

ELKHART COMMUNITY SCHOOLS  
BOARD OF SCHOOL TRUSTEES  
Elkhart, Indiana

Organizational Meeting  
January 10, 2017

**AGENDA**

1. Call to Order
2. Oath of Office
3. Election of President, Vice President and Secretary
4. Conflict of Interest
5. Adjournment



## UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236  
STATE BOARD OF ACCOUNTS

### Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Rodney Dale  
53618 Hyde Park Dr, Bristol, IN 46507
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Tanisha Dale (spouse) is a custodian with Elkhart Community Schools
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages contributes to our family's household income.

*(Attach extra pages if additional space is needed)*

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the \_\_\_\_\_ of  
*(Title of Officer or Name of Governing Body)*

\_\_\_\_\_ and having the power to appoint  
*(Name of Governmental Entity)*

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

\_\_\_\_\_ Date Submitted (*month, day, year*)

\_\_\_\_\_ Date of Action on Contract or Purchase (*month, day, year*)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: \_\_\_\_\_  
*(Signature of Public Servant)*

Date (*month, day, year*): \_\_\_\_\_ **January 10, 2017**

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.



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1. **Name and Address of Public Servant Submitting Statement:** Glenn L. Duncan  
1237 Greenleaf Blvd, Elkhart, IN 46514

2. **Title or Position with Governmental Entity:** \_\_\_\_\_  
Member, Board of School Trustees

3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart

4. **This statement is submitted (check one):**  
a. \_\_\_\_\_ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or  
b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.

5. **Name(s) of Contractor(s) or Vendor(s):** Diana Duncan (spouse) is a nurse with Elkhart Community Schools  
\_\_\_\_\_  
\_\_\_\_\_

6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages could affect my insurance premiums.

*(Attach extra pages if additional space is needed)*

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the \_\_\_\_\_ of  
*(Title of Officer or Name of Governing Body)*

\_\_\_\_\_ and having the power to appoint  
*(Name of Governmental Entity)*

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Elected Official

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

\_\_\_\_\_ Date Submitted (*month, day, year*)      \_\_\_\_\_ Date of Action on Contract or Purchase (*month, day, year*)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: \_\_\_\_\_  
*(Signature of Public Servant)*

Date (*month, day, year*): \_\_\_\_\_ **January 10, 2017**

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.



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1. **Name and Address of Public Servant Submitting Statement:** Jeri E. Stahr  
1644 Brookstone Ct, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
  - a.  as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
  - b.  as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a retired teacher and current member of the Elkhart Community Schools' Board of Trustees,  
approving employee fringe benefit packages could affect my insurance premiums.

*(Attach extra pages if additional space is needed)*

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the \_\_\_\_\_ of  
*(Title of Officer or Name of Governing Body)*

\_\_\_\_\_ and having the power to appoint  
*(Name of Governmental Entity)*

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Elected Official

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office

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\_\_\_\_\_  
Date Submitted (*month, day, year*)

\_\_\_\_\_  
Date of Action on Contract or Purchase (*month, day, year*)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: \_\_\_\_\_  
*(Signature of Public Servant)*

Date (*month, day, year*): January 10, 2017

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1. **Name and Address of Public Servant Submitting Statement:** Douglas K. Weaver  
56004 Jayne Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** \_\_\_\_\_  
Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools  
b. **County:** Elkhart
4. **This statement is submitted (check one):**
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5. **Name(s) of Contractor(s) or Vendor(s):** Julie Weaver (spouse) is a paraprofessional  
with Elkhart Community Schools
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):  
Employee Fringe Benefit Packages



7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

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*(Attach extra pages if additional space is needed)*

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*(Title of Officer or Name of Governing Body)*

\_\_\_\_\_ and having the power to appoint  
*(Name of Governmental Entity)*

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Elected Official

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office

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Date Submitted (*month, day, year*)

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Signed: \_\_\_\_\_  
*(Signature of Public Servant)*

Date (*month, day, year*): \_\_\_\_\_  
January 10, 2017

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ELKHART COMMUNITY SCHOOLS  
BOARD OF SCHOOL TRUSTEES  
Elkhart, Indiana

Board of Finance Annual Meeting  
January 10, 2017

**AGENDA**

1. Call to Order
2. Adoption of Resolution

BE IT RESOLVED that the Board of Finance does hereby authorize the Treasurer of the Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9-6.

