

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

November 22, 2016

CALENDAR

Nov	22	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	22	Immediately following	Executive Session, J.C. Rice Educational Services Center
Nov	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Nov	22	Immediately following	Executive Session, J.C. Rice Educational Services Center
Dec	13	5:30 p.m.	Public Work Session, Mary Feeser Elementary School, 24975 CR 6
Dec	13	Immediately following	Executive Session, Mary Feeser Elementary School, 24975 CR 6
Dec	13	7:00 p.m.	Regular Board Meeting, Mary Feeser Elementary School, 24975 CR 6

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- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES

Central High School – Sofia Sanchez  
Memorial High School – Lindsey Stahl

- D. MINUTES  
November 8, 2016 – Public Work Session  
November 8, 2016 – Regular Board Meeting  
November 15, 2016 – Public Work Session

- E. TREASURER'S REPORT

Consideration of Claims

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

Financial Report – January 1, 2016 – October 31, 2016

Public Hearing – A public hearing will be held on proposed Additional Appropriations in the General Fund.

Resolution for Additional Appropriations – The Business office recommends Board adoption of a resolution for proposed additional appropriations in the General Fund.

Resolution for Transfer of Appropriation – The administration recommends Board adoption of a resolution to transfer appropriations in 2016 tax reported funds.

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

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

Bus Purchases – The Business office requests Board authorization to purchase busses through the State purchasing program.

F. NEW BUSINESS

ISTEP Update

School Without Walls Update

Resolution for NEOLA – The administration recommends Board adoption of a resolution to accept the comprehensive document as Bylaws and Policies of Elkhart Community Schools.

Grant Approval – It is recommended the Board approve submission of grants as recommended by the administration.

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

G. 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.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

November 8, 2016

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – 5:30 p.m.

Time/Place

Board Members  
Present:

Susan C. Daiber  
Karen S. Carter

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

Roll Call

Absent:

Glenn L. Duncan

ECS Personnel Present:

Doug Hasler  
Rob Haworth  
Dawn McGrath

Kevin Scott  
Doug Thorne  
Bob Woods

The Board heard a report on the proposed Elkhart Health Fitness Aquatics and Community Center from Stu Isaac of Isaac Sports Group, a consulting firm with the project. His presentation focused on the priority use and scheduling of the aquatics center. Doug Hasler, Chief Operating Officer, reviewed the 2017 insurance benefit package recommendation. The Board discussed agenda items for the regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 6:40 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  
November 8, 2016

<p>J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – at 7:00 p.m.</p>	<p>Place/Time</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members Present:</td> <td style="width: 33%;">Susan C. Daiber Karen S. Carter</td> <td style="width: 33%;">Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver</td> </tr> </table>	Board Members Present:	Susan C. Daiber Karen S. Carter	Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver	<p>Roll Call</p>
Board Members Present:	Susan C. Daiber Karen S. Carter	Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver		
<p>Absent                      Glenn L. Duncan</p>				
<p>Vice President Susan Daiber called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.</p>	<p>Call to Order</p>			
<p>Mrs. Daiber discussed the invitation to speak protocol.</p>	<p>Protocol</p>			
<p>Superintendent’s Student Advisory Council (SSAC) representatives introduced themselves: Stacy Dibley, a senior from Central High School (CHS) and Krystal Grubb, a senior from Memorial High School (MHS). Stacy Dibley is also involved in sports as a member of the cross-country, track and swim teams. She highlighted the fall sports accomplishments as well as upcoming basketball and swimming/diving competitions. Ms. Dibley reported on the Fall play “Through Our Eyes” and SSAC’s plans for this year. Krystal Grubb is president of Memorial’s SSAC this year. She also reviewed Fall sport successes including the Mangy Lion being “at home”; the veteran’s day program on Friday afternoon, the presentation of It’s a Wonderful Life this month; a blood drive; and madrigal dinner. Memorial’s SSAC activities will include a middle school program in January, and a community cook-off in the Spring. It was noted Ms. Grubb will be signing her letter of intent to play tennis at IUPUI this Friday.</p>	<p>SSAC Representatives</p>			
<p>By unanimous action, the Board approved the following minutes: October 25, 2016 – Public Work Session October 25, 2016 – Regular Board Meeting</p>	<p>Approval of Minutes</p>			
<p>By unanimous action, the Board approved payment of claims totaling \$5,240,076.44 as shown on the November 8, 2016, claims listing. (Codified File 1617-61)</p>	<p>Payment of Claims</p>			

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$250.00 from the Elkhart Luncheon Optimist Club to assist the music program at Roosevelt STEAM Academy; miscellaneous automobile parts with an approximate value of \$2,500.00 from Don and Linda Hammond to the Elkhart Area Career Center (EACC) for the Automotive Services Technology and Automotive Refinishing/Collision Repair classes; a 1972 Butler flat bed semi-trailer and a 1993 Peterbilt semi-tractor valued at \$3,900.00 and \$4,800.00 respectively, from Garry Kessler for use in the EACC's Diesel Service Technology class; and a 2003 Ford Super Duty truck valued at \$5,300.00 from Forest River also to EACC's Diesel Service Technology class.

