early college opportunities for EACC students. The Board requested additional information on the program and clarification of the MOU regarding fees. Information will be provided to the Board prior to the next Board meeting.

Memorandum of Understanding

By unanimous action, the Board approved changes to the 2015-2016 School Board Meeting Calendar related to Work Sessions being held at 5:30 p.m., immediately followed by Executive Sessions, prior to the 7:00 p.m. Regular Board Meetings. (Codified File 1516-121)

2015-2016 Board Meeting Schedule

The Board was presented with proposed revisions Board Policy IF - Curriculum Development, for initial consideration.

Board Policy IF

The Board was presented with proposed revisions Board Policy IG - Instructional Program Development, for initial consideration.

Board Policy IG

By unanimous action, the Board accepted proposed revisions and waived second reading of Administrative Regulation IG - New Course Adoption Procedure.

Administrative Regulation IG

The Board was presented with proposed revisions to Administrative Regulation IG-(1) - Instructional Cycle, for initial consideration.

Administrative Regulation IG-(1)

The Board was presented with proposed revisions to Board Policy IGBB - Programs for High Ability Students, for initial consideration.

Board Policy IGBB

The Board was presented with proposed revisions to Administrative Regulation IGBB - Procedures for Identifying and Serving High Ability Students, for initial consideration.

Administrative Regulation IGBB

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy IKF – Graduation Requirements.	Board Policy IKF
By unanimous action, the Board accepted proposed revisions and waived second reading of Administrative Regulation IKFB – Foreign Students – Certificate of Attendance.	Administrative Regulation IKFB
By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy JEA – Compulsory Attendance and Initial Entrance.	Board Policy JEA
By unanimous action, the Board accepted proposed revisions and waived second reading of Administrative Regulation JEA-1 ECS Kindergarten Early Entrance Procedure and Application Form.	Administrative Regulation JEA-1
By unanimous action, the Board confirmed the submission of grants to: Community Foundation of Elkhart for Student Leadership Summit grant from ECS.	Grant Confirmations
Project Lead the Way CPEG Northern Indiana for Project Lead the Way 2016-2017 from Beardsley Elementary.	
Hass Manufacturing for a college tuition grant from EACC. (Codified File 1516-122)	
By unanimous action, the Board approved an overnight trip request for Central choirs to travel to New York, NY on March 31 thru April 4, 2017 to experience New York City and possibly perform.	Overnight Trip Requests
By a vote of 6-0 (Weaver abstained), the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the April 26, 2016 listing and addendum. (Codified File 1516-123)	Conference Leaves
By unanimous action, the Board approved the following personnel recommendations of the administration:	Personnel Report
A consent agreement regarding employee retention for a certified staff member (Codified File 1516-124)	Consent Agreement
Employment of certified staff member Richelle Davies, grade 1 at Monger, effective 4/25/16.	Certified Employment
Maternity leave for the following two (2) certified staff members: Lindsey Cox - special education at West Side, beginning 5/31/16 and ending 6/1/16 Megan Gutierrez - grade 5 at Eastwood, beginning 5/24/16 and ending 6/1/16	Maternity Leave

<p>Resignation of the following four (4) certified staff members effective on dates indicated:</p> <ul style="list-style-type: none"> Amanda Carpenter - grade 1 at Bristol, 6/1/16 Timothy Carroll - mathematics at North Side, 6/1/16 Olivia Houin - language arts at North Side, 4/19/16 Robyn Hill - grade 1 at Eastwood, 6/1/16 	Certified Resignation
<p>Retirement of the following four (4) certified staff members at the end of the 2015-16 school year, with years of service in parenthesis:</p> <ul style="list-style-type: none"> Myra Cors - behavior support at ESC (33) Jennifer Cunningham - behavior support at Bristol (31) Karen Lockhart - grade 4 at Hawthorne (39) Gary Wenning - grade 1 at Daly (15) 	Certified Retirement
<p>Regular employment of the following five (5) classified employees, who have successfully completed their probationary periods, on dates indicated:</p> <ul style="list-style-type: none"> Diona Austin - bus helper at Transportation, 4/21/16 Michelle Collier - bus driver at Transportation, 4/25/16 Michelle Daniels - food service at Beck, 4/19/16 Clarence Gregg, Jr. - paraprofessional at EACC, 4/25/16 Heather Holycross - food service at Feeser, 4/21/16 	Classified Employment
<p>Retraction of a resignation reported in error for classified employee Sherree Wilkey, technical assistant at PACE.</p>	Classified Retraction
<p>Resignation of the following three (3) classified employees effective on dates indicated:</p> <ul style="list-style-type: none"> Chere Engstrom - food service at West Side, 4/15/16 Deborah Sheppard - food service at Monger, 4/11/16 Geraldine Wilkey - food service at Monger, 3/25/16 	Classified Resignations
<p>Change to resignation for classified employee Richard Mendez, JROTC program manager at EACC, effective date 4/15/16.</p>	Classified Change to Resignation
<p>Retirement of the following two (2) classified employees on dates indicated, with years of service in parenthesis:</p> <ul style="list-style-type: none"> Anita Randolph - technical assistant ESL at Feeser (17) Therese Corey - paraprofessional at Pinewood (14) 	Classified Retirement
<p>Termination of the following two (2) classified employees:</p> <ul style="list-style-type: none"> Theresa Culp - bus driver at Transportation in accordance with Board Policy GDPD 1. a, c, f, g Angela Gates - bus driver at Transportation in accordance with Board Policy GDPD 1. a, b, c 	Classified Termination

Administrative appointments of Doug Hasler, Chief Operating Officer, effective July 1, 2016 and Kevin Scott, Chief Financial Officer, Effective May 9, 2016.

Administrative Appointments

The meeting adjourned at approximately 9:35 p.m.

Adjournment

APPROVED:

Signatures

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

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

Elkhart Community Schools
Elkhart, Indiana

April 26, 2016

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – 9:35 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 Gianesi
Shawn Hannon

Rob Haworth

The Board heard a presentation from Tony Gianesi and Doug Hasler on the proposed construction design for Boys & Girls Club at Beardsley.