3. Review 2016 Investment History
4. Adjournment

**ELKHART COMMUNITY SCHOOLS  
2016  
INVESTMENT HISTORY**

<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Institution</b>	<b>Principal</b>	<b>Interest</b>
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\*No investment activity during 2016

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

January 10, 2017

CALENDAR

Jan	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	10	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	10	7:00 p.m.	Organizational Meeting, J.C. Rice Educational Services Center
Jan	10	Immediately following	Finance Meeting, J.C. Rice Educational Services Center
Jan	10	Immediately following.	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	24	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	24	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	24	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Central High School – Noah Yoder  
Memorial High School – Olivya Beathea
- D. MINUTES  
December 20, 2016 – Business Meeting
- E. TREASURER'S REPORT

Consideration of Claims

Resolution of Board of School Trustees

Resolution for Transfer of Funds – The Business Office recommends Board approval of a resolution authorizing the transfer of funds during the calendar year 2017.

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

Award for Timber Harvest – The Business Office recommends award of contracts for the timber harvest.

F. UNFINISHED BUSINESS

Redevelopment Commission Appointment

G. NEW BUSINESS

Special Education Update

Culture Series

Board Policy 3422.06S – Secretarial/Business Compensation – The administration presents proposed revisions to Board Policy 3422.06S Secretarial/Business Compensation and asks to waive 2<sup>nd</sup> reading.

Board Policy 0130 – Functions - The administration presents proposed revisions to Board Policy 0130 - Functions, for initial consideration.

Administrative Regulation KI – Application for Fundraiser Approval - The administration presents proposed revisions to Administrative Regulation KI – Application for Fundraiser Approval, for initial consideration.

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

Overnight Trip Request - The administration seeks Board approval of an overnight trip request.

H. 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.

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

MINUTES  
OF THE BUSINESS MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
December 20, 2016

<p>J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 8:00 a.m.</p>	<p>Place/Time</p>
<p>Board Members Present: Susan C. Daiber Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver</p> <p>Absent: Glenn L. Duncan Karen S. Carter</p>	<p>Roll Call</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>The Board received a financial report for the period of January 1, 2016 through November 30, 2016 and found it to be in order.</p>	<p>Financial Report</p>
<p>Kevin Scott, chief financial officer, reported the following fund loan was made on November 30, 2016: \$141,000 to Referendum Tax Levy Fund from General Fund.</p>	<p>Fund Loan</p>
<p>The Board accepted proposed revisions to Administrative Regulation DLC - Expenditure Reimbursements, as initially presented at the Board's December 13<sup>th</sup> regular meeting.</p>	<p>Administrative Regulation DLC</p>
<p>At this point in the meeting, Board Member Doug Weaver arrived – approximately 8:15 a.m.</p>	<p>Weaver Arrived</p>
<p>By unanimous action, the Board approved the following minutes: December 13, 2016 – Public Work Session December 13, 2016 – Regular Board Meeting</p>	<p>Approval of Minutes</p>
<p>By unanimous action, the Board approved payment of claims totaling \$1,665,830.05 as shown on the December 20, 2016, claims listing. (Codified File 1617-81)</p>	<p>Payment of Claims</p>

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$1,000.00 from the family of David Schnell to Central's athletic department for the Dave Schnell football scholarship; \$4,780.00 from the family of Tom Eastman to Central's athletic department for the annual "Beast Award" scholarship; \$1,425.00 from the Community Foundation of Elkhart County to Central's football team; \$2,000.00 from C&K Manufacturing to the Elkhart Central/Memorial Elk Robotics Team Fund to be used for registration fees and expenses at competitions; hair color with an approximate value of \$607.00 from Ronald DeWinter of Hair Crafters to the Elkhart Area Career Center (EACC) for use in the cosmetology classes; 350 coats from United Way for distribution to children in need; six \$15.00 gift certificates from Martin's Supermarkets to the Intense Intervention Classroom at Hawthorne to provide a Thanksgiving Feast; \$125.00 from Elkhart Memorial choirs to Hawthorne's Drum2Change program to purchase instruments and uniform cleaning; 4 boxes of school supplies from Kroger to Hawthorne for students and classroom needs; \$500.00 from Cressy & Everett, \$500.00 from Dr. Richard and Babette Boling, and \$2,000.00 from Dana Homo to Memorial's girls/boys track team; 13 winter coats, gloves, hats and socks from Lippert Components to Monger for students in need; \$500.00 from National Flag Football to Pierre Moran for athletic equipment and supplies; and \$1,090.00 from RE Balance Church to sponsor two Pierre Moran students to attend the Summer Washington DC trip.