Gift Acceptance

By unanimous action, the Board authorized Kevin Scott, Chief Financial Officer, to advertise an Additional Appropriation Hearing to be held on November 22, 2016 at 7:00 p.m. requesting additional appropriations in the amount of \$3,300,000.

Permission to Advertise

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 1617-62)

Fundraiser Approval

By unanimous action, the Board approved an extra-curricular purchase of two 88-key Williams digital pianos for instructional use for the Memorial High School piano program in the amount of \$700.00.

Extra Curricular Purchase

By unanimous action, the Board approved the 2017 benefit plan. Doug Hasler, Chief Operating Officer, reviewed the recommended changes to the 2017 benefit plan. The changes include: expanding to a 4-tier plan from the current single employee or family to add employee and spouse, and employee and children options; optional additional life insurance available at employees' expense; and a change to the co-insurance rates for plan options 1, 2, and 3. A recommendation from the insurance committee to eliminate coverage for spouses who have insurance available through their employer effective 1/1/2018 was reported to the Board with no action requested at this time.

2017 Benefit Plan

By unanimous action, the Board approved the submission of grants to United Way of Elkhart County for the Move2Stand youth summits; and to the Indiana Department of Education for a 2016-2017 High Ability Grant as recommended by the administration. (Codified File 1617-63)

Grant Approval

By unanimous action, the Board confirmed the grants awarded by the Elkhart Education Foundation. Dawn McGrath, Deputy Superintendent, introduced Ashley Boling Molyneaux, executive director, who reported on past and present grants. In the past two years, \$180,000.00 has been donated. Current projects include changing each elementary school's library and invited the Board to tour the most recent upgrade at Mary Daly. Mrs. Molyneaux announced the winter grants total \$20,460.00 and include basketball equipment, a batting cage for Central, entrance fees for robotics competitions, and a partial grant for Memorial's scenery shop. It was explained how individuals and teams receiving grants are asked to give back with volunteers hours. She also spoke regarding a donation being made to Memorial for an art lab with 30 iMac computers from the family of Cameo Victor through the Elkhart Education Foundation. Mrs. Victor was her grandmother. A dedication of the art lab and the 10 new apples on the celebration tree will be held December 7th. (Codified File 1617-63)

Grant Confirmation

By unanimous action, the Board approved an overnight trip request for four Central High School choir students to travel to Fort Wayne, IN on January 13 to 14, 2017 to rehearse and perform with the Indiana All-State Honor Choir.

Overnight Trip Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the November 11, 2016 listings. (Codified File 1617-64)

Conference Leaves

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

Personnel Report

Change to maternity leave for certified staff member, Jessica Moreno, grade 6 at Monger, beginning 10/24/16 and ending 11/18/16.

Change to Maternity Leave

Resignation of certified staff member, Hannah Boyd, special education at Roosevelt, effective 11/22/16.

Certified Resignation

Personal leave for the following two (2) certified staff members:  
Lori Hoese - business education at West Side, beginning 11/21/16 and ending 12/16/16  
Leslie Rectanus - art at West Side, beginning 10/24/16 and ending 12/16/16

Certified Leave

Maternity leave for certified staff member Jill Robison, grade 4 at Roosevelt, beginning 12/11/16 and ending 12/16/16.

Certified Maternity Leave

Retirement of Deborah Canfield, registered nurse at Memorial, effective 11/29/16, with 19 years of service.

Classified Retirement

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

- Melissa Frederick - food service at Pierre Moran, 11/16/16
- Trina Jackson - paraprofessional at EACC, 11/11/16
- Heather Palmer - food service at Commissary, 11/3/16
- Joanna Pizana - bus driver at Transportation, 11/10/16

Classified Resignations

Regular employment of the following eleven (11) classified employees, who have successfully completed their probationary periods, on dates indicated:

- Courtney Curry - secretary at Central, 11/7/16
- Kelly Davis - paraprofessional at Roosevelt, 11/1/16
- Hannah Duncan - paraprofessional at Pierre Moran, 11/2/16
- Michelle Genslinger - bus driver unassigned at Transportation, 10/31/16
- Heather Harrington - secretary at ESC, 11/7/16
- Marissa Meyer - paraprofessional at Riverview, 10/31/16
- Arisa Miller - paraprofessional at Central, 11/8/16
- Michael VanKalveren - paraprofessional at Roosevelt, 10/27/16
- Yalunka Washington - paraprofessional at North Side, 11/2/16
- Diana Weber - food service at Cleveland, 11/8/16
- Dana Wyatt - secretary at ESC, 11/7/16

Classified Employment

Personal leave for the following two (2) classified employees:

- Janell Lunsford - paraprofessional at Memorial, beginning 10/12/16 and ending 1/2/17
- Sara Troncoso - bus driver at Transportation, beginning 10/26/16 and ending 1/23/17

Classified Leave

A Board member commented on the gracious donations received from the community.