Topics
Discussed

The meeting adjourned at approximately 10:15 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

**RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES
OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA,
AUTHORIZING THE USE OF THE DESIGN-BUILD METHOD OF CONTRACTING
FOR THE PROPOSED BEARDSLEY ELEMENTARY SCHOOL ADDITION, SITE
IMPROVEMENT AND EQUIPPING PROJECT AND APPROVING CERTAIN
MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Board of School Trustees of the Elkhart Community Schools, Elkhart County, Indiana (the “Board”), is considering an addition, site improvement and equipping project at the existing Beardsley Elementary School operated by the Elkhart Community Schools, Elkhart County, Indiana (the “School Corporation”), in connection with the renovation and equipping of a portion of the existing Beardsley Elementary School by the Boys and Girls Club of Elkhart (collectively, the “2016 School Corporation Project”); and

WHEREAS, the Board seeks the design and construction of the 2016 School Corporation Project, which 2016 School Corporation Project would otherwise qualify as a “public work” project under Indiana Code 36-1-12, as amended; and

WHEREAS, pursuant to Indiana Code 36-1-12-1(e), as amended, the Board may enter into a design-build contract for a public work project under Indiana Code 5-30, as amended, as an alternative to the method of contracting provided under Indiana Code 36-1-12, as amended; and

WHEREAS, the Board desires to (a) pursue the design and construction of the 2016 School Corporation Project in accordance with Indiana Code 5-30, as amended, (b) authorize the use of the design-build contracting method with respect to the 2016 School Corporation Project, (c) appoint the members of the technical review committee required pursuant to Indiana Code 5-30-4-1, (d) confirm the design criteria developer for the 2016 School Corporation Project; and (e) authorize the taking of other actions related thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, as follows:

Section 1. Authorization. The Board hereby authorizes the use of the design-build contracting method for the 2016 School Corporation Project in accordance with Indiana Code 5-30, as amended. Furthermore, the Board hereby authorizes the School Corporation and the Technical Review Committee (as hereinafter defined) to publish a request for qualifications and a request for proposals in accordance with Indiana Code §5-30-5 and Indiana Code §5-30-6, each as amended.

Section 2. Technical Review Committee; Voting Members. Pursuant to the provisions of Indiana Code §5-30-4-1, as amended, the following individuals are hereby appointed to the Elkhart Community Schools Design-Build Technical Review Committee (the “Technical Review Committee”), all of which will have the right to vote on all matters that are considered by the Technical Review Committee:

- (a) Jamie Lake, as an architect registered under Indiana Code 25-4, as amended;

- (b) Michael Lubbehusen, as a professional engineer registered under Indiana Code 25-31, as amended;
- (c) Doug Hasler, as a representative of the Board;
- (d) Tony Gianesi, as a representative of the Board;
- (e) Julie Bird, as a representative of the community of Elkhart;
- (f) Mark Mow, as a representative of the Boys and Girls Club of Elkhart; and
- (g) Dan Morrison, as a representative of the Boys and Girls Club of Elkhart.

Section 3. Technical Review Committee; Chairperson. Doug Hasler shall serve as the Chairperson of the Technical Review Committee, and the Chairperson is hereby authorized to appoint or otherwise designate a Secretary of the Technical Review Committee to keep all of the minutes of the meetings of the Technical Review Committee.

Section 4. Design Criteria Developer. The Board hereby appoints Kovert Hawkins Architects and Primary Engineering, Inc., jointly, to serve as the design criteria developer for the School Corporation with respect to the 2016 School Corporation Project.

Section 5. Other Actions. The Board authorizes the Superintendent of the School Corporation (the "Superintendent"), the Executive Director of Support Services of the School Corporation (the "Executive Director"), the Director of Building Services of the School Corporation (the "Building Services Director") or his/her designee (the "Designee") to take any and all actions the Superintendent, the Executive Director, the Building Services Director or the Designee deem necessary or desirable to fulfill the purposes and intent of this resolution, including, but not limited to, the publication of any and all notices required under Indiana Code 5-30, as amended, for the use of the such design-build contracting method for the 2016 School Corporation Project, and any actions heretofore made or taken be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 10th day of May, 2016.

BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS,
ELKHART COUNTY, INDIANA

AYE

NAY

ATTEST: _____
Secretary of the Board of School Trustees

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

May 5, 2016

TO: Dr. Haworth
Board of School Trustees

FROM: Doug Hasler

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EMHS Extracurricular	Food for Orchestra members while in Chicago	\$1,154.38

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

May 5, 2016

TO: Dr. Haworth
Board of School Trustees

FROM: Doug Hasler

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EMHS Extracurricular	Food for Orchestra members while in Chicago	\$1,154.38



ELKHART MEMORIAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: ESC SCHOOL BOARD
FROM: CARY ANDERSON, PRINCIPAL
DATE: 5/2/2016

EXPENDITURE OF EXTRACURRICULAR FUNDS

The purpose of this memo is to request board approval for the expenditure of EMHS extracurricular funds. The orchestra will be spending \$1154.38 to purchase food for the orchestra students on their educational trip to Chicago. They will be experiencing the city and attending a performance by the Chicago Symphony.

Rebecca Yoder director _____ *Re Yoder*
Kurt Weimer department chair _____ *Kurt Weimer*
Cary Anderson MHS principal _____ *CA*

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

April 5, 2016

TO: Dr. Haworth
Board of School Trustees

FROM: Doug Hasler

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Extra Curricular Fund	2 - Apple TV's (4 th generation) 32GB	\$149.00 each
	1 - 9.7 inch iPad Pro 32 GB	\$599.00



ELKHART MEMORIAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

10 MAY 4 03:55

TO: ESC SCHOOL BOARD
FROM: CARY ANDERSON, PRINCIPAL
DATE: 4/28/2016

EXPENDITURE OF EXTRACURRICULAR FUNDS

The purpose of this memo is to request board approval for the expenditure of EMHS extracurricular funds. The orchestra will be spending \$897.00 to purchase 2 Apple TV media players and 1 iPad Pro. These items will help the music department incorporate technology into the classroom as well as give teachers more resources to improve performance.

Director: MJA

Department Chair: K. Williams

Principal: CA

Sandy W lavagnilio

From: Rebecca A Yoder
Sent: Wednesday, April 27, 2016 9:43 AM
To: Sandy W lavagnilio
Cc: Kurt Weimer
Subject: Apple order

Sandy,

This is a big order and will need to be approved to come out of ECA. I'm not sure who that needs to go to for approval. Below is a detailed list of what I need and a screenshot of what the order would look like on apple.com

Quantity	Item	Details	Price (each)	Price (Total)
2	Apple TV (4 th generation) 32GB		\$149	\$298
1	9.7-inch iPad Pro 32GB	Gold colored, wi-fi only, free engraving "EMHS Orchestra"	\$599	\$599
				Total: \$897

