

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 22, 2017

CALENDAR

Aug	22	5:30 p.m.	Public Work Session, Beardsley Elementary, 1027 McPherson St.
Aug	22	immediately following	Executive Session, Beardsley Elementary, 1027 McPherson St.
Aug	22	7:00 p.m.	Regular Board Meeting, Beardsley Elementary, 1027 McPherson St.
Sep	12	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	19	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	26	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. BUILDING REPORT
 - Building Energy Report – Jeff Komins
 - Beardsley Principal – Val Priller
- E. MINUTES - August 8, 2017 – Public Work Session
August 8, 2017 – Regular Board Meeting
August 15, 2017 – Public Work Session

F. 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, 2017 – July 31, 2017

Fund Loans – The Business Office reports on fund loans made at the end of July 2017.

Monthly Insurance Report

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

G. UNFINISHED BUSINESS

Board Policy 8405 – The administration presents proposed revisions to Board Policy 8405 - Environmental Health and Safety Issues - Indoor Air Quality, Animals in the Classroom, and Idling Vehicles on School Property, as initially presented at the Board’s August 8th regular meeting.

H. NEW BUSINESS

Board Policy 3210 – The administration presents proposed revisions to Board Policy 3210 – Staff Ethics, for initial consideration.

Board Policy 3220.01 – The administration presents proposed revisions to Board Policy 3220.01 - Teacher Appreciation Grants, for initial consideration.

Board Policy 5111 – The administration presents proposed revisions to Board Policy 5111 - Determination of Legal Settlement, for initial consideration.

Grants – The administration seeks Board approval for the submission of grants as recommended by the administration.

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: August 17, 2017

TO: Board of School Trustees
FROM: Dr. Robert Haworth, Superintendent of Schools
SUBJECT: Profile of Beardsley Elementary School

Number of Staff: 2 35 26
 Administrators Certified Staff Classified Staff

Enrollment as of August 16, 2017:

<u>484</u>	<u>25</u>	<u>24</u>	<u>44</u>	<u>0</u>	<u>0</u>	<u>7</u>
TOTAL	%White	%Black	%Hispanic	% Asian/ Pacific Island	% Amer. Indian	% Multi Racial

Previous Year Stability Rate: 64%

(Stability percentage is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.)

Parent Involvement: _____ (% of families represented in PTA/PTO)
Does not have a PTO

Special Education:

Ed Room
Mild Intervention Spec. Ed (classrooms)
Speech

% on Free Lunches: 83% % with Reduced Lunches: 4.8%

Breakfast Program: 348 (average daily participation)

Special Programs, Special Curriculum Features, Awards/Honors:

Tolson Center "Winner of Be the Best You Can Be Award"
Quarterly award assemblies for all grades
Boys & Girls Club morning and afternoon care
ENL interventions
CARES -Mentoring
30-30-30 Mentors/ ENL Mentoring Program
ENL Push in support
Weekly GEI meetings
Speech & Language Therapy Services
NWEA # 1 Growth in Winter and Spring in both math and reading
Engage NY (math & languages)
Tools of the Mind (Kindergarten only)
Ethos Science
Front Row Assessment for Math & Reading
IXL for math

ELKHART COMMUNITY SCHOOLS STABILITY REPORT

SCHOOL	2009-2010** STABILITY (%)	2010-2011** STABILITY (%)	2011-12** STABILITY (%)	2012-13** STABILITY (%)	2013-14** STABILITY (%)	2014-15** STABILITY (%)	2015-16** STABILITY (%)
BEARDSLEY	54%	59%	61%	58%	62%	62%	59%
BECK	45%	52%	55%	51%	50%	49%	45%
BRISTOL	72%	74%	76%	71%	72%	73%	76%
CLEVELAND	75%	78%	79%	77%	79%	77%	75%
DALY	67%	73%	74%	67%	62%	65%	69%
EASTWOOD	83%	88%	83%	84%	85%	87%	85%
FEESER	82%	81%	79%	75%	78%	79%	79%
HAWTHORNE	59%	63%	59%	57%	68%	66%	68%
MONGER	66%	73%	74%	65%	66%	70%	71%
OSOLO	72%	72%	74%	73%	75%	74%	68%
PINEWOOD	78%	82%	79%	81%	76%	80%	79%
RIVERVIEW	73%	82%	80%	84%	75%	77%	78%
ROOSEVELT	58%	60%	64%	60%	57%	63%	60%
WOODLAND	59%	61%	58%	56%	59%	59%	62%
NORTH SIDE	67%	71%	72%	69%	75%	73%	75%
PIERRE MORAN	62%	68%	59%	59%	66%	67%	64%
WEST SIDE	64%	73%	73%	68%	69%	76%	75%
CENTRAL	62%	69%	73%	72%	74%	71%	70%
MEMORIAL	62%	69%	72%	71%	72%	66%	64%