From the Board

The meeting adjourned at approximately 7:25 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

November 15, 2016

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

Board Members  
Present:

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

Carolyn R. Morris  
Dorisanne H. Nielsen  
Jeri E. Stahr

Absent:

Douglas Weaver

ECS Personnel Present:

Rob Haworth  
Doug Hasler

Doug Thorne  
Kevin Scott  
Bob Woods

The Board met to discuss: revisions to the proposed lease agreement regarding the Elkhart Health Fitness Aquatic and Community Center with Randy Rompola of Faegre Baker Daniels; proposed bylaws and revisions to policies; and building usage.

The meeting adjourned at approximately 8:30 a.m.

APPROVED:

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

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Carolyn R. Morris, Member

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Susan C. Daiber, Vice President

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

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

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

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

Time/Place

Roll Call

Topics  
Discussed

Adjournment

Signatures



**ELKHART**  
COMMUNITY SCHOOLS

DATE: November 14, 2016

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Brian Buckley, AD  
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$2,000.00 was given to the Elkhart Central High School Girls Basketball team from IOI Interlogic Outsourcing, Inc.

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:

IOI Interlogic Outsourcing, Inc.  
P. O. Box 2808  
Elkhart, IN 46514



**CLEVELAND ELEMENTARY SCHOOL**

53403 COUNTY ROAD 1 • ELKHART, IN 46514

PHONE: 574-262-5580



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

Date: November 7, 2016

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

From: Mrs. Kelly Carmichael, Principal

RE: Donation Approval: University of Notre Dame

On behalf of Cleveland Elementary School, I am requesting Elkhart Community School's Board School Trustees approve the acceptance of a donation in the amount of \$280.00 from the University of Notre Dame. The donation is in response to Cleveland's partnership with the University of Notre Dame in a longitudinal study aimed at identifying skills that are most important for future math success among elementary students. During this first semester the study included students in third grade.

The donation is being applied to Cleveland's Extra Curricular Funds for Student Activities to support future academic activities/clubs for students.

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. Nicole McNeil  
NFS Project Director  
CLAD Lab/B20 Haggard Hall  
University of Notre Dame  
Notre Dame, IN 46556-5612

Respectfully,

Kelly Carmichael  
Principal  
Cleveland Elementary School



UNIVERSITY OF  
NOTRE DAME

November 1, 2016

Kelly Carmichael, Principal  
Cleveland Elementary School  
53403 County Road 1 North  
Elkhart, IN 46514

Dear Principal Carmichael,

On behalf of the CLAD Lab at Notre Dame, I would like to thank you for allowing us to partner with your school this fall for our third grade math project. As a small gesture of our appreciation, we are enclosing a check to your school to compensate for the time and costs associated with us working with the third graders in your school building. The amount is reflective of the number of children we worked with for our third grade math project.

We will include a brief report on the data we collected while working with the third graders at the end of the school year when we report on our last year of the National Science Foundation longitudinal project that we have been conducting at Cleveland for the past six years.

We value our partnership with your school. We realize the time and effort that it takes for this partnership, and we are always inspired by your enthusiasm. All members of our team have truly enjoyed meeting with the students and interacting with you and all of the staff and faculty at Cleveland Elementary School.

We look forward to continuing this partnership in the future.

Thanks for your support,

A handwritten signature in cursive script that reads "Caroline B. Hornburg".

Caroline Byrd Hornburg, *Graduate Student*, email: hornburg.1@nd.edu, phone: (574) 631-0963  
Nicole McNeil, *Associate Professor*, email: nmcneil@nd.edu, phone: (574) 631-5678



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**BOARD OF SCHOOL TRUSTEES**

**FROM: DR. DAVID BENAK**

**DATE: NOVEMBER 22, 2016**

**RE: DONATION APPROVAL - EACC**

Elkhart City Fire Department has donated a 1987 Pierce Fire Truck (VIN# 1P9CA01J3KA040219) with an approximate value of \$4,000.00, and 40 sets of used fire bunker gear, with an approximate value of \$2,000.00 to be used in our Firefighting class.

Ray Collins, lead Fire Instructor, reports these items will be useful in our Firefighting class 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:

Elkhart City Fire Department  
Fire Chief Chad Cary  
500 East St.  
Elkhart IN 46516



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**BOARD OF SCHOOL TRUSTEES**

**FROM: DR. DAVID BENAK**

**DATE: NOVEMBER 22, 2016**

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**RE: DONATION APPROVAL - EACC**

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Bruce Mann has donated miscellaneous machinist tools with an approximate value of \$4,139.00 to be used in our Machine Trades class.