Items in Your Bag

TV



Apple TV (4th generation) 32GB

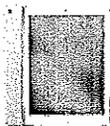
media player

\$149

Order by 6pm, delivers: Tomorrow - Fastest | Fri Apr 29 - Free

Show Gift Options

1 Pad



Personalized 9.7-inch iPad Pro Wi-Fi 32GB - Gold

\$599

Order today, delivers: Fri May 6 - Free

Engraving | Edit
EMHS Orchestra

1 Pad Pro
Gold

Show Gift Options

Up to 18 months of special financing

Save Bag | View Saved Bags | Chat Now



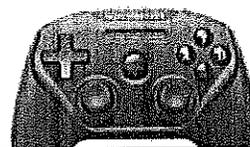
Recommended for You



AppleCare Protection Plan for Apple TV

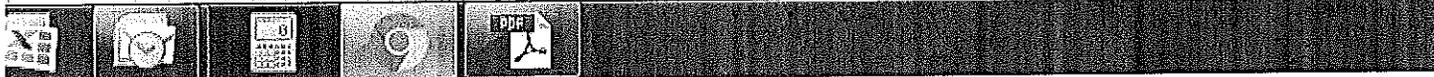
\$29.00

Add To Bag



SteelSeries
Controller

\$49.95



Elkhart Community Schools
Proposed School Fundraising Activities
May 10, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Sponsor(s)
North Side Media Center and Extra Curricular	Barnes and Noble will host a Give Back Night. A portion of the sales on May 20th will be given to North Side. Proceeds will be used to purchase resources for students.	5/20/2016	Jim McClain
West Side Student Council	A car wash will be held at Heart City Toyota. Proceeds will be used to fund the Riley Walk and Run for next year.	5/14/2016	5/14/2016
West Side Media Center	8th grade students will be able to purchase a lanyard with MHS Class of 2020 on it. Students will be able to wear the lanyard the last week of school at West Side. Proceeds will be used for student incentives.	5/11/2016 - 6/1/2016	Matt Howe
West Side Media Center	Old printer cartridges will be collected over the course of a year and then sold. Proceeds will be used for a variety of student incentives focused on reading.	5/11/2016- Ongoing	Matt Howe
Central Boy's Basketball	School staff will play a basketball game with the Harlem Wizards at one of buildings. 55% of ticket sales will be given to the boy's basketball team. Proceeds will be used for the basketball team.	11/12/2016	Randy DeShone & Brian Buckley
EACC CSI and Law Enforcement Classes	Classes will organize blood drives during the 2016-2017 school year. Proceeds will be used for the EACC James Chomer Scholarship. Money will be donated to EACC for each person that donates blood through these drives.	10/14/2016 10/24/16; 1/23/2017; 1/27/2017; 3/20/2017 3/24/2017	Nicole Dyer
	Please note the following fundraiser is presented for confirmation only.		

Memorandum of Understanding

Between
Elkhart Community Schools
and
Vincennes University

The purpose of this Memorandum of Understanding is to set the terms and conditions of an agreement between Elkhart Community Schools and Vincennes University to provide a University at the Elkhart Area Career Center. The purpose of this offering is to provide a higher education experience for up to 400 students of the Elkhart Area Career Center. Working together to prepare students to pursue higher education experiences, the partnership strives to provide appropriately prepared students with an Associate's Degree as the student achieves a high school diploma.

Each party does hereby agree to the following:

I. Administrative Responsibilities

A. Elkhart Community Schools

1. Provide a facility for the University at the Elkhart Area Career Center.
2. Advertise, recruit, qualify, and register students for the program.
3. Provide high school faculty credentialed to teach dual-credit courses for all disciplines in which a full-time faculty member is required to meet the curricular needs of the early-college program.
4. Provide administrative, teaching, and support personnel for the Elkhart Area Career Center.
5. Assign one part-time learning coach to mentor, encourage, and support students as they choose a program of study.
6. Provide students the opportunity to participate in Xmester following the junior year of study.
7. Display appropriate Vincennes University signage/banners/flags in mutually-agreed upon conspicuous locations on the grounds of the University at the Elkhart Area Career Center.
8. Inform Vincennes University of any press or public relations activities involving Early College prior to their distribution.

B. Vincennes University

1. Provide Vincennes University courses in a University at the Elkhart Area Career Center.
2. Offer dual-enrollment courses for the Elkhart Area Career Center.
3. Review and certify Elkhart Area Career Center faculty for teaching dual-enrollment courses.
4. Review and certify courses as dual-enrollment courses.
5. Manage the option of hiring adjunct faculty as needed to supplement dual-enrollment courses.
6. Assign a University administrator as Assistant Dean of VU Curriculum.
7. Provide two part-time learning coaches as needed to mentor, encourage, and support students.
8. Provide a part-time Math tutor and a part-time English tutor as needed to support student success in college-level courses.
9. Provide connections to the VU Learning Resources Center Databases.

10. Provide on-going mentoring for all at the Elkhart Area Career Center faculty teaching Dual-enrollment classes.
11. Inform the Elkhart Area Career Center of any press or public relations activities involving Early College prior to their distribution.

C. Final Authority

1. Vincennes University reserves control of the higher education portion of the curriculum and the assignment of Vincennes faculty to teach that curriculum. Elkhart Community Schools has final authority over the high school portion of the curriculum and the assignment of Elkhart Area Career Center faculty to teach that curriculum.
2. Vincennes University has final authority over any disciplinary decisions with regard to enrollment in college courses and awarding university credit to students in the University in Elkhart Area Career Center portion of the program. Elkhart Community Schools retains final authority over disciplinary decisions with regards to student classroom behavior in all programming at the Elkhart Area Career Center.
3. Vincennes University and Elkhart Community Schools will jointly form an oversight committee for the University in the Elkhart Area Career Center to review all matters of concern. All recommendations related to the University in the Elkhart Area Career Center shall be referred to the Superintendent of Elkhart Community Schools and/or the Director of the Elkhart Area Career Center and the Provost of Vincennes University.
4. No third entity is created by this Agreement, and each party to this Agreement will retain independent responsibility for its participation in the University in the Elkhart Area Career Center program nor shall this Agreement create or be intended to create a joint enterprise for purposes of legal liability.
5. Except as specifically provided for in this Agreement, the parties assume no responsibility for the contractual obligations and errors or omissions of the other.