**Stability percentage rate is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.

Employee Name	Job/Position	Main Work Location	Benefit Group
Anderson, Claudine R	Para- Mild	0101 Beardsley	Classified
Andrews, Cynthia E	Para- Instructional	0101 Beardsley	Classified
Beutter, Janice L	Social Worker w/Bachelors	0101 Beardsley	Classified
Byrd, Anita M	Food Service I-B	0101 Beardsley	Classified
Byrkett, Teresa R	Food Service I-B	0101 Beardsley	Classified
Dunning, Marcelle E	Para- ED	0101 Beardsley	Classified
Gefri, Yvonne M	Food Service I-B & II-B	0101 Beardsley	Classified
Howard, Crystal M	Para- Lunch I-A	0101 Beardsley	Classified
Irving, Dana	Academic Trainer	0101 Beardsley	Classified
Jones, Connie E	Food Service I-B	0101 Beardsley	Classified
Keisling, Lois J	Registered Nurse	0101 Beardsley	Classified
Klinger, Robert D	Custodian (C-2) Heavy Duty	0101 Beardsley	Classified
Larsen, Amelia J	Food Service II.5-B	0101 Beardsley	Classified
Morehouse III, George A	Custodian (C-5) Head	0101 Beardsley	Classified
Najar, Leticia S	Technical Assistant - ESL	0101 Beardsley	Classified
Olinger, Carmen T	Academic Trainer	0101 Beardsley	Classified
Palacios, Luz J	Secretarial III.6	0101 Beardsley	Classified
Pfister, Karen A	Para- Instructional	0101 Beardsley	Classified
Ramos, Martha G	Technical Assistant - ESL	0101 Beardsley	Classified
Riley, Melody S	Food Service I-A	0101 Beardsley	Classified
Saint-Louis, Brittney J	Para- Keyboarding	0101 Beardsley	Classified
Schnippel, Margaret A	Para- Instructional	0101 Beardsley	Classified

Sellers, Patricia A	Secretarial II	0101 Beardsley	Classified
Simmons, Janet M	Para- Media/Library- Elem	0101 Beardsley	Classified
Smith, Crystal C	Para- ED	0101 Beardsley	Classified
Smith, Monzella L	Para- Instructional	0101 Beardsley	Classified

Employee Name	Job/Position	Main Work Location	Benefit Group
Adams, Paige M	Grade 6	0101 Beardsley	Certified
Bartlett, Jacob C	Art - Elementary	0101 Beardsley	Certified
Beachey, Hannah J	Sp Education - Elementary	0101 Beardsley	Certified
Beatty, Tracy L	Sp Education - Elementary	0101 Beardsley	Certified
Berry, MiColette Y	Kindergarten - Half day	0101 Beardsley	Certified
Clemons, J Michael	Grade 5	0101 Beardsley	Certified
Cupery, Alexandria M	Grade 5	0101 Beardsley	Certified
Doolin, Jennifer E	Intervention	0101 Beardsley	Certified
Dowiat, Todd J	P.E. - Elementary	0101 Beardsley	Certified
Dvorak, Kaylie M	Grade 1	0101 Beardsley	Certified
Evans, Stephen T	Grade 5	0101 Beardsley	Certified
Felix, Susan M	Grade 2	0101 Beardsley	Certified
Fisher, Melissa J	Behavior Support	0101 Beardsley	Certified
Fiwek, Elaine L	Sp Education - Elementary	0101 Beardsley	Certified
Ganger, Christine M	Intervention	0101 Beardsley	Certified
Goley, Wendy M	Grade 5	0101 Beardsley	Certified
Kline, Stephanie K	Grade 4	0101 Beardsley	Certified
Ledebur, Anne S	Grade 1	0101 Beardsley	Certified
Mathews, Amy J	Grade 2	0101 Beardsley	Certified
Mead, Sara J	Speech Pathologist	0101 Beardsley	Certified
Misura, Donna P	Grade 3	0101 Beardsley	Certified

Moyer, Emily J	Intervention	0101 Beardsley	Certified
Mullins, Valerie K	Grade 2	0101 Beardsley	Certified
Perez, Ashley M	Kindergarten	0101 Beardsley	Certified
Pratt, Anita M	Kindergarten	0101 Beardsley	Certified
Priller, Valerie A	Elementary Principal	0101 Beardsley	Certified
Serge-Nemes, Nicole C	Academic Dean	0101 Beardsley	Certified
Smith, Tammy S	ENL - Elementary	0101 Beardsley	Certified
Snider, Christina M	Sp Education - Elementary	0101 Beardsley	Certified
Thompson, Marc S	Grade 6	0101 Beardsley	Certified
Thompson, Tracy L	Grade 6	0101 Beardsley	Certified
Troxell, Cynthia M	Grade 4	0101 Beardsley	Certified
Warren, Kasey M	Sp Education - Elementary	0101 Beardsley	Certified
Watson, Melanie A	Grade 1	0101 Beardsley	Certified
Wesdorp, Courtney B	Kindergarten - Half day	0101 Beardsley	Certified
Williams, Julie A	Grade 1/2 Split	0101 Beardsley	Certified
Williams, Kimberly L	Grade 3	0101 Beardsley	Certified

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

Elkhart Community Schools
Elkhart, Indiana

August 8, 2017

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

Time/Place

Board Members
Present:

Susan C. Daiber
Karen S. Carter

Rodney J. Dale
Glenn L. Duncan
Carolyn R. Morris
Jeri E. Stahr

Roll Call

Absent:

Douglas K. Weaver

ECS Personnel Present:

Tony England
Tony Gianesi
Rob Haworth
Maggie Lozano

Dawn McGrath
Kevin Scott
Doug Thorne

The Board was provided information on the upcoming naming banquet to be held on August 18th and the Annual ISBA Fall Conference set for October 2nd and 3rd. The Board heard a staffing update presented by Maggie Lozano, Assistant Director of Human Resources. Kevin Scott, Chief Financial Officer and Tony Gianesi, Chief Operating Officer, provided an update on the commissary project and associated bond hearing process.