Mike Youngs, our Machine Trades instructor, reports these items will be useful in his class 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:

Bruce Mann  
50875 Hemingway Lane  
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: November 15, 2016  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Cary Anderson  
Principal, Elkhart Memorial High School  
RE: Donation Approval

The Elkhart Education Foundation received an earmarked donation to fund an iMac Lab for the Elkhart Memorial High School Art Department. The donation supports the development of several new innovative classes, such as, Digital Design, Game Design, Animation and Advanced Photography. The iMac lab will give our students the opportunity to work with industry standard equipment as they prepare for careers in these exciting fields of study. This donation will impact over 500 students that are enrolled in these courses for the 16-17 school year. They will replace 9 outdated desktop computers that cannot run the necessary software. The 30 donated iMac computers that will comprise our new "Cameo Victor Art Lab" have a value of \$30,840.60.

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:

The Family of Cameo Victor  
% Elkhart Education Foundation  
2746 Old US 20 W., Suite B  
Elkhart, IN 46517

ACCOUNT BALANCES/INVESTMENT DETAIL  
October 2016

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	14,952,248.74
Lake City Bank - Merchant Account	1,216,094.38
Teachers Credit Union	2,833,278.33
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(860,983.89)
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,412,702.15
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	(278,761.40)
Lake City Bank - Flex Account	53,942.77
Teachers Credit Union-Payroll Account	50,237.68
Teachers Credit Union - Flex Account	11,639.13

INVESTMENTS:

Certificate of Deposit	-
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\$ 19,800,327.89



# ADDITIONAL APPROPRIATION RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

Sec. 1. Be it resolved by the Board of School Trustees of Elkhart Community Schools, Elkhart County, that for the expenses of the taxing unit, the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

Fund Name: General Fund	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification:		
Personal Services	\$ 3,300,000 _____	\$ 3,300,000 _____
Supplies	\$ _____	\$ _____
Other Services & Charges	\$ _____	\$ _____
Township Assistance	\$ _____	\$ _____
Debt Service	\$ _____	\$ _____
Capital Outlays	\$ _____	\$ _____
TOTAL for General Fund:	\$ 3,300,000 _____	\$ 3,300,000 _____

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Adopted this 22<sup>nd</sup> day of November, 2016.

AYE

NAY


ATTEST:

\_\_\_\_\_  
Secretary of Fiscal Body

**NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATION**

Notice is hereby given to the taxpayers of Elkhart Community Schools in Elkhart County, Indiana, that the proper fiscal body will consider the following additional appropriation in excess of the budget for the current year at the location of the

Central Office at 2720 California Road, Elkhart, Indiana, at 7:00 o'clock p.m., on the 22<sup>nd</sup> day of November, 2016.

Fund Name: General Fund	AMOUNT
Major Budget Classification:	
Personal Services	\$ 3,300,000 _____
Supplies	\$ _____
Other Services & Charges	\$ _____
Township Assistance	\$ _____
Debt Service	\$ _____
Capital Outlays	\$ _____
TOTAL for the General Fund:	\$ 3,300,000 _____

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriation(s) as finally made will be referred to the Department of Local Government Finance (Department). The Department will make a written determination as to the sufficiency of funds to support the appropriation(s) within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated 11/11/2016

Kevin Scott, Chief Financial Officer



**CERTIFIED COPY OF ADDITIONAL APPROPRIATION**  
 State Form 55819 (R2 / 12-15)  
 PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

NOTE: If reporting an additional appropriation of bond proceeds, complete only Sections I and III; and A, B, and C of Section II.

**Section I**

UNIT NAME: Elkhart Community Schools, Elkhart County, Indiana Unit Number: 2305  
 COUNTY NAME: Elkhart County County Number: 20  
 Date of Publication (month, day, year): 11/11/2016 Newspaper Name: Elkhart Truth  
 Date of Publication (month, day, year): 11/11/2016 Newspaper Name: Goshen News Date Received (month, day, year): \_\_\_\_\_  
 Date of Public Hearing (month, day, year): 11/22/2016  
 Date of Resolution/Ordinance (month, day, year): 11/22/2016 Order Number: \_\_\_\_\_

**Section II**

*Complete for each fund from which the additional appropriations are made. Use a separate column for each fund.  
 Lines referred to below are on the Fund Report issued by the Department.*

A. DLGF Fund Number	0101			
B. Fund Name	General Fund			
C. Appropriation Amount Requested	\$3,300,000.00			
D. Amount by Reduction (Enter as a positive number.)				
E. Net Amount of Increase (C minus D)	\$3,300,000.00	\$0.00	\$0.00	\$0.00
1. Property Tax Levy (Line 16)				
2. Levy Excess (Line 15)				
3. PTRC from CAGIT (Line 13A)				
4. LOIT Levy Freeze Amount (Line 13B)				
5. Misc. Revenue (Line 8B) (If higher than 8B amount, a revised Budget Form 2 must be attached.)	\$84,840,530.00			
6. January 1 Cash Balance (Include investments.)	\$4,652,381.00			
7. Subtotal of Funds (Add 1 thru 6.)	\$89,492,911.00	\$0.00	\$0.00	\$0.00
8. Less Circuit Breaker	\$0.00			
9. Total Funds (7 minus 8.)	\$89,492,911.00	\$0.00	\$0.00	\$0.00
10. DLGF Approved Budget (Line 1)	\$85,005,845.00			
11. Encumbered Appropriations Carried Forward From Previous Year	\$499,704.75			
12. Temporary Loans Outstanding as of January 1	\$0.00			
13. Beginning Obligations (Add 10 thru 12.)	\$85,505,549.75	\$0.00	\$0.00	\$0.00
14. Surplus Funds (9 minus 13.)	\$3,987,361.25	\$0.00	\$0.00	\$0.00
15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations.	\$0.00			
16. Amount transferred to the Rainy Day Fund (Note #1)	\$0.00			
17. Surplus Funds Remaining (14 minus 15 minus 16.)	\$3,987,361.25	\$0.00	\$0.00	\$0.00