Gift Acceptance

At this point in the meeting, Board Member Carolyn Morris arrived – approximately 8:25 a.m.

Morris Arrived

By unanimous action, the Board awarded the bid for the purchase of gasoline and diesel fuel for calendar year 2017 to North Central at a fixed cost of \$1.9380 for unleaded and \$1.8730 for diesel. (Codified File 1617-82)

Fuel Bids

By unanimous action, the Board approved the 2017-2018 School Calendar as initially presented at the December 13<sup>th</sup> regular meeting. The later start date was noted by Board members to be in response to a survey of families and continued efforts will be made in regard to what is best for all students. (Codified File 1617-83)

2017-2018  
School  
Calendar

By unanimous action, the Board approved and waived 2<sup>nd</sup> reading of a change to the 2016-2017 School Board Meeting calendar. The January 19 and 20, 2017 Board Retreat meetings were eliminated. (Codified File 1617-84)

2016-2017  
Board Meeting  
Schedule

By unanimous action, the Board approved a recommendation from the administration allowing employees who were on the Elkhart Community Schools' Insurance Plan and working less than 30 hours but working 20 or more hours, be authorized to continue to have access to the Health and Wellness Center operated by Activate at a cost of \$50 per month through payroll deduction. (Codified File 1617-85)

Access to  
Health and  
Wellness

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.07S - Executive Assistants' Salary Schedule.

Board Policy –  
3422.07S  
Compensation

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans.

Board Policy –  
3421.01A  
Compensation

By unanimous action, the Board approved an overnight trip request for Central's girls basketball team to travel to Columbus North on December 22 and 23, 2016 for a tournament.

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 December 20, 2016 listing. (Codified File 1617-86)

Conference  
Leaves

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

Personnel  
Report

An agreement regarding unpaid time for a certified staff member. (Codified Files 1617-87)

Consent  
Agreement

Employment of certified staff member Lauren Phipps, special education at Roosevelt, for the 2016-2017 school year, effective 1/3/17.

Certified  
Employment

Administrative appointment of the following three (3) certified staff members effective 12/20/16:

Certified  
Administrative  
Appointment

Tracey Kizyma-Whitmyer, Principal Elect at Mary Beck  
Wesley Molyneaux, Director of Technology Integration  
Denise Wappes, Director of Data and Assessments

Administrative appointment of classified employee, Brenda Kolbe, Director of Communication, effective 12/20/16.

Classified  
Administrative  
Appointment

Resignation of the following two (2) classified employees effective on dates indicated:

Classified  
Resignations

Dinita House-James, paraprofessional at Beck, 1/6/17  
Shari Mathews, bus driver unassigned at Transportation,  
12/16/16

An audience member commented on the contributions made by Dorisanne Nielsen and wanting to be present at her last Board meeting.

From the  
Audience

Superintendent Haworth commented on what an incredible year 2016 was for the Board. Programs including JROTC, agricultural classes, and the upcoming farm to table program; NEOLA finalized after reviewing every Board policy; the strategic plan; more partnerships including Growing Kids, Boys & Girls Club and the proposed aquatic center. He thanked the Board for their diligent efforts.

From the  
Superintendent



Superintendent Haworth invited the Board to join the Superintendent's Student Advisory Council's trip to Indianapolis on January 23, 2017, to visit legislators, participate in a leadership discussion and lunch.

The meeting adjourned at approximately 8:55 a.m.