Topics
Discussed

The Board also discussed agenda items for the regular Board meeting.

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

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

Rodney J. Dale, Member

Karen S. Carter, Vice President

Glenn L. Duncan, Member

Douglas K. Weaver, Secretary

Carolyn R. Morris, Member

Jeri E. Stahr, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
August 8, 2017

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at approximately 7:00 p.m.

Place/Time

Board Members Present:	Susan C. Daiber Karen S. Carter	Rodney J. Dale Glenn L. Duncan Carolyn R. Morris Jeri E. Stahr
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Roll Call

Absent: Douglas K. Weaver

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

Call to Order

Mrs. Daiber discussed the invitation to speak protocol.

By unanimous action, the Board approved the following minutes:
July 25, 2017 – Public Work Session
July 25, 2017 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$6,436,950.40 as shown on the August 8, 2017, claims listing. (Codified File 1718-13)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donation made to Elkhart Community Schools: an amount not to exceed \$2,000.00 to Monger Elementary from Elkhart Calvary Assembly of God for a staff lounge 'make over'.

Gift Acceptance

Kevin Scott, chief financial officer, gave a brief review of the Annual Report for 2016-2017. (Codified File 1718-14)

Annual Financial Report

Kevin Scott introduced Randy Rompola of Barnes & Thornburg, who reviewed the resolution and necessary actions regarding a proposed amendment to the lease for the commissary and approving issuance of bonds by the Elkhart Community School Building Corporation to go forward with 2017 Food Commissary Renovation Project including the issuance of a bond not-to-exceed two million dollars, set a 1028 hearing, hold a hearing on the lease addendum, and intent to reimburse. By unanimous action, the Board adopted the Resolution to Amend the Lease and Approving Issuance of Bonds by the Elkhart Community School Building Corporation.

Food Commissary Financing Resolution

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 1718-15)

Fundraisers

By unanimous action, the Board approved proposed revisions of Board Policy 5410 – Promotion and Retention of Students, as initially presented at the Board's July 25th regular meeting. Doug Thorne, district counsel/chief of staff, reported the revisions are per guidelines from the State Department.

Board Policy
5410

By unanimous action, the Board approved the proposed Board of School Trustees meeting schedule for 2018, as initially presented at the Board's July 25th regular meeting.

2018 Board
Meeting
Schedule

By unanimous action, the Board approved the proposed Communication Plan, as initially presented at the Board's July 25th regular meeting.

Communication
Plan

The Board was presented proposed revisions to Board Policy 8405 – Environmental Health and Safety Issues – Indoor Air Quality, Animals in the Classroom, and Idling Vehicles on School Property, for initial review.

Board Policy
8405

By unanimous action, the Board approved the submission of a grants to the Indiana Department of Education Non-English Speaking Program for \$560,245.50; Title III (English Language Learners) for \$295,110.50; Title III Immigrant Influx for \$12,559.35; and Title II, Part A Supporting Effective Instruction for \$506,202.75. (Codified File 1718-16)

Grant
Approvals

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

Personnel
Report

Administrative appointments of the following, effective on dates indicated:

Administrative
Appointments

Mindy King, assistant principal at Elkhart Academy, 8/1/17
Sarita Stevens, principal at Elkhart Academy, 8/14/17

Employment of the following ten (10) certified staff members for the 2017-2018 school year:

Certified
Employment

Jerica Burns - counselor at Central
Nora Chavez-Morales - counselor at Central
Kathleen Malas - special education at Pierre Moran
Veronica McFerson - counselor at Pierre Moran
Elizabeth Miller - media at Roosevelt
Matthew Perkey - social studies at Elkhart Academy
Julie Rokop - special education at PACE
Katie Treadway - grade 4 at Daly
Joseph Urednick - grade 6 at Monger
Taryn Weidner - fine arts at Beck