Note #1: Do not use this line for additional appropriations for the rainy day fund. Transfers to the rainy day fund are miscellaneous revenues in the rainy day fund.

**Section III**

I, \_\_\_\_\_ fiscal officer of \_\_\_\_\_, do hereby certify that the above information is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature	Title
2720 California Road	(574) 262-5553
Unit Mailing Address (number and street)	Telephone Number
Elkhart, IN 46514	kscott@elkhart.k12.in.us
City, State and ZIP	Email Address

ELKHART COMMUNITY SCHOOLS

**RESOLUTION FOR TRANSFER OF APPROPRIATIONS**

November 22, 2016

WHEREAS, it has been shown that certain appropriations have unencumbered remaining balances and,

WHEREAS, certain accounts are in need of transferred appropriations,

NOW THEREFORE, be it resolved this 22<sup>nd</sup> day of November, 2016, that transfers within budget classifications of certain budgeted funds may be performed in accordance with IC 6-1.1-18-6.

ADOPTED THIS 22<sup>nd</sup> DAY OF NOVEMBER 2016:

AYE

NAY

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

BOARD OF SCHOOL TRUSTEES

ATTEST: \_\_\_\_\_  
Secretary, Board of School Trustees





BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. HAWORTH**  
**BOARD OF SCHOOL TRUSTEES**

**FROM: DR. ROBERT WOODS**

**DATE: NOVEMBER 17, 2016**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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


SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Athletic	15 Basketball @ \$52.00	\$780.00
Extra-curricular	1 Basketball Cage	\$175.00
	1 Basketball Rack	\$ 90.00
	1 Basketball Clip board	\$ 17.00
	20 Pair Dribble Glasses	\$100.00



**WEST SIDE MIDDLE SCHOOL**  
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514  
PHONE: 574-295-4815

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

To: Dr. Haworth  
From: Kristie Stutsman   
Date: November 1, 2016  
Re: Approval for Purchase

West Side Middle School athletic department would like to purchase some much needed equipment for our girls basketball program. The purchase amount is \$1162.00 and the funds will be used from our athletic extra-curricular account. The girls basketball program hosted a Nelson's Chicken sale and will be working with Applebee's on a pancake breakfast fundraiser to help defer the cost of this equipment. Vendor and items being purchased are listed below.

The equipment will be purchased from

Mike's Sporting Goods  
1650 US 41 Suite E  
Schereville, IN 46375

Items being purchased:

- 15 basketballs @ 52.00=780.00
- 1 basketball cage=175.00
- 1 basketball rack= 90.00
- 1 basketball clip board= 17.00
- 20 pair of dribble glasses @ 5.00= 100.00



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. HAWORTH  
BOARD OF SCHOOL TRUSTEES**

**FROM: DR. ROBERT WOODS**

**DATE: NOVEMBER 17, 2016**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Athletic Extra-curricular	Shooting Shirts A & B Teams	\$3,000.51






**WEST SIDE MIDDLE SCHOOL**  
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514  
PHONE: 574-295-4815

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

To: Dr. Haworth  
From: Kristie Stutsman   
Date: October 28, 2016  
Re: Approval for Purchase

West Side Middle School athletic department would like to purchase shooting shirts and travel attire for our boys basketball program (both A & B teams). The purchase amount is \$3000.51. The athletes have raised the money through fundraising and personal purchases to cover the cost.

The attire will be purchased from

Ares Sportswear  
3704 Lacon Rd  
Hilliard, OH 43026



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. HAWORTH  
BOARD OF SCHOOL TRUSTEES**

**FROM: DR. ROBERT WOODS**

**DATE: NOVEMBER 17, 2016**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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


SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Band/Orchestra Extra-curricular	110 Polo Shirts @ \$15.00 each	\$1,650.00



**WEST SIDE MIDDLE SCHOOL**  
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514  
PHONE: 574-295-4815

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

Date: November 1, 2016  
TO: Dr. Rob Haworth  
FROM: Tim Carnall, James, Keranen, Kristie Stutsman   
RE: West Side Middle School Band & Orchestra

The West Side Middle School 7<sup>th</sup> Grade band and orchestra students will again be purchasing shirts to wear as part of their concert uniforms. The cost of the Polo shirts are \$15.00 and the students are paying that fee themselves, unless financially unable. We anticipate ordering approx 110 shirts that cost would be \$1,650, charged to our extra-curricular account. We are requesting permission from the school board to proceed with this order.

cc: R. Woods



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES  
DR. HAWORTH**

**FROM: DOUGLAS A. HASLER**

**DATE: NOVEMBER 17, 2016**

**SUBJECT: PROPOSED BUS PURCHASE**

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For the first time in three years, Elkhart Schools purchased 15 school buses last year. Henry Lohmeyer, Director of Transportation, is evaluating the need to purchase additional buses over the course of the existing school year.