APPROVED:

\_\_\_\_\_  
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

From the  
Superintendent

Adjournment

Signatures

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

**Resolution of the Board of School Trustees of**  
**Elkhart Community Schools**

Be it resolved that the following items are hereby approved by the Board of School Trustees of Elkhart Community Schools:

- 1) The Treasurer of Elkhart Community Schools (ECS), IC 20-26-4(c), shall be Kevin Scott, effective appointment date to appointment date.
- 2) The Deputy Treasurer of Elkhart Community Schools, IC 20-26-4(c), shall be Erica Purvis, effective appointment date to appointment date.
- 3) The copy fee for records obtained through the Secretary to the Board of School Trustees of Elkhart Community Schools for the year of 2017 shall be ten (10) cents per page.
- 4) The officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees with the ability for an alternate member to be named.
- 5) The Board of School Trustees compensation for 2017 shall not exceed: \$2,000.00 per year IC 20-26-4-7 (1); and a per diem rate of \$50.00 for other meetings per NEOLA 0144.1.
- 6) The Cash Management Provider for 2017 shall be Lake City Bank.
- 7) The ECS School Board shall appoint Barnes & Thornburg as Legal Counsel.
- 8) The Elkhart Truth and Goshen News shall be designated for 2017 for the advertisement of legal Notices to the public.
- 9) Mileage rate reimbursement shall be the IRS rate effective January 1, 2017 of \$.535 per mile.
- 10) The Board approves the Bond amounts as follows:

Corporation Treasurer	\$200,000
Deputy Treasurer	\$25,000
4 High School ECA Treasurers	\$20,000
5 High/Middle School Café Managers	\$10,000
5 other Treasurers	\$10,000
45 other ECA Treasurers	\$5,000

ADOPTED: January 10, 2017

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

\_\_\_\_\_  
Rodney J. Dale, Member

\_\_\_\_\_  
Karen S. Carter, Vice President

\_\_\_\_\_  
Glenn E. Duncan, Member

\_\_\_\_\_  
Douglas K. Weaver, Secretary

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

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

ATTEST:

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

**RESOLUTION TO TRANSFER FROM ONE FUND TO ANOTHER**

WHEREAS, it is necessary from time to time to borrow money to enhance the General, Transportation, Bus Replacement, Debt Service, Capital Projects; and,

WHEREAS, there is from time to time, on deposit to the credit of the General, Transportation, Bus Replacement, Debt Service, and Capital Projects Funds of the Elkhart Community Schools sufficient balances available for temporary advancement and transfer;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the Elkhart Community Schools is authorized to effect transfers to depleted funds for a period not to extend beyond the 2017 Budget Year;

RESOLVED, FURTHER, that any funds so advanced and transferred shall become a report of public record at the next regular meeting of the Board of School Trustees.

ELKHART COMMUNITY SCHOOLS  
Board of School Trustees

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President

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Secretary

DATED THIS 10TH DAY OF JANUARY, 2017.

Resolutiontrf



**ELKHART**  
COMMUNITY SCHOOLS

DATE: December 20, 2016

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Brian Buckley, AD  
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$500.00 has been given to the Elkhart Central High School Athletic Department from Mr. John F. Rufo. These funds will be used for the annual "Beast Award" scholarship in memory of Tom Eastman given to a Blazer football player each 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:

Mr. William Eastman & Family  
125 Fox Hollow Rd. Suite 104  
Pinehurst, NC 28374

*and*

Mr. John F. Rufo  
1180 Meredith Lane  
Chester Springs, PA 19425-1618



**ELKHART**  
COMMUNITY SCHOOLS

DATE: December 20, 2016

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Brian Buckley, AD  
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$800.00 has been given to the Elkhart Central High School Athletic Department from Mr. and Mrs. Matthew Miller. These funds will be used for the Blazer Girls Basketball overnight stay while they participate in the Columbus North tournament.

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. and Mrs. Matthew Miller  
3607 Fox Ct.  
Elkhart, IN 46514













PIERRE MORAN MIDDLE SCHOOL

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROB HAWORTH**  
**BOARD OF SCHOOL TRUSTEES**  
**FROM: CYNTHIA BONNER, PRINCIPAL**  
**DATE: JANUARY 3, 2017**

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**RE: DONATION APPROVAL**

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C & K Manufacturing Inc. has made a donation of Two Thousand Dollars (\$2,000.00) to the Pierre Moran Orchestra.

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:

C & K Manufacturing, Inc.  
P O Box 3015  
Elkhart, IN 46515



BUILDING SERVICES

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**  
**FROM: ANTHONY J. GIANESI**  
**DATE: JANUARY 6, 2017**

**SUBJECT: RECOMMENDATION OF AWARD FOR TIMBER HARVEST**

On January 6, 2017 quotes were received for a timber harvest at 51242 Ash Road, known as the "Farm", and a timber harvest at 2608 California Road, in Cooper's Lab.

All quotes have been reviewed by Elkhart Community Schools and Steinkraus Forest Management, LLC to determine the best value for the timber harvests as described in the Notices of Timber for Sale created by Steinkraus Forest Management, LLC.

The Business Office recommends award of contracts in the amount enumerated below to Shipshewana Hardwoods, (owned by Pallet, Inc.) of Shipshewana, Indiana as the highest quotes for the value of the timber identified for sale.

The Farm:	\$	25,362.00
Cooper's Lab:	\$	10,375.00

The estimate of probable gross income for each property by Steinkraus Forest Management, LLC was:

The Farm:	Maximum of \$22,000 gross income.
Cooper's Lab:	Maximum of \$10,000 gross income.

The quotes exceed the estimate at each location. After payment of the 10% fee to Steinkraus Forest Management, LLC for professional services, the expected net income from each sale is:

The Farm:	\$	22,825.00
Cooper's Lab:	\$	9,337.00

Anthony J. Gianesi  
Director, Building Services  
encl

Tiber Harvest Bid Tabulation  
January 6, 2017

Bidders	The Farm	Cooper's Lab
Shipshewana Hardwoods	\$ 25,362.00	\$ 10,375.00
Post Hardwoods, Inc.	\$ 19,352.00	\$ 8,067.00
Quality Hardwoods	\$ 19,628.00	\$ 6,292.00
Emanuel Steury	\$ 18,676.00	\$ 7,605.00

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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## SECRETARIAL/BUSINESS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for secretaries commencing January 1, 2017. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6
1	0 – 55 days	11.55	11.74	11.97	12.18	12.48	12.79	13.11	13.60	14.05
2	55 days – 1 year	11.83	12.07	12.35	12.63	13.07	13.50	13.94	14.39	14.84
3	1 year plus	12.18	12.49	12.79	13.11	13.55	14.01	14.34	14.79	15.30
4	2 years plus	12.63	13.07	13.50	13.94	14.32	14.69	15.10	15.54	16.02
5	3 years plus	13.11	13.53	13.94	14.34	14.84	15.39	15.90	16.37	16.83
6	4 years plus	13.94	14.32	14.69	15.10	15.58	16.13	16.66	17.13	17.58
7	5 years plus	14.34	14.84	15.39	15.90	16.52	17.15	17.75	18.20	18.67

\*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
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Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

Classifications

IV.	Secretarial	Business
Personnel (Certified) Personnel (Classified) Director of Student Services Director of Career & Technical Ed. High School Principal Instruction & Learning		Certified Payroll Classified Payroll Director of Business Operations Insurance Director of Transportation Mail Room/Duplicating <i>**effective January 1, 2013)</i>
III.	Secretarial	Business
C & I Secretary EACC Director of Community Ed EACC Principal EACC Central Office/Guidance/Accounting EACC – WVPE Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals LIFE Program Building Services-Clerical Assistant Student Services Secretary (5 positions) Secretary/Personnel Sr. Director of Data & Communications Switch Board/Personnel Assistant Library Services (CO) *Federal Programs		Business Office/Purchasing Cafeteria Payroll Assistant Computer Operator/Bus Garage Building Services-Textbook Coordinator Director of Food Services
II.	Secretarial	Business
Board of School Trustees Assistant Adult & Community Ed. Data Entry Adult & Community Ed. Receptionist Office Assistants High School Assistant Principal High School Media Center Middle School Assistant EACC Supervisor of Career & Technical Education		EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS)
I.	<del>Secretarial</del>	<del>Business</del>

\*Subject to reclassification if this position becomes funded from the General Fund.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
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There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a sixty-three (63) calendar-day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case the transferred secretary may be placed at her/his present step position by the Director of Personnel.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose reclassification of secretarial positions.



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools would qualify for such.

<u>Years Regularly Employed in Elkhart Community Schools</u>	<u>Hourly Increment</u>
five (5) or more, but less than ten (10)	\$.20
ten (10) or more, but less than fifteen (15)	\$.30
fifteen (15) or more, but less than twenty (20)	\$.50
twenty (20) or more	\$.70

Mentor Program

Any secretary who serves as a mentor shall be given a stipend of \$100 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

**Fringe Benefits**

Income Protection and Annuities

The Elkhart Community Schools provides the opportunity for regular classified employees to purchase income protection and tax sheltered annuities. This is done by specifications and through a company or broker approved by the Board of Schools Trustees of the Elkhart Community Schools.

Insurance

Effective January 1, 2015, the Board will pay \$5,500 (for single, full-time coverage), \$4,400 (single, half-time coverage), \$11,000 (for family, full-time coverage) \$8,800 (Family, half-time coverage), or \$11,275 (for family, full-time coverage, both employed) of the premium cost of a group hospitalization and major medical insurance plan, prescription drug and life insurance for all secretaries. The employee may select one or the other plan provided by the Board.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

## Severance Benefits

Secretarial employees who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Personnel at least ten (10) working days prior to the last date of employment.

### A. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Vacation days earned in the current year shall also be paid to full time employees. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave and unused vacation days.

### B. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section A.

1. As used in this section, "retirement" shall be defined as resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.
2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of experience, is age fifty five (55), and has been participating in

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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the group health and life insurance program for at least the last five (5) years, the employee, by paying one hundred percent (100%) of the annual premium until age sixty, and by paying \$1,250 less than one hundred percent (100%) of the annual premium until age sixty five (65), may continue in the group insurance plan until age sixty five (65).

Also this benefit will be discontinued if the retired secretary becomes employed on a full time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies or becomes totally permanently disabled while employed by the Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
5. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.
6. During the month of January, any secretary who has perfect attendance, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500 for each year. Any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

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**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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## Change in Support Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy 3413S.

## **Absences**

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one hour's notice. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

## **Absences and Leaves**

### Personal/Family Illness Absence

#### Full-time Secretaries

Full-time secretaries will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to two hundred ~~ten~~ ~~fifteen~~ (210-215) days as personal illness days.

# policy

## **BOARD OF SCHOOL TRUSTEES ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
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### School-year Secretaries

- A. Regular school year classified employees will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness leave.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to one hundred ~~forty-five~~fifty (~~145~~150) workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

### All Secretaries

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

### Family Illness Leave

- A. As used in this section, "immediate family" includes a secretary's spouse, child, step-child, sister, brother, mother, father, mother in law, father in law, sister in law, brother in law, grandparent, grandchild, daughter in law, son in law, and any other member of the family unit who is regularly living in the same household as the secretary. "Family unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.
- B. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use five (5) or less days of personal illness to provide such care. This is in addition to

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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family illness provisions already provided.

## Job-Related Injury

An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty six and two thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

## **Personal Leave**

Secretarial/Business staff members are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

Unused personal leave will accumulate for retirement.

## Secretarial/Business Personal Leave - Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

For less than 12-month secretaries, except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Fall Recess, Thanksgiving, Winter Recess, Spring Break or Summer Break as defined by the school calendar unless the employee complies with the following procedure:

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**BOARD OF SCHOOL TRUSTEES  
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- A. Once every five (5) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

For 12-month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

## **Bereavement**

Each regular classified employee shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for a period extending not more than seven (7) consecutive calendar days immediately beyond each death.

"Immediate family" is defined as father, mother, step-parents, brother, sister, spouse, child, step-children, grandfather, grandmother, grandchild, father in law, mother in law, sister in law, brother in law, son in law, daughter in law, or any other member of the family unit regularly living in the same household as the employee.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

When requested, additional bereavement day(s) with or without pay may be granted by the Superintendent or designee.

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two hours for an absence, to attend the funeral of a close

# policy

**BOARD OF SCHOOL TRUSTEES  
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friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

## **Military Leave**

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay s/he shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

## **Health Leave**

Through Board of School Trustees' action regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board of School Trustees, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

## **Health Leave – Procedure**

An employee with at least one year's service, who has used all of his/her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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- A. After all other available benefit days have been exhausted, or
- B. When a physician's statement indicating inability to perform regular duties for an extended period of time has been provided, or
- C. Upon receipt of a request for placement on such leave by the Director of Personnel from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

## **Jury and Witness Duty Pay**

### A. Jury Duty

All secretaries will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

### B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of wages. For

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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cases involving extended absence to witness, the Superintendent may grant additional days with pay, with substitute deduction where applicable, or without pay. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any employee relations related litigation involving the employer or any other school employer, unless the employer subpoenas the employee to testify.

## **Parental Leave**

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Personnel is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date the child is expected in the home. In cases of emergency the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one year, and are non-renewable.

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer, or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

## **Adoptive Leave**

An employee who legally adopts a child whose age is less than six (6) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Personnel and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date the child is physically turned over to the employee for the employee's care and legal custody.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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## **Holidays and Vacations**

### Definitions

- A. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

### Holidays

- A. Full-time employees shall be paid for the following holidays, when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two (2) days (See Sec. A.1.)

Martin Luther King Jr. Day

Presidents' Day (See Sec. A.4.)

Memorial Day

Independence Day - two (2) days (See Sec. A.2.)

Labor Day

Thanksgiving - two (2) days See Sec. A.3.)

Christmas - two (2) days (See Sec. A.1.)

- 1. During the winter break (when schools are closed) four (4) days will be allowed as follows:

- a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both, December 24 or

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**BOARD OF SCHOOL TRUSTEES  
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December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both, December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.

- b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one of these days, in which case an alternate day will be determined.
  - 2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.
  - 3. Thanksgiving Day and the day following will be paid holidays.
  - 4. Presidents' Day will be a paid holidays.
- B. School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving - two (2) days

See Sec. A.3.)

Christmas - two (2) days (if celebrated on a weekend, it will be paid holiday on the Friday preceding or the Monday following:

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**BOARD OF SCHOOL TRUSTEES  
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## Vacations

- A. A full time employee, who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For purposes of computing an employee's number of years of service in the school corporation, a school year employee who subsequently changes to full time employee status will have the number of paid hours as a school year employee divided by 2080 to obtain the number of years of school corporation service to be used in determining the working days vacation which such full time employee is entitled to receive under this policy.
- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.

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When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. A school-year employees will be entitled to paid vacation days.

# bylaw

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

BYLAWS  
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## FUNCTIONS

0131           **Legislative**

0131.1       **Bylaws**

The Board shall adopt bylaws for the organization and operation of this Board.

The Board reserves to itself the function of formulating as bylaws the rules for its own internal operation. These bylaws shall be consistent with regulations of the State of Indiana insofar as they govern the work of the Board in operating the schools.

The formal adoption of bylaws shall be recorded in the minutes of the Board.

The bylaws may be adopted, amended, and repealed at any meeting of the Board.

Normally, the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. However, a second reading may be waived by a majority vote of the Board.

Bylaws shall be adopted, amended, repealed, or suspended by a two-thirds (2/3's) vote of the full Board (physically present).

# bylaw

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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0131.2

## **Policies**

The Board shall adopt policies for the organization and operation of the Corporation. The Board and its employees shall employ, at all times, their best efforts to comply with all policies adopted by the Board as well as all administrative guidelines adopted by the Superintendent of Schools.

Normally the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. However, a second reading may be waived by a majority vote of the Board.

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system.

The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Policies shall be adopted, amended, repealed or suspended by a majority vote of the full Board (physically present).

I.C. 20-26-5-4



# bylaw

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

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0132           **Executive**

0132.1           **Selection of Superintendent**

The Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Indiana, administrative guidelines of the State Board, and the policies of this Board.

0132.2           **Administrative Authority**

The Superintendent shall consult with the Board with regard to the development and/or revision of policies.

The Superintendent shall prepare guidelines which have been reviewed by the Board for the administration of the Corporation which are not inconsistent with statutes, regulations of the State Board, and/or the policies of this Board. (See Policy 1230.01)

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

I.C. 20-26-5-4

0133           **Judicial**

The School Board may assume jurisdiction over any dispute or controversy arising within this Corporation and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings or appeals which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

# bylaw

**BOARD OF SCHOOL TRUSTEES  
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Beyond the basic requirements of due process, a hearing or appeal may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, the impact of the Board's decision on the School Corporation, and any statutory or regulatory requirements.

In order to provide a fair hearing or appeal for the parties to a matter to be adjudicated by the Board, Board members shall be impartial in such matters and capable of making a decision based solely upon the evidence presented by the parties. Therefore, Board members shall not conduct or participate in any investigation of the facts in such matters; collect, evaluate, or review the facts of the matter prior to presentation of the facts to the Board; or form or express an opinion not subject to change on any aspect of the pending matter.

If a Board member testifies concerning a material fact in dispute, has a personal interest in the matter under consideration, has participated in the gathering of evidence or the formulation of strategy, or has expressed an opinion on one or more material facts in dispute, that Board member shall not participate in the Board's consideration