<p>Retirement of the following two (2) certified staff members effective 6/30/17 , with years of service in parenthesis: Kathy Allen - FACS at Central, (15) Jill Szyarto - grade 4 at Pinewood, (41)</p>	<p>Certified Retirement</p>
<p>Resignation of the following ten (10) certified staff members effective on the dates indicated: Joyce Bilbrey - special education at North Side, 6/30/17 Mary Boehman - Spanish at Memorial, 6/30/17 Raynard Caldwell - grade 6 at Feeser, 6/30/17 Kristy Camacho - grade 3 at Hawthorne, 6/30/17 Jane Eggleston - language arts at Central, 6/30/17 Nathan Geise grade 5 at Roosevelt, 6/30/17 Bryan Hunter - social studies at Memorial, 6/30/17 Jill Robison - grade 4 at Roosevelt, 6/12/17 Nicole Stanifer - FACS at Central, 6/30/17 Kyle Worden - science at Pierre Moran, 6/30/17</p>	<p>Certified Resignations</p>
<p>Maternity leave for certified staff member, Nicole Martinez, ENL at Cleveland, beginning 9/1/17 and ending 9/22/17.</p>	<p>Maternity Leave</p>
<p>Change to maternity leave for certified staff member, Lindsay Gagyí, grade 3 at Daly, beginning 8/21/17 and ending 9/14/17.</p>	<p>Change to Maternity Leave</p>
<p>Personal leave for certified staff member, Jamie Haradine, grade 4 at Pinewood, beginning 8/15/17 and ending 6/6/18.</p>	<p>Personal Leave</p>
<p>Employment of classified employee, Elizabeth Delks, secretary at Central, who successfully completed her probationary period on 7/25/17.</p>	<p>Classified Employment</p>
<p>Resignation of the following thirteen (13) classified employees effective on the dates indicated: Shannan Asbury - secretary at Cleveland, 7/21/17 Anita Bates - lunch para at Roosevelt, 7/25/17 Larry Brown - bus helper at Transportation, 7/19/17 Domenick Butler - custodian at Pierre Moran, 7/24/17 Hayley Byrd - child care paraprofessional at PACE, 7/26/17 Rachel Campagnoli - paraprofessional at Feeser, 7/26/17 Esther Hargrove - paraprofessional at Beck, 7/20/17 Bethanie Hartman - paraprofessional at Beck, 8/1/17 Derrick Johnson - academic trainer at Beck, 7/28/17 Scott Laird - support tech I at Tech Services, 8/4/17 David Salmon - bus helper at Transportation, 7/27/17 Mary Sanders - food service at North Side, 7/25/17 Emily Toledo - para-keyboarding at Hawthorne, 7/23/17</p>	<p>Classified Resignation</p>
<p>An audience member spoke in regards to the status of the Pre-K portion of the Strategic Plan.</p>	<p>From the Audience</p>

An audience member new to the community requested information regarding the merger of the high schools and the strategic plan.

From the Audience

Superintendent Haworth stated how excited everyone is to welcome new students next week.

From the Superintendent

The meeting adjourned at approximately 7:45 p.m.

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

Karen S. Carter, Vice President

Douglas K. Weaver, Secretary

Rodney J. Dale, Member

Glenn L. Duncan, Member

Carolyn R. Morris, Member

Jeri E. Stahr, Member

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

Elkhart Community Schools
Elkhart, Indiana

August 15, 2017

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

Time/Place

Board Members
Present:

Susan C. Daiber
Karen S. Carter

Rodney J. Dale
Glenn L. Duncan
Carolyn R. Morris
Jeri E. Stahr

Roll Call

Absent:

Douglas K. Weaver

ECS Personnel Present:

Tony England
Rob Haworth
Dawn McGrath

Sarita Stevens
Doug Thorne
Cheryl Waggoner

The Board was introduced to Sarita Stevens, the new principal at Tipton. Cheryl Waggoner, Director of Human Resources, provided an update on the hiring and placement of certified staff. Future work session schedules and topics were discussed.

Topics
Discussed

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

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

Rodney J. Dale, Member

Karen S. Carter, Vice President

Glenn L. Duncan, Member

Douglas K. Weaver, Secretary

Carolyn R. Morris, Member

Jeri E. Stahr, Member



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

DATE: August 10, 2017

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$600.00 has been given to Elkhart Central High School and the boy's soccer team from Mr. and Mrs. Ronald Perry.

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. Ronald Perry
23561 Springriver Dr.
Elkhart, IN 46516-6183



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: August 16,207
TO: Dr. Rob Haworth
Board of School Trustees

FROM: Cary Anderson
Principal, Elkhart Memorial High School

RE: Donation Approval

On August 11th, the Indiana Toll Road chose EMHS to donate a portion of their Back 2 School Bash stuffed backpacks. We received 85 backpacks full of school supplies for our students to use this school year. We are grateful for their generosity and plan to pass these out to deserving students, within the first couple of weeks of the 17-18 school year.

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:

Jordan M. Willsey
Training & Development Coordinator
ITR Concession Co., LLC
52551 Ash Rd.
Granger, IN 46530

MONTHLY FINANCIAL REPORT

July 2017

The attached Financial Report contains several sections. Following is a brief description of each which should assist you in reviewing the financial activity for the month.

Page 2 - ACCOUNT BALANCES / INVESTMENT DETAIL

Ending balances in each bank account are shown. Funds which are invested are detailed. Interest rates and maturity dates are shown for each investment. Investments are made in accordance with I.C.5-13-1 and State Board of Accounts direction which requires that competitive quotations be solicited for funds invested.