Mr. Lohmeyer is hoping to purchase up to 15 72-passenger buses. Buses of this class purchased by Elkhart Schools in 2015 were priced at approximately \$99,700 (less trade-in bus value). Mr. Lohmeyer plans on trading in 12 buses. The available appropriation in the Bus Replacement Fund for the current year is \$1,196,557.

As we have done previously, we would plan to purchase these buses through the State Cooperative Purchasing program. While final pricing for the vehicles to be purchased is not available at this time, Mr. Lohmeyer will be able to secure updated pricing prior to the Tuesday night Board meeting next week.

As transportation commitments around Elkhart Community Schools continue to expand, it is imperative that ECS move forward with the purchase of new vehicles to support such operations. I will be seeking your authorization to move forward with a bus purchase order on Tuesday night. Given the need for the various bidders to evaluate the buses that we are trading in, final pricing for the purchase and trade-in of buses will not be available until the January 10, 2017 Board meeting.

If you have any questions concerning this matter prior to Tuesday evening, please contact me at 262-5563.

ADOPTION RESOLUTION

RESOLVED, the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Policies of the Elkhart Community Schools' Board" are hereby adopted and all bylaws and policies heretofore adopted by the Elkhart Community Schools' Board are hereby rescinded, further be it

RESOLVED, in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies and parts of policies shall remain in full effect.

Take notice, the foregoing resolution was adopted by the Elkhart Community Schools' Board at a public meeting held at Elkhart, Indiana on November 22, 2016.

Signed this 22<sup>nd</sup> day of November, 2016.

AYE

NAY

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BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: \_\_\_\_\_, Secretary  
Board of School Trustees

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.
Pets in the Classroom rebate grant	Pets in the Classroom	Woodland Elementary School	Randi Weidman	\$75	The grant funds will be used to purchase a class pet for my special education classroom. I will oversee the management of the pet and will supervise students if they are assigned tasks such as refilling the food and water container, ect.	The class pet (a rabbit) will help my students learn social skills such as waiting your turn, talking quietly, and following directions. The class pet will also teach my students responsibility and nurturing skills such as how to care for an animal, compassion, and empathy.	The grant will be used to purchase food, bedding, a cage, and all other essential items for the rabbit. The rabbit is being given to me by another teacher at Woodland.
Christine L. Fisher Early Childhood Education Fund	Indiana Association for the Education	Teenage Parent Program	Tammara Obendorf, Coordinator	\$3,000	The scope of funding will focus on Artistic Expression. TAPP's Childcare Center playground would like to expand our resources that will support the purchasing of needed, updated equipment that encourage artistic expression and physical fitness. Equipment, toys, and materials that are safe, appeal to children, engage children in exploration and creative expression, and promote learning across a variety of domain are essential elements of high-quality programs. Anthony England, Assistant Superintendent of Student Services and Tammara Obendorf, Coordinator of the Teenage Parent Program will oversee the management of the grant.	The Teenage Parent Program believes that all students in Elkhart Community Schools must be provided an equal opportunity for optimal educational growth, regardless of age, race, creed, national origin, disability, gender or economic status. The Teenage Parent Program provides care for infants as early as 2 weeks, through 36 months. TAPP's purpose supports ECS belief that all children have the right to be loved and cared for in an environment that stimulates physical, emotional and cognitive growth. With the inclusion of new playground equipment, children in our care will be encouraged in creative activities and expression that will nurture the infants' and toddlers' natural tendency to experiment; stimulate senses; and serve as an engaging conduit for developing a variety of physical, cognitive and social-emotional skills. Infants and toddlers need to be provided a varied opportunity to explore and manipulate age-appropriate art materials and to express themselves creatively.	We would purchase from KAPLAN Playground Equipment a "4-Sided In-ground 112" Art Easel" at \$818.00, "Three Drum Table" at \$1,119.00 and a 5'x10' Sandbox for \$589.00 with a bench seat at \$90.00. In addition, we would like to purchase with use at the Art Easel, a "Sidewalk Chalk Paint Kit" for \$39.95. The total of this purchase (excluding shipping), is \$2,986.95. Installation is included.

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: ELKHART MEMORIAL

Class/Group: WRESTLING

Number of Students: 14

Date/Time Departing: 11-18-16 @ 5:30 pm

Date/Time Returning: 11-19-16 @ 10:00 pm

Destination: NEW CASTLE HS NEW CASTLE IN  
City State

Overnight facility: Holiday Inn Express Muncie IN

Mode of transportation: Mini Bus

Reason for trip: WRESTLING MEET

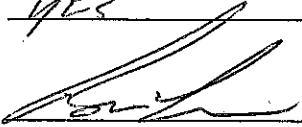
Names of chaperones: Coaches Brian Weaver & Nick Corpe

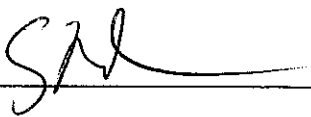
Cost per student: \$30

Describe Plans for Raising  
Funds or Funding Source:

Plans to defray costs  
for needy students: WRESTLING Club

Are needy students  
made aware of plans? YES

Signature of  
Teacher/Sponsor: 

Signature of Principal: 

Date: 11/16/17

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

Approval of Assistant Superintendent: Aaron J. McV...

Date: 11/16/17

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

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: ELKHART MEMORIAL

Class/Group: WRESTLING

Number of Students: 14

Date/Time Departing: 12-16-16 @ 5:30 pm

Date/Time Returning: 12-17-16 @ 10:00 pm

Destination: Yorktown Yorktown IN  
City State

Overnight facility: Holiday Inn Express Muncie IN  
City State

Mode of transportation: Mini Bus

Reason for trip: WRESTLING MEET

Names of chaperones: Coaches Brian Wever & Nick Corpe

Cost per student: \$30

Describe Plans for Raising Funds or Funding Source:

Plans to defray costs for needy students: Wrestling Club

Are needy students made aware of plans? yes

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 11/16/17

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

Approval of Assistant Superintendent: Dawn J. McVey Date: 11/16/17

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

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



**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: November 16, 2016  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**November 22, 2016 - Board of School Trustees Meeting**

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

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>KIDS COUNT 2016</b>                      Mandatory conference for 21CCLC program at Monger.                      Indianapolis, IN                      November 28 - 30, 2016 (3 day's absence)                      LORI REYES - MONGER (1-2)                      NINA SWARTZLANDER - MONGER (3-7)                      BETH WILLIAMS - ESC (0-0)</p>	\$1,803.00	\$570.00
<p><b>WIRED DIFFERENTLY - WORKING WITH KIDS WITH "ACTING OUT" AND "ACTING IN" BEHAVIORS</b>                      This seminar will provide approaches to prevent disruptions caused by students with mental, emotional and behavioral health issues. This translates to more time on task and hopefully increased student achievement.                      Grand Rapids, MI                      December 2, 2016 (1 day's absence)                      ADRIANA BURTON - OSOLO (0-0)                      ANNETTE HINES - OSOLO (0-0)                      TIERAH RODMAN - OSOLO (0-0)                      CINDY WHITTAKER - OSOLO (0-0)</p>	\$641.00	\$380.00
<p><b>C.L.A.S.S. NEW TEACHER WORKSHOP</b>                      This conference will provide background for Pinewood staff who are not familiar with the CLASS program. Pinewood will be leading into Fort Wayne, IN                      December 12, 2016 (1 day's absence)                      JASON MILLER - PINEWOOD (0-0)                      HOLLY O'CONNELL - PINEWOOD (1-2)                      NICOLE PAERRY - PINEWOOD (0-0)                      MINDY SHAW - PINEWOOD (1-2)</p>	\$357.20	\$190.00

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>INDIANA ASSOCIATION FOR THE GIFTED (IAG) CONFERENCE</b>  This conference will provide an overview on the latest classroom instruction, materials, and state expectations. Participants will be attending several workshops pertaining to new strategies for teaching gifted students.  Indianapolis, IN  December 12 - 13, 2016 (2 day's absence)  JEAN CREASBAUM - ESC (2-7)</p>	\$430.00	\$0.00
<p><b>MIDWEST MUSIC CLINIC FOR BAND AND ORCHESTRA DIRECTORS</b>  This clinic will provide information in ways to assist lower socioeconomic students, ways to help with middle school student retention for band and teacher retention.  Chicago, IL  December 14 - 16, 2016 (3 day's absence)  DAVID ELLIOTT - CHS (0-0)  KYLE MILLER - PMMS (0-0)</p>	\$917.00	\$380.00
<p><b>INDIANA MUSIC EDUCATORS ASSOCIATION PROFESSIONAL DEVELOPMENT CONFERENCE (IMEA)</b>  This conference will feature "best practices" in use throughout the state, as well as performances by some of the top ensembles in Indiana. This information is relevant to all music educators.  Fort Wayne, IN  January 13, 2017 (1 day's absence)  DAVID ELLIOTT - CHS (1-2)</p>	\$105.00	\$95.00
<p><b>INDIANA EARLY LITERACY CONFERENCE FOR PRE K - 3RD GRADE TEACHERS</b>  This conference will give information on how to ensure students are proficient readers by grade 3. By focusing on prevention you can reduce the need for intervention.  Indianapolis, IN  January 30 - 31, 2017  TRICIA DAILEY - FEESER (0-0)  HOWARD EDWARDS - ROOSEVELT (0-0)  SUE FELIX - BEARDSLEY (0-0)  MICAH LAMBERT - FEESER (2-3)  VAL MULLINS - BEARDSLEY (0-0)  VAL PRILLER - BEARDSLEY (2-3)  HELENIA ROBINSON - ROOSEVELT (0-0)</p>	\$2,578.90	\$570.00
<p><b>AP TIP-IN MOCK EXAM GRADING/TRAINING</b>  This conference will give teachers instruction on exam grading, test-taking strategies, and test mechanics as well as informatin on the most recent AP exam questions.  Indianapolis, IN</p>	\$718.64	\$190.00

<b>2016 - 2017 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
March 10, 2017 AMY SEMANCIK - MEMORIAL (0-0) HEATHER WALKER - MEMORIAL (1-1)		
	<b>\$7,550.74</b>	<b>\$2,375.00</b>
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$0.00	\$0.00
2016 YEAR-TO-DATE OTHER FUNDS	\$192,113.11	\$23,235.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2017 YEAR-TO-DATE OTHER FUNDS	\$105.00	\$95.00
2017 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$209,244.20</b>	<b>\$25,875.00</b>

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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: November 15, 2016  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 November 22, 2016 - Board of School Trustees Meeting**

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>Hotrodders of Tomorrow National Championship/PR1</b></p> <p>Two teams of students will be competing at the HROT National Championship to earn scholarship money.</p> <p>Indianapolis IN                      December 6-9, 2016</p> <p>Angela Gortney (0-0)                      Ryan Gortney (0-0)                      Career &amp; Technical Student Organization</p>	\$743.00	\$720.00
<b>TOTAL</b>	<b>\$743.00</b>	<b>\$720.00</b>
2016-17 YEAR-TO-DATE PERKINS FUNDS	\$18,124.86	\$2,470.00
<b>GRAND TOTAL</b>	<b>\$18,867.86</b>	<b>\$3,190.00</b>



**TO: DR. ROBERT HAWORTH**  
**FROM: MR. DOUGLAS THORNE**  
**DATE: NOVEMBER 22, 2016**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of a consent agreement regarding employee retention.
- b. **Consent Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- c. **New Certified Staff** – We recommend the following new certified staff for employment in the 2016-17 school year:

**Tracey Gangluff                      Speech Pathologist/PACE ~ Memorial**

- d. **Retirement** – We report the retirement of the following employee effective December 16, 2016:

**Debra Beehler                      Behavior Support                      16 Years of Service**

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

**Aaron Fitz                              Central/Math**  
Began: 8/2/16                              Resign: 11/18/16

**CLASSIFIED**

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

**Rebecca Vechera                      Osolo/Secretary**  
Began: 9/14/84                              Retire: 12/31/16

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

**Brian Chomer                              Commissary/Misc. Food Svc Truck Driver**  
Began: 6/15/15                              Resign: 11/28/16

**Pamela Croxall                              Transportation/Bus Driver**  
Began: 1/4/10                              Resign: 12/2/16

**Jane Cooper**  
Began: 8/1/16

**Pierre Moran/Food Service**  
Resign: 12/2/16

**Douglas Hasler**  
Began: 7/15/98

**ESC/Chief Operating Officer**  
Resign: 11/25/16

**Mark Lutz**  
Began: 12/10/12

**Transportation/Bus Driver**  
Resign: 11/18/16

**Danielle Schroeder**  
Began: 3/14/16

**Cleveland/Paraprofessional**  
Resign: 11/8/16

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

**Timary Dupree**  
Began: 9/12/16

**Memorial/Food Service**  
PE: 11/14/16

**Edith Fernandez**  
Began: 9/19/16

**Osolo/Food Service**  
PE: 11/21/16

**Cori Ledden-Edmisten**  
Began: 9/12/16

**Feeser/Paraprofessional**  
PE: 11/14/16

**Susan Miller**  
Began: 8/16/16

**Daly/Paraprofessional**  
PE: 11/14/16

**Renzo Olcese**  
Began: 9/20/16

**Career Center/Paraprofessional**  
PE: 11/22/16

**Abigail Paar**  
Began: 9/12/16

**Transportation/Bus Driver Unassigned**  
PE: 11/14/16

**Jessie VanKlaveren**  
Began: 9/15/16

**Hawthorne/Paraprofessional**  
PE: 11/17/16

**Sue Williams**  
Began: 9/13/16

**Daly/Paraprofessional**  
PE: 11/15/16

**Kristina Wiskotoni**  
Began: 9/19/16

**Tipton/Central/Food Service**  
PE: 11/21/16



PERSONNEL DEPARTMENT

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: W. DOUGLAS THORNE**  
**DATE: NOVEMBER 22, 2016**

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**ADDENDUM TO PERSONNEL REPORT**

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**CLASSIFIED**

- a. **Retraction** – We recommend the retraction of a resignation reported in error for the following classified employee:

**Jane Cooper**

**Pierre Moran/Food Service**