II. Faculty Employment

- A. Elkhart Community Schools' faculty teaching in the dual-enrollment program will continue to receive the pay and benefits of teachers of Elkhart Community Schools.
- B. Elkhart Community Schools' faculty teaching in the dual-enrollment program will be provided the same privileges afforded to Vincennes University faculty to access all VU web sites and support materials and opportunity to participate in VU provided professional development activities.
- C. Vincennes University employees who are hired for or are assigned to work within the facilities operated by Elkhart Community Schools will comply with the same employment requirements of references and criminal history checks before working within Elkhart Community Schools facilities.
- D. Elkhart Community Schools' services, such as bookstore, computational facilities, copy and duplication centers, stores, activities, etc. shall be made available to Vincennes University employees working at University in the Elkhart Area Career Center on the same basis and at the same cost as the services are made available to Elkhart Community Schools faculty. The services are limited to the classes being taught or related services provided at the Elkhart Area Career Center

III. Student Registration and Records

- A. Students are assessed prior to enrollment in Vincennes University courses using the Accuplacer national test administered at the Elkhart Area Career Center or the home school.
- B. Students who do not meet the appropriate readiness levels will participate in high school courses provided by Elkhart Community Schools until certified as ready by instructors from University in the Elkhart Area Career Center.
- C. Where mutually agreed upon by Elkhart Community Schools and Vincennes University, students may enroll in VU developmental courses.
- D. Vincennes University and Elkhart Community Schools will each maintain separate academic records necessary for their purposes for all dual-enrollment coursework.
- E. Elkhart Community Schools will maintain records of all high school courses.
- F. Vincennes University will maintain records of all college credits.

IV. Student Fees

- A. Tuition for dual credit courses, taught in the high school by the credentialed high school teacher, will be \$25 per credit hour.
- B. Tuition for dual credit courses, taught in the high school by the credentialed high school teacher, will be waived for students who qualify for the national free/reduced lunch program. A documented list of students qualifying for the free/reduced lunch waived tuition must be submitted to the Vincennes University Early College representative no later than September 1.
- C. Tuition for Early College distance education courses is \$75 per credit for all students, including those eligible for free and reduced lunch.
- D. Tuition for courses taught by a Vincennes University adjunct teaching at the high school who is paid by VU is \$75 per credit for all students, including those eligible for free and reduced lunch.
- E. The current Vincennes University full tuition fee will be charged for courses taught on any Vincennes University campus, i.e. ATC, ASL.
- F. Lab fees associated with any course is charged in full to all students who are taking courses at the main campus of Vincennes University.
- G. Tuition for designated courses listed on an early college career and technical program of study will be waived for early college career/tech students if the course is taught at the high school or career and technical center by a credentialed high school teacher.
- H. Tuition for courses not designated above will follow the Vincennes University Project EXCEL billing structure.
- I. Any course on the IVY Tech or Indiana Department of Education crosswalk would transfer tuition free to Vincennes University.

V. Fee Collection

- A. Vincennes University will bill Elkhart Community Schools students according to parameters defined in *Section IV. Student Fees*. Elkhart Community Schools will not be liable for students who default on tuition payments and college credit will not be awarded to students who default. Tuition payments are the responsibility of the student.

- B. Vincennes University will send a tuition bill to Elkhart Community Schools on October 15 for the Fall semester, March 15 for the Spring semester, and July 1 for Xmester. The cost for X-mester is currently \$667. This cost could be offset by grant or scholarship funds.

VI. Student Financial Aid

- A. Dual-enrollment students are not eligible for Student Financial Aid through Vincennes University, but may pursue financial assistance independently.
- B. Vincennes University will provide counseling to students prior to high school graduation including the following:
 - 1. Answer general questions about financial aid and assist students in the completion of financial aid forms.
 - 2. Provide placement services for students who are eligible for work-study or who are seeking part-time employment.

VII. Program Costs

- A. Salaries and benefits of employees will be paid by the partner who has hired the employee.
- B. Elkhart Area Career Center will provide the materials, supplies, equipment, and maintenance contracts required to conduct mutually agreed upon Vincennes University courses.
- C. Elkhart Area Career Center will provide all of the office supplies for the early college offices.
- D. Elkhart Area Career Center will provide necessary phones, computers, printers, and technology supplies for Vincennes University uses at Elkhart Community Schools University in the Career Center High School facility according to Elkhart Community Schools' technology standards.
- E. All Vincennes University employees at the University in a Career Center High School site will be connected to the Vincennes University network at the expense of Vincennes University.
- F. Before July 1 preceding each school year, Vincennes University will provide a list of equipment needed for the University in a high school program to Elkhart Area Career Center. Subject to the availability of funds and mutual agreement, Elkhart Area Career Center will purchase equipment.
- G. Elkhart Area Career Center will retain title to any equipment it purchases for the University in the Career Center High School program. Vincennes University will retain title to any equipment purchased by Vincennes University for the University in a Career Center High School program.
- H. Vincennes University faculty, staff, and administrators will be provided with Elkhart Community Schools parking permits at the University at Career Center High School sites.
- I. The cost of parking permits is borne by Elkhart Community Schools.

VIII. Student Standards

- A. Students will be subject to the academic standards listed in the Vincennes University Catalog when enrolled in Vincennes University courses.
- B. Students will be subject to the conduct standards as listed in the Vincennes University catalog when enrolled in Vincennes University courses.

- IX. Graduation
 - A. Upon meeting the Associates Degree requirements, students are eligible to participate in a Vincennes University graduation ceremony.
 - B. Upon meeting the Associates Degree requirements, students will receive recognition at a Elkhart Community Schools high school graduation ceremony.

- X. Insurance
 - A. Elkhart Community Schools will certify to Vincennes University that it carries appropriate liability insurance covering the facility and the high school portion of the University in the Career Center High School.
 - B. Vincennes University will certify to Elkhart Community Schools that it carries appropriate insurance covering the university portion of the University in the Career Center High School.

- XI. Indemnification
 - A. Elkhart Community Schools agrees to hold Vincennes University harmless from any claims arising out of the negligence of Elkhart Community Schools' employees.
 - B. Vincennes University agrees to hold Elkhart Community Schools harmless from any claims arising out of the negligence of VU employees.

- XII. Terms of Agreement
 - A. This Agreement shall be effective April, 2016 through June, 2019 unless terminated as specified below.
 - B. Both involved parties may amend this Agreement by an amendment ratified by both parties making specific reference to the term of this Agreement to be amended.
 - C. It is understood and agreed upon by the parties that Elkhart Community Schools is a governmental entity and a political subdivision as that term is defined by law, and therefore, this agreement and the terms thereof, are subject to the annual appropriation by the appropriate fiscal body as required by law.

- XIII. Termination
 - A. This Agreement or any part thereof may be terminated in whole or in part by either party providing the other gives six months prior written notice of its intent to terminate.
 - B. It is the intent of Vincennes University and Elkhart Community Schools that all students enrolled in the University in a Career Center High School program at the time of termination be permitted to complete requirements for graduation subject to the terms and conditions of this basic Agreement and the availability of funding.

- XIV. Equal Opportunity in Employment and Education
 - A. Elkhart Community Schools and Vincennes University affirm their commitment to equal education and employment opportunity in the operation of the University in a Career Center High School program.
 - B. No person will be denied participation in whole or in part based upon a criterion that is contrary to Indiana or federal law.

In witness whereof, Elkhart Community Schools and Vincennes University each by its authorized officer, have executed this Agreement this ____ day of _____, 2016.

Elkhart Community Schools

Vincennes University

Dr. Robert Haworth
Superintendent

Dr. Charles Johnson
President

Elkhart Community Schools

Elkhart Area Career Center

Glenn L. Duncan
President

Dr. David R. Benak
Director

Curriculum Development

The Board of School Trustees recognizes its responsibility for the quality of the educational program in the schools. To this end, the curriculum, assessment, and instruction shall be aligned with Indiana Academic Standards. The design of the curriculum, the blueprint of the assessments, and the delivery of the instruction will be evaluated and adjusted as a function of an ongoing instructional cycle.

As educational leads of the Corporation, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and preparation of courses of study. S/He shall establish administrative guidelines for curriculum which ensure proper development, implementation, and evaluation.

For the purpose of this policy, curriculum refers to courses of study including content, processes, classes, and instructional materials. The use of additional resources, materials, technology, educational study trips, instructional activities and other organized activities shall be related to the accomplishment of the educational goals of the corporation.

Instructional Cycle Committees shall meet on a regular basis with the appropriate parent, teacher, and administrative representation. Instructional materials shall be selected in alignment with the academic standards currently in effect in the State of Indiana as adopted by the Indiana State Board of Education. The Superintendent shall be responsible for the development of guidelines for the selection of materials, revision of curriculum, administration of assessments, and delivery of instruction.

The Board directs the curricula

- A. Provide instruction in courses required by the Indiana Code and IDOE rules and regulations
- B. Be consistent with the district's expectations, philosophy, and goals;
- C. Assure courses of study be coordinated effectively, thus eliminating unnecessary duplication and omissions;
- D. Maximize the development of each student's potential;
- E. Assure all students have access to the full curriculum;
- F. Be supported by non-biased research relative to program efficacy; and
- G. Support content literacy as defined by national content organizations.

The prescribed sequence of course prerequisites shall be established by the Instructional Leadership Department, acting on the recommendation of the district-wide Instructional Cycle Committees.

Instruction shall adhere to the adopted curriculum.

The Superintendent shall make progress reports periodically to the Board.

The Superintendent may conduct innovative programs as are deemed to be necessary to the continuing growth of the instructional program. The Superintendent shall report each innovative program to the Board periodically.

May 10, 2016

Proposed Revised Board Policy*(as presented during the 4/26/16 BST meeting)***Instructional Program Development**

Elkhart Community Schools supports creative curriculum development and instructional delivery. Course objectives must meet standards as set by the local Instructional Cycle committee, IDOE, and national professional guidelines. Curriculum, instruction, and assessment must be aligned.

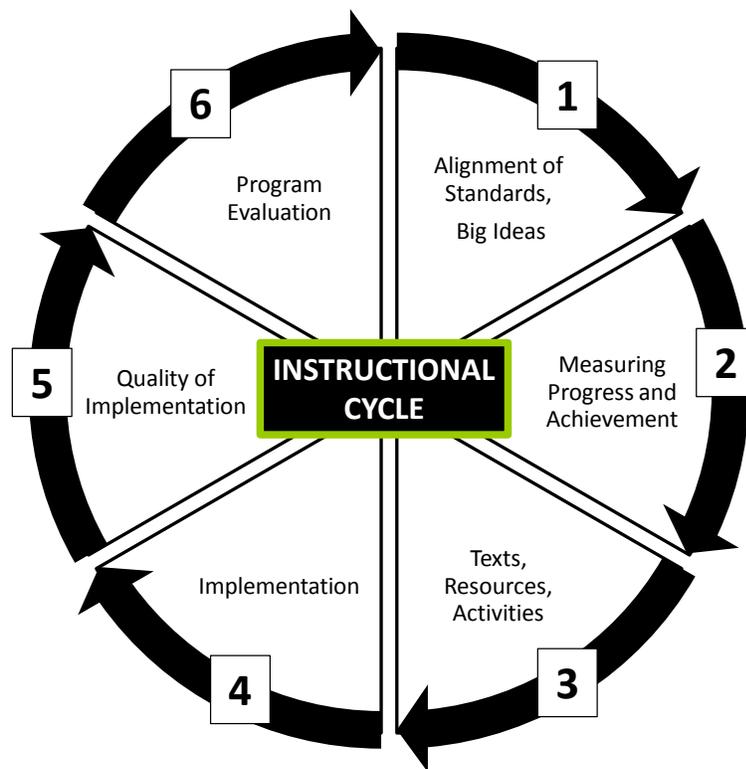
Teachers and other staff members are encouraged to submit ideas for course and program development. These ideas must be submitted through the process delineated by the Instructional Cycle Procedure, and be subject to the premises as outlined in Board Policy IF.

May 10, 2016

Proposed Revised Administrative Regulation*(as presented during the 4/26/16 BST meeting)***Instructional Cycle**

The Instructional Cycle process is meant to provide structure for a comprehensive delivery of effective instruction. The components are sequential and cyclical as follows:

- (1) Horizontal, vertical, and interdisciplinary alignment of guaranteed content from pre-K to college and career readiness;
- (2) Authentic and formal assessments that measure progress and achievement along and within these continuums;
- (3) Texts, resources, digital content, materials, and activities that support the acquisition of skills and knowledge outlined in the guaranteed curriculum
- (4) Implementation of the instructional design at the school level and district wide;
- (5) Evaluation of the quality and fidelity of implementation at the school level and district wide;
- (6) Evaluation of the impact of the instructional program at the school level and district wide.



Instructional Cycle Committees will be established to facilitate the processes related to the comprehensive oversight of curriculum design and delivery. The work of each committee will progress through the stages of the cycle, generally focusing on one stage in any given year and progressing to the next stage as indicated by the progress of the group. These committees will perpetuate from year to year, with reconsideration of membership occurring at the start of each school year.

For each of the core disciplines, the committee membership will maintain proportional representation of ETA membership. The composition of the committees will include at least two members from each grade band: PreK through 2nd grade, 3rd – 5th grade, 6th – 8th grade, 9th grade, and high school. The committee will be facilitated by building administration and central office staff as well as teacher leaders when appropriate. Parents will be invited to serve when the committee is functioning in the third phase of the cycle where course materials are being selected.

Additional Instructional Cycle Committees will also be established for the supportive disciplines such as the arts, music, and PE/health. These committees will be more flexible in membership in order to accommodate the variety of needs indicated by various course configurations.

Recommendations of the committee, particularly those that involve the acquisition of resources or the provision of professional development, will be submitted to the Deputy Superintendent for consideration by the District Administrative Team. All decisions involving the dedication of district resources are subject to approval by the Board of School Trustees.

Established curriculum and supplemental components will be maintained in the district learning management system and will be made available for public review upon request to the Deputy Superintendent.

May 10, 2016

PROGRAMS FOR HIGH ABILITY STUDENTS

In accordance with State law, the Board of School Trustees shall develop a plan to provide appropriate educational experiences to high ability students in the School Corporation in grades kindergarten through grade 12.

The plan must include the following components:

- A. a broad-based planning committee meeting periodically to review the Corporation's plan for high ability students. The committee must have representatives from diverse groups representing the school and community;
- B. student assessments which identify high ability students using multifaceted assessments to ensure inclusion of students of economic disadvantage, students from different cultural backgrounds, students' displaying under-achievement, and students with disabilities. The assessments must identify students with high ability in the general intellectual domain and the specific academic domains of English language arts and mathematics. The results of the assessments must be recorded with the student test number assigned to a student;
- C. professional development opportunities;
- D. development and implementation of local services for high ability students including appropriately differentiated curriculum and instruction in the core academic areas; and
- E. systematic program assessment.

High ability students shall be considered to be those who, through valid assessment,

- A. perform at or show potential for performing at an outstanding level of accomplishment in at least one (1) domain when compared with other students of the same age, experience, or environment; and
- B. are characterized by exceptional gifts, talents, motivation, or interest.

The Superintendent shall develop administrative guidelines which shall include those for valid identification, curriculum development and implementation, and assessment of the learning outcomes.

May 10, 2016

PROCEDURES FOR IDENTIFYING AND SERVING HIGH ABILITY STUDENTS

A. Definition

A high ability student indicates a child or youth performing at, or showing the potential for performing at, an outstanding level of accomplishment when compared to others of the same age, experience, or environment.

B. Identification

A student shall be identified as a high ability student through a formal identification process in accordance with the following procedures and Indiana law:

1. All ECS students in Grades K-8 will participate in Measures of Academic Progress (MAP) testing provided by the Northwest Evaluation Association (NWEA). Scores from the winter administration will be used to identify students with high achievement levels.
2. All students in grades K, 2, and 5 not previously identified as high ability will be screened for cognitive potential. Students in Grades K and 2 will be screened using the Cognitive Abilities Test (CogAt). Students in grade 5 will be screened based on the results of the winter administration of the NWEA.
3. The full CogAT will be administered to students in grades K, 2, and 5 who performed at the 80th percentile on the screen.
4. Students will be identified using local norms. The NWEA and CogAT cut scores will be set by the High Ability Broad Based Planning Committee in 2016 and reviewed on a regular basis thereafter.
5. Students with scores close to the threshold for high ability identification are rated on the Scales for Identifying Gifted Students (SIGS), a subjective instrument which collects survey information from teachers and parents.
6. Students can be identified as high ability in the areas of math, English language arts, or general intellectual (both).

7. **Students newly enrolled in ECS may**
- a. **submit standardized testing evidence from the previous educational agency for review by the ECS identification team;**
 - b. **receive a score which qualifies for high ability identification during the annual identification process;**
 - c. **participate in testing scheduled for new students prior to the start of the school year; or**
 - d. **submit a written request to the Deputy Superintendent for a high ability assessment if arriving mid-year.**

~~7. If a student was receiving high ability services in a previous setting, standardized testing evidence from that agency can be submitted for review by the ECS identification team. If the student received scores at or above the required percentile on an acceptable test in that setting, the results may qualify the student for high ability services at ECS without any additional testing.~~

~~8. Students who enroll at ECS without previous evidence of high ability may wait to participate in the regular annual assessments or may participate in testing scheduled prior to the start of the school year. This testing will be provided for free to students registered with ECS.~~

~~98. This thorough assessment strategy precludes the need to request additional testing and allows for equal opportunities in considering all students.~~

C. Programs for High Ability Students

Elkhart Community Schools shall provide an array of learning opportunities for high ability students and shall implement procedures to notify parents/guardians of these opportunities. These shall include, but are not limited to, the following:

1. instructional and organizational patterns enabling identified students to work together as a group, to work with other students, and to work independently;
2. a continuum of learning experiences leading to the development of advanced level products and performances and opportunities to accelerate in areas of strength; and

3. access to differentiation, enrichment, relevance, emotional support, and responsive program design and delivery.

D. Change of Placement

Instructional plans will be designed to meet the needs of all high ability students, including students learning English as a Second Language, students with Individual Education Plans (IEPs), and students with behavioral or health needs. High ability services will continue unless:

1. evidence indicating past testing is invalid or no longer relevant;
2. support plans have not been successful; or
3. a parent requests discontinuation of service.

In cases where a student is having difficulty in a high ability program, the high ability coordinator will identify the root cause of the problem; consult with the teacher; and support adjustments to the curriculum, instruction, assessment, or social emotional support.

E. Program Evaluation

The program outcomes will be prepared on an annual basis and presented to the Board. Program evaluations will be conducted on a six year rotation cycle beginning 2015.

May 10, 2016

Proposed Revised Board Policy

FOOD SERVICE EMPLOYEES' COMPENSATION PLAN

Section 1. FOOD SERVICE EMPLOYEES' SALARY SCHEDULE

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

<u>WAGE SCHEDULE</u>										
STEP	I		II		II.5	III	IV	V	VI	VII
	A	B	A	B	B	B	B	B	B	B
Probationary	7.99	7.81	8.31	8.14	9.21	13.29	14.04	15.81 14.54	14.04	15.64
55 days - 1 year	8.73	8.54	9.09	8.88	9.93	14.12	14.85	16.66 15.35	14.85	16.45
1 year – 2 years	9.54	9.30	9.88	9.64	10.69	14.54	15.64	17.41 16.14	15.64	17.23
2 years – 3 years	10.44	10.18	10.80	10.51	11.55	15.66	16.51	18.30 17.01	16.51	18.13
Over 3 years	10.98	10.69	11.33	11.02	12.09	16.38	17.27	19.05 17.77	17.27	18.86

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

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

January 26, 2016 **May 10, 2016**

EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

Section 1. MISCELLANEOUS WAGE/SALARY SCHEDULE

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

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	22.68 – 28.01
Transportation Trainer/Dispatcher	18.90 – 22.08
Food Service Truck Driver	15.17 – 18.02
Food Service Receiving/Supply	15.17 – 18.02
Evening Supervisor of Building Services	19.89 – 24.48
Food Service Training Specialist	17.19 – 24.08
Food Service Bids & Commodity Coordinator	16.37 – 25.58
<u>Executive Chef & Culinary Event Coordinator</u>	<u>16.37 – 25.58</u>
<u>Quality Assurance Coordinator</u>	<u>18.90 – 22.08</u>
<u>Production Coordinator</u>	<u>18.90 – 22.08</u>
Transportation Route/Driver Coordinator	18.90 – 22.08
Adult/Community Education Non-Contract Teachers	31.43 *
Building Community Education Coordinator	26.41 – 33.02
Radio Station Staff Announcer	8.90 – 12.66
Radio Station Development Assistant	10.35 – 16.56
School Security Officer	22.43
Title I/Funded Pupil/Program/Parent Support Person	18.87 – 27.48
High School Parent/Community Liaison	18.87 – 27.48
Evening Events Supervisor	14.28
Asst. Site Coordinator - 21 st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	15.53 – 29.00
Technology Support for Communications and Data	16.37 – 19.48
Early College Data Specialist	23.36 – 26.69

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

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

Radio Station Operations Manager	24,613 – 40,337
Radio Station Morning Edition Host	27,933 – 43,970
Radio Station Promotions Manager	28,730 – 42,748
Radio Station Membership Manager	31,862 – 45,138
Safe and Drug Free Schools Coordinator	24,892 – 29,041
Olweus Bullying Prevention Program Coordinator	41,107 – 55,616
Energy Education Specialist	56,897 – 77,048
Assistant Supervisor of Building Services	53,040 – 66,300
Adult and Community Education Program Manager	61,200 – 71,400
<u>Data Specialist</u>	<u>36,247 – 56,959</u>
<u>Communication Specialist</u>	<u>36,247 – 56,959</u>
School Psychologist Intern	35,520
21 st Century Community Learning Center Coordinator	2,500 (per semester)
Community Engagement Manager	28,997
Jr. ROTC Program Manager	51,000 – 66,300

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

December 21, 2015 **May 10, 2016**

EMPLOYEES IN TECHNOLOGY SERVICES POSITIONS COMPENSATION PLAN

Section 1. TECHNOLOGY SERVICES WAGE/SALARY SCHEDULE

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

POSITION	HOURLY WAGE RANGE
Support Technician (I)	15.69 – 24.52
Office Systems Support Technician (I)	14.71 – 18.36

POSITION	YEARLY SALARY RANGE
Network Engineer (V)	61,200 – 90,780
Technical Support Manager (IV)	63,240 – 88,740
Computer Systems Specialist (IV)	57,120 – 77,520
Office Systems Support Manager (III)	48,960 – 68,340
Database Administrator/Programmer (III)	45,436 – 69,469
Technical Support Specialist (III)	48,960 – 68,340
Advanced Support Technician (II)	42,840 – 61,200
Network Infrastructure Technician (II)	36,720 – 61,200
Programmer/Analyst (II)	42,840 – 61,200
Office Systems Support Specialist (II)	40,800 – 59,160
Digital Communications Specialist	36,247 – 56,959

December 8, 2015 **May 10, 2016**



DATE: April 28, 2016

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

FROM: Anthony England

SCHOOL /ENTITY APPLYING: Student Services

GRANT TITLE: Bullying Prevention

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO: Safe Haven grant from Indiana Criminal Justice Institute

GRANT AMOUNT: \$32,303

GRANT SUBMISSION DEADLINE: May 20, 2016

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

EXPLANATION OF GRANT:

This grant is written to supplement the bullying prevention efforts of Elkhart Community Schools in order to assure a safe learning environment for all our students and to be in compliance with Indiana legislation PL285-2013. This grant will provide a motivational speaker at the request of our middle school administrators: professional development to ensure the expertise of selected staff, and data reports.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF SAFETY AND SECURITY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>
DIRECTOR OF STUDENT SERVICES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	DATE CONTACTED	4/28/2016
DIRECTOR OF FOOD SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED	<input type="text"/>

SUSTAINABILITY PLAN:

The bullying prevention initiative is funded by Elkhart Community Schools. This grant will increase the number of staff members with expertise in best practices in bullying prevention. It will also provide for a motivational speaker for our middle schools at the request of the middle school administrators. In addition, we will have adequate data reports to analyze our bullying prevention efforts.

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

John Halligan for middle schools; data reports; select staff attend IBPA regional/national conferences.

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Mary Yoder Holsopple and Tracey Bolin

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL



DATE:

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

FROM:

SCHOOL / ENTITY APPLYING:

GRANT TITLE:

GRANT APPLICATION READ YES NO

ENTITY APPLYING TO:

GRANT AMOUNT:

GRANT SUBMISSION DEADLINE:

SIGNATURE OF ADMINISTRATOR APPROVING APPLICATION:

EXPLANATION OF GRANT:

The funds will support the activities and supplies needed for the Project Y event. Project Y is a continuation of Service Project X, which was the successful attempt at the Guinness World Record for the largest game of tag in May 2013.

IF PART OF GRANT, NOTIFY:

DIRECTOR OF TECHNOLOGY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED <input type="text"/>
DIRECTOR OF SAFETY AND SECURITY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED <input type="text"/>
DIRECTOR OF STUDENT SERVICES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	DATE CONTACTED <input type="text"/>
DIRECTOR OF FOOD SERVICES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	DATE CONTACTED <input type="text" value="4/20/2016"/>

SUSTAINABILITY PLAN:

Continued donor and sponsor support will be pursued

WHERE/HOW WILL GRANT FUNDING BE UTILIZED:

Activities and supplies for Project Y

WHO WILL MONITOR GRANT COMPLIANCE AND COMPLETE REQUIRED REPORTS:

Kimberly Boynton, Director of Grant Development

BOARD: APPROVED DENIED

DATE OF BOARD APPROVAL

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: West Side Middle School

Class/Group: 7th/8th Grade Social Studies Students

Number of Students: 50+

Date/Time Departing: We plan to travel on Fall Break 2016. We will leave on Friday evening

Date/Time Returning: returning on Tuesday morning. (Exact dates to be determined)

Destination: Washington, D.C.
City State

Overnight facility: Airport Hilton

Mode of Transportation: Royal Excursion Charter bus

Reason for trip: To learn, explore and discover our nation's capital so that students may
apply the knowledge gained to become productive citizens of society.
Students will work to complete a "Discovery Journal" provided by the
company to bring back to use as a resource.

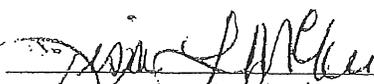
Names of chaperones: 5

Cost per student: \$838.00

Describe Plans for Raising Funds or Funding Source: Flag Scholarship through the company, fundraising projects such as
selling Christmas pointsettias, discount cards, and jams and jellies

Plans to defray costs for needy students: Students may apply and receive scholarship dollars from the company as
well as using fundraising dollars. We will also implement a student
sponsor program asking staff members if they would like to donate to
students to help them meet their goal of exploring Washington, D.C..

Are needy students made aware of plans? Yes, all students are made aware of the plans to help offset costs.

Signature of Teacher/Sponsor: 

Signature of Principal:  Date: 10/12/15

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

Approval of Assistant Superintendent:  Date: 11/12/15

Approval by Board: _____

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

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart Memorial High School

Class/Group: Marching Band

Number of Students: 140

Date/Time Departing: May 27, 2016

Date/Time Returning: May 29, 2016

Destination: _____ **Speedway** **IN**
_____ **City** **State**

Overnight facility: Zionsville Middle School

Mode of Transportation: School Bus

Reason for trip: Performance / PR

Band will march in the downtown Indy 500 Parade

Band invited to ISO for a symphony concert

Band will march around the track and will get tickets to watch the race.

Names of chaperones: Band directors, administrators, and 1 chaperon per 10 students

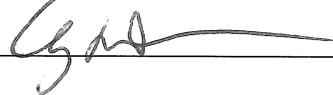
Cost per student: \$10 in food and commemorative shirt costs.

Describe Plans for Raising Funds or Funding Source: No plans - boosters will help as needed.

Plans to defray costs for needy students: Seeking partial funding from EEF for food/shirts

Are needy students made aware of plans? YES

Signature of Teacher/Sponsor: 

Signature of Principal:  **Date:** 4/25/16

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

Approval of Assistant Superintendent:  **Date:** 4/27/16

Approval by Board: _____

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: May 5, 2016

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath



RE: **Conference Leave Requests**
May 10, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
<p>GO FISH-IN CREW CAPTAIN WORKSHOP</p> <p>This workshop is designed for educators to learn about fish biology, aquatic ecosystems, and angling skills and ethics. Mr. Shoemaker plans to use this knowledge to enhance the science content instruction in his classroom as well as to improve the effectiveness of his fishing club for the 21st Century after-school club program.</p> <p>Valparaiso, IN May 26, 2016 (1 day's absence) KYLE SHOEMAKER - MONGER (0-0)</p>	\$20.00	\$95.00
<p>WORLD MUSIC DRUMMING: LEVEL 3</p> <p>This course will allow Mrs. Ashton to advance to the next level of instruction which will enable her to teach her students even more and in greater detail. It will also allow her to expand her professional contacts and further her growth professionally.</p> <p>Oconomowoc, WI June 26 - July 1, 2016 (0 day's absence) DAWN ASHTON - HAWTHORNE (0-0)</p>	\$1,371.80	\$0.00
<p>CO-TEACHING: PRACTICAL STRATEGIES AND TOOLS TO BOOST STUDENT ACHIEVEMENT</p> <p>This conference will provide co-teaching educators with effective communication techniques and proven strategies for optimizing each teacher's expertise to determine roles and responsibilities in the co-taught classroom.</p> <p>Indianapolis, IN June 26 - 30, 2016 (0 day's absence) MICHELLE MCCLINTIC - OSOLO (1-2) CINDY WHITTAKER - OSOLO (1-2)</p>	\$552.48	\$0.00

2015 - 2016 CONFERENCES	EXPENSES	SUBSTITUTE
CO-TEACHING: PRACTICAL STRATEGIES AND TOOLS TO BOOST STUDENT ACHIEVEMENT This conference will provide co-teaching educators with effective communication techniques and proven strategies for optimizing each teacher's expertise to determine roles and responsibilities in the co-taught classroom. Indianapolis, IN July 21 - 22, 2016 (0 day's absence) DIANE UMMEL - OSOLO (0-0)	\$282.00	\$0.00
	\$2,226.28	\$95.00
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	\$89,554.89	\$12,880.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$260,798.73	\$22,325.00

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



TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: MAY 10, 2016

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2016-17 school year:

Mary Boehman	Memorial/World Language
Elizabeth Franks-North	West Side/Language Arts
Hillary Harder	Roosevelt/Music
Joshua Hren	Memorial/Music
Rebecca Kmitta	TBD/Psychologist
Wesley Molyneaux	Coordinator of Technology & Integration
Laura Stauffer	Central ~ Memorial/ASL

- b. **Resignation** – We report the resignation of the following employee:

Nia Mathews	Monger/Grade 1
Began: 9/2/14	Resign: 6/1/16

- c. **Retirement** – We report the retirement of the following employee effective June 1, 2016:

Rita Raval Memorial/World Language 40 Years of Service

CLASSIFIED

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

Mariana Aguilar	Beck/Monger/Food Service
Began: 2/29/16	PE: 5/2/16
Domenick Butler	Roosevelt/Custodian
Began: 3/14/16	PE: 5/9/16

Derrick Johnson II Began: 2/29/16	Beardsley/Paraprofessional PE: 5/2/16
Scott Laird Began: 3/15/16	ESC/Support Tech I PE: 5/10/16
Tyresha Peoples Began: 3/8/16	Memorial/Food Service PE: 5/10/16
Byron Swartzentruber Began: 3/8/16	Memorial/Paraprofessional PE: 5/10/16
Michelle VanArsdale Began: 3/7/16	Pierre Moran/Food Service PE: 5/9/16

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

Julie Hinzmann Began: 8/18/88	Daly/ Social Worker Retire: 6/3/16 Years of Service: 27
Peggy North Began: 8/23/01	Transportation/Bus Helper Retire: 6/1/16 Years of Service: 14
Julie Woodiwiss Began: 10/6/99	Woodland/Secretary Resign: 6/9/16 Years of Service: 17

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

Joseph Fox III Began: 9/6/06	Tipton/Paraprofessional Resign: 4/1/16
Lawrence Friesner Began: 3/28/11	Transportation/ Bus Driver Resign: 4/27/16
Jalisa Gates Began: 9/2/14	Transportation/Bus Helper Resign: 4/22/16
Shannon Link Began: 10/13/14	Daly/Secretary Resign: 6/1/16
Tonya Miles Began: 1/26/15	Beardsley/Food Service Resign: 5/9/16
Shirley Robinson Began: 9/21/07	Transportation/Bus Helper Resign: 6/1/16

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

Sandra Heckathorn
Began: 9/8/15

Transportation/Bus Driver
Termination: 4/28/16
Board Policy GBEB, Section II (B)



PERSONNEL DEPARTMENT

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: W. DOUGLAS THORNE
DATE: MARCH 10, 2016

ADDENDUM TO PERSONNEL REPORT

- a. **Administrative Appointment** – The administration recommend confirmation of the following administrative appointments:

Jill Balcom Bristol/Principal

Rhiannon Harrison Central/Assistant Principal

- b. **Agreement** – We recommend the approval of an agreement regarding retirement eligibility.