Page 3 - UNENCUMBERED PERCENTAGES

General Fund unencumbered percentages are shown for the year to date. These percentages can be compared with percentages from the same period for the past five years as well as the five year average. The unencumbered percentage reflects the balance in the General Fund after deducting expenditures for the year to date and funds obligated on purchase orders.

SUPPLEMENTARY PAGES - RECEIPTS AND EXPENDITURES

The supplementary pages detail financial balances, monthly activity, and year to date totals for each fund of the school corporation.

ACCOUNT BALANCES/INVESTMENT DETAIL
July 2017

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	16,689,026.03
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,900,746.56
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(1,207,977.31)
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,149,962.42
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	-
Lake City Bank - Flex Account	56,370.57
Teachers Credit Union-Payroll Account	-
Teachers Credit Union - Flex Account	11,799.13

INVESTMENTS:

Certificate of Deposit	-
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\$ 21,009,857.40



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Kevin Scott

From: Erica Purvis

Date: July 31, 2017

Subject: Temporary Inter-fund Loans

The following temporary inter-fund loans have been executed effective 7/31/2017:

\$627,000.00 from Fund 0200 Debt Service Fund to Fund 0250 Retirement/Severance Bond Fund

Medical Plan Experience

July 2017

	<u>Cur Mo</u>	<u>Cur Mo</u>	<u>Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 791,882	\$ 818,770	\$ (26,888)	\$ 5,939,586	\$ 5,095,621	\$ 843,965	
UMR Rx	\$ 206,073	\$ 200,943	\$ 5,130	\$ 1,008,497	\$ 1,186,342	\$ (177,845)	
Less Amt Above Stop Loss	\$ (16,410)	\$ (43,283)	\$ 26,873	\$ (678,640)	\$ (465,947)	\$ (212,693)	
Total	\$ 981,545	\$ 976,430	\$ 5,115	\$ 6,269,443	\$ 5,816,016	\$ 453,427	
Expected	\$ 934,138	\$ 1,020,120	\$ (85,982)	\$ 6,555,103	\$ 7,206,569	\$ (651,466)	
Claims vs. Expected	\$ 47,407	\$ (43,690)	\$	\$ (285,660)	\$ (1,390,553)		

Elkhart Community Schools
 Proposed School Fundraising Activities
 Aug 22, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Memorial Choirs	Students will sell chocolates, cookie dough, as well as other food items to family and friends. Proceeds will be used to replace uniforms, purchase music and scholarship lessons.	9/1/2017 - 9/11/2017	8/16/2017	Josh Hren
Memorial AFJROTC	Students will have a donation/grant request letter campaign. The request for donation letters will be sent to area businesses indicating the goals for the unit as well as an explanation stating that funds will be used to offset the cost of uniform items , team building functions, and the AFJROTC Ball.	9/1/2017 - 12/20/2017	8/14/2017	Scott Rutledge
	Please note the following fundraisers are presented for confirmation only.			

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS
Proposed Revised 8405/page 1 of 5
(as presented during the 8/8/17 BST meeting)

ENVIRONMENTAL HEALTH AND SAFETY ISSUES - INDOOR AIR QUALITY,
ANIMALS IN THE CLASSROOM,
AND IDLING VEHICLES ON SCHOOL PROPERTY

The Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The Corporation shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the Corporation, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program.
- B. Procedures that promote environmental health and safety awareness.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities.
- D. Procedures related to Corporation employee health and safety issues.
- E. Procedures describing an accident reporting and investigation system.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS
Proposed Revised 8405/page 2 of 5
(as presented during the 8/8/17 BST meeting)

ANIMALS IN CLASSROOMS

Live animals shall be allowed in the classroom for educational purposes with the prior approval of the principal.

Animals brought into a classroom must be humanely and properly housed in cages or leashed. Animals brought into the classroom must be known to be in good health. Animals that are poisonous, venomous, or dangerous will not be allowed in the classroom.

When bringing an animal into the classroom, considerations must be given to students or staff who may be allergic to the animal. In advance of the animal being brought to school, a notification will be sent home with the students in that class informing parents of the type of animal that will be coming into the classroom. Parents will have an opportunity to notify the teacher or the principal if their child is allergic to the animal. If a parent responds about a concern regarding a possible allergic reaction to the animal, the principal and teacher shall discuss options that may be considered. The name of the student with the allergy shall remain confidential.

If after an animal is brought to class and school officials become aware that an individual did have an allergic reaction, the school shall resolve the issue and provide the necessary cleaning of all surfaces in the classroom to remove the allergen.

The care of an animal is the responsibility of the teacher. Cages and aquariums shall be cleaned by the teacher, not a student. Animal waste and materials from the cages shall be bagged and disposed of in a proper manner in a proper outside trash container. Waste water from an aquarium may be disposed of by flushing it down a toilet or any sink where food is not prepared. For animals staying in the classroom for longer than that day, it is the teacher's responsibility to provide care over the weekends and during vacations.

Under the teacher's supervision, students may handle the animal in the classroom after being given instruction on proper handling techniques for handling the animal, as well as proper hand washing techniques after handling the animal. When appropriate, students may feed the animal under the supervision of the teacher.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS
Proposed Revised 8405/page 3 of 5
(as presented during the 8/8/17 BST meeting)

Live animal presentations and assemblies under the supervision and control of a trained professional may at times have more unique animals and may not be allowed in the classrooms. These presentations are allowed in accordance with the provisions of this policy.

Exceptions to this policy are service animals and fish in an aquarium provided the fish are of a reasonable size and quantity.

Owners of pets (~~see AG-8605A~~) and service animals (~~see AG-9160B~~) brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.

INDOOR AIR QUALITY (IAQ)

The Superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school Corporation. The IAQ Coordinator contact information shall be available to all students, parents, employees, and visitors by publishing the information on the school corporation's website and in school handbooks. The school corporation shall also notify the Indiana State Department of Health (ISDH) of the IAQ Coordinator's name and contact information.

Each school facility is to meet criteria established by the ISDH. During inspections by the ISDH, the inspector will investigate any condition that is or could be contributing to poor air quality including, but not limited to the following: carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust.

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS

Proposed Revised 8405/page 4 of 5
(as presented during the 8/8/17 BST meeting)

- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the Corporation shall do the following:

- A. address prevention of water intrusion as a priority IAQ issue and implement strategies toward its elimination

When a water leak or intrusion is discovered, corrective action shall be taken within forty-eight (48) hours.

- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to health hazards to employees and students by degrading the quality of indoor air

In addition, activities that create indoor air quality health hazards shall not be permitted.

- E. when mold or mold contaminated material is discovered, corrective action shall be taken within forty-eight (48) hours

Further, the school corporation shall endeavor to reduce irritants by not allowing the use of ozone generators sold as air purifiers while students are present in the classroom. Scented candles and air fresheners are not to be used in the classrooms.

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

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SCHOOL BUS AND OTHER VEHICLE IDLING

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality.

The Corporation shall determine areas where idling is prohibited and post signs.

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy 8615 ~~and AG 8615~~.

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

SEE ALSO THE FOLLOWING RELATED POLICIES:

- Policy 8420 - Emergency Evacuation of Schools
- Policy 8431 - Chemical Management and Preparedness for Toxic or Asbestos Hazard
- Policy 8432 - Pest Control and Use of Pesticides
- Policy 8442 - Reporting Accidents
- Policy 8450 - Control of Casual-Contact Communicable Diseases
- Policy 8453 - Control of Noncasual-Contact Communicable Diseases
- Policy 8453.01 - Control of Blood-Borne Pathogens
- Policy 8615 - Idling School Buses and Other Idling Vehicles on School Property

Indiana Department of Health Model Policies
I.C. 16-19-3-5, 16-41-37.5
410 IAC 33-4-1 through 8

policy

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. It is the policy of the Elkhart Community Schools to carry out its mission in accordance with the highest ethical standards and to ensure that its employees conduct themselves in a manner that fosters public confidence in the integrity of the Elkhart Community Schools, its processes, and its accomplishment. To maintain and promote these essentials, the Board expects all employees to maintain high standards in their working relationships.

Employees in the performance of their duties will maintain the highest ethical standards including but not limited to the following examples:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence all student related information unless such information needs to be shared in the discharge of their certified responsibilities;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3210CS/page 2 of 2

- H. refrain from using their position or public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes;

This will in no way limit constitutionally or legally protected rights as a citizen.

- I. maintain appropriate student relationships and adhere to Corporation expectations related to certified boundaries with students as expressed in ~~AG 3362~~ **policy 3214.04ACS**.

August 22, 2017

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PROFESSIONAL STAFF
Proposed New 3220.01/page 1 of 2

TEACHER APPRECIATION GRANTS

The Board of School Trustees adopts this policy for the purpose of determining the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September 15th of each year.

Definitions:

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PROFESSIONAL STAFF
Proposed New 3220.01/page 2 of 2

The Corporation shall distribute the teacher appreciation grant funds it receives as follows:

- A. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- B. A cash stipend in an amount that is 25 % more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

I.C. 20-18-2-22

I.C. 20-28-1-7

I.C. 20-43-10-3.5

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August 22, 2017

policy

DETERMINATION OF LEGAL SETTLEMENT

The Board establishes the following policy for determining student eligibility to attend the schools of this Corporation.

- A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
- B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition ~~may be~~ will not be charged unless otherwise required by law.
- C. Tuition shall be charged to those students who are approved for a transfer and whose legal settlement is outside the State of Indiana, unless the student's parent(s) is a full-time employee of Elkhart Community Schools. Transfer tuition fee, payable at the Business Office, is due in advance of the student's enrollment unless an approved transfer has been issued by another school district.
- D. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- E. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.

policy

- F. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 ~~and AG 5111.01~~ - Homeless Students).
- G. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.
- H. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition if the student resides in the Corporation.

I. Children of Divorced Parents

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and a timely election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.

The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled of their election to enroll in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.

- J. A student who has been expelled from another school corporation or who is expelled from a nonpublic school or withdraws from a public or a nonpublic school to avoid expulsion and seeking enrollment in the Elkhart Community Schools must meet with the ~~Director of Student Services/designee~~ Assistant Superintendent of Student Services. Such student may be enrolled in the Corporation in compliance with I.C. 20-33-8-20 during the actual or proposed expulsion provided:

policy

1. the student's parent informs the Corporation of the student's expulsion or withdrawal to avoid expulsion;
2. the Corporation consents to the student's enrollment;
3. the student agrees to the terms and conditions of enrollment established by the Corporation;
4. the student accepts the placement proposed by the ~~Director of Student Services~~ Assistant Superintendent of Student Services.

Such students ~~may be charged~~ will not be charged tuition if they do not have legal settlement in the Corporation, unless otherwise required by law.

If a student's parent fails to inform the Corporation of the expulsion or withdrawal to avoid expulsion or the student fails to follow the terms and conditions established for enrollment, the Corporation may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion. Before consent is withdrawn, the student must be given an opportunity for an informal meeting with the ~~Director of Student Services~~ Assistant Superintendent of Student Services. At the informal meeting, the student is entitled to:

1. a written or verbal statement of the reasons for the withdrawal of consent;
2. a summary of the evidence against him/her;
3. an opportunity to explain his/her conduct.

~~K. Students, with a residence in Indiana, whose parents do not have legal settlement within the Corporation but present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation without payment of tuition for the time not in residence.~~

L. Nonresident students may be accepted into the Summer School Program provided by this Corporation but may be required to pay a

policy

different tuition.

Transfer Students

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as “transfer students”) will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- A. Annually, the Board will establish the number of transfer students that can be accepted in each grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
 1. has been enrolled in the Corporation in the prior school year;
 2. is a member of a household in which any other member of the household is a student in the transferee school; or
 3. has a parent who is an employee of the Corporation.
- D. If the number of requests to enroll in each grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, a student’s application to transfer to the Corporation may be denied if the student has been suspended for ten (10) or more school days, or suspended or expelled for possession of a firearm, deadly weapon, or a destructive device, causing physical injury to a person, or a violation of the Corporation’s drug or alcohol rules during the twelve (12) months preceding the student’s request to transfer.

policy

BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS

STUDENTS
Proposed Revised 5111/page 5 of 5

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

No transfer student shall be accepted for enrollment for athletic reasons.

I.C. 20-18-2-11 (legal settlement defined)

I.C. 20-33-2-12 (transfer to another accredited or non-accredited school)

I.C. 20-33-8-17 (expulsion for lack of legal settlement)

I.C. 20-26-11-1 (residence defined)

I.C. 20-26-11-2.5 (divorced parent election)

I.C. 20-26-11-6(e) (option to not charge transfer tuition)

I.C. 20-26-11-32 (lottery selection of student transfer requests, HEA 1381 – 2013)

Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)

Divorced Parents Agreement:

<http://www.doe.in.gov/sites/default/files/legal/formiii.pdf>

Third Party Agreement:

<http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf>

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August 22, 2017

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.
Good Neighbor Grant	Community Foundation of Elkhart County	Adult Education	Darcey Mitschelen	\$9,990	Funds awarded from this grant will be used towards scholarships for adult learners to take the official high school equivalency exam. Scholarships will be given to adult learners who successfully complete the Work Ethic Certification through adult education classes. Darcey Mitschelen will oversee the funds.	Providing both the tools and supports so that adult learners can take positive next steps (education and career) will strengthen relationship with both parents of K-12 students and the community.	110 scholarships @\$90 each = \$9990

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: August 17, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*
 RE: **Conference Leave Requests**
August 25, 2017 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
PRIMA FLY-IN / RETREAT This conference will include regional NPR managers to discuss the redesign of the network/station relationship in advance of the national debate in late September. St. Louis, MO August 24 - 25, 2017 (2 day's absence) ANTHONY HUNT - WVPE (0-0)	\$772.10	\$0.00
APPLE EDUCATION BRIEFING Superintendents and Curriculum leaders will be provided an opportunity to network and explore ideas for digital learning with other leaders and to work directly with those on the front lines of change and innovation. Cupertino, CA September 26 - 29, 2017 (4 day's absence) ROBERT HAWORTH - ESC (0-0) WILLIAM KOVACH - ESC (2-7) DAWN MCGRATH - ESC (1-3)	\$2,341.62	\$0.00
PRO LITERACY This conference will provide information on resources, curriculum, and management tools for literacy and family literacy for Community/Adult Education. Minneapolis, MN September 27 - 30, 2017 (3 day's absence) DARCEY MITSCHELEN - EACC (1-5)	\$1,854.82	\$0.00
LDP - MAKING TECHNOLOGY WORK The focus of this conference is on technology that can be adapted to the special needs population and how to add it to the specific programming that adult education is developing. Lafayette, IN October 5 - 6, 2017 DARCEY MITSCHELEN - EACC (2-8)	\$426.63	\$0.00
	\$5,395.17	\$0.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$10,134.04	\$95.00
2016 YEAR-TO-DATE OTHER FUNDS	\$193,206.37	\$23,505.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
2017 YEAR-TO-DATE OTHER FUNDS	\$148,834.50	\$7,670.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
GRAND TOTAL	\$368,931.00	\$33,815.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MS. CHERYL WAGGONER
DATE: AUGUST 22, 2017

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2017-18 school year:

Brittany Atz Isaac	Daly/Grade 5
Mary Brown	Riverview~Bristol/Special Education
Mique Buck	Feeser/Grade 6
Alexandria Cupery	Beardsley/Grade 5
Corrine Dail	Roosevelt/Grade 4
Sean Diller	North Side/Orchestra
Ashley Elzey	Riverview/Grade 3
Jamie Engen	Hawthorne/Grade 3
Melissa Horvath	Central/Math
Katie Keyser	Daly/Grade 6
Wendy Kovach	Pierre Moran/Media
Anne Ledebur	Beardsley/Grade 1
Heather Misiano	Elkhart Academy/Language Arts
Carmen Ritchie	Monger/Music
Erin Roe	TBD/Psychologist
Nanci Tarantino	Elkhart Academy/Elementary
Sara Trovatore	Roosevelt/Grade 4 (temporary contract)

Cynthia Troxell	Beardsley/Grade 4
Joshua Yoder	West Side/Math
Mariann Zmudzinski	Daly/Grade 5

b. **Resignations** – We report the resignation of the following employees:

Jennifer Aires Began: 8/13/06	Central/Math Resign: 5/26/17
Ami Balding Began: 10/13/14	Woodland/Intervention Resign: 6/30/17
Eric Berger Began: 8/14/06	Daly/Art Resign: 8/11/17
Aliya Caldwell Began: 8/13/07	Feeser/Grade 2 Resign: 6/30/17
Rebecca Crocker Began: 8/11/14	Pinewood/Assistant Principal Resign: 8/10/17
Kara Draeger-Thomas Began: 1/4/15	Central/Language Arts Resign: 6/30/17
Mary Gensel Began: 8/13/15	Pierre Moran/Media Resign: 7/28/17
Christie Heerschop Began: 8/1/14	Osolo/Assistant Principal Resign: 8/9/17
Elizabeth Miller Began: 8/15/17	Roosevelt/Media Resign: 8/16/17
Natalie Murphey Began: 12/5/16	Cleveland/Behavior Support Resign: 6/30/17
Hannah Rohrer Began: 8/13/12	Daly/Grade 1 Resign: 5/26/17
Cynthia A Smith Began: 8/19/02	Feeser/Grade 4 Resign: 6/30/17
Jason Stone Began: 8/22/05	Roosevelt/Grade 4 Resign: 5/26/17
Alexa Waggoner Began: 1/5/14	Bristol/Grade 3 PEP Resign: 5/26/17



Lisa Ward
Began: 8/4/16

Memorial/Psychologist
Resign: 8/11/17

Ryan Wixon
Began: 8/28/13

Memorial/Physical Education
Resign: 5/26/17

- c. **Retirement** – We report the retirement of the following employee effective August 8, 2017:

Randall Metcalfe West Side/ Math 38 Years of Service

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

Rose Griffy
Begin: 8/15/17

Roosevelt/Grade 2
End: 2/9/18

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

Randi Weidman

Woodland/Special Education

CLASSIFIED

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

Carol Lowe
Began: 06/19/17

Transportation/Rt. Coordinator
PE: 08/14/17

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

Mariana Aguilar
Began: 02/29/16

Pierre Moran/Food Service
Resign: 08/07/17

Dreama Coleman
Began: 09/02/14

Roosevelt/Paraprofessional
Resign: 08/14/17

Loretta Coulahan
Began: 03/01/06

Osolo/Paraprofessional
Resign: 08/08/17

Veronica Davis
Began: 12/10/07

Commissary/Food Service
Resign: 08/11/17

Michelle Genslinger
Began: 08/29/16

Transportation/Bus Driver
Resign: 06/01/17

Teila Hazwood
Began: 03/02/15

Cleveland/Paraprofessional
Resign: 08/15/17



Krystal Hoop
Began: 11/21/05

Tiffani Imes
Began: 01/24/17

Mack Jenkins
Began: 01/07/16

Julie Kroehler
Began: 08/08/16

Casey Lott
Began: 08/02/16

Kayla Magyar
Began: 08/04/16

Wyatt Ritchie
Began: 03/17/14

Karen Russell
Began: 03/28/16

Leanna Turco
Began: 02/12/03

Susan Williams
Began: 11/12/12

Dawn Yoder
Began: 08/13/15

Elkhart Academy/Secretary
Resign: 08/29/17

Beck/Food Service
Resign: 08/16/17

Commissary/Food Service Driver
Resign: 08/16/17

Central/Food Service
Resign: 08/16/17

Beck/Paraprofessional
Resign: 08/17/17

Transportation/Bus Driver
Resign: 08/11/17

Career Center/Paraprofessional
Resign: 09/01/17

Cleveland/Food Service
Resign: 08/11/17

Transportation/Bus Driver
Resign: 08/04/17

Bristol/Paraprofessional
Resign: 08/07/17

West Side/Food Service
Resign: 08/14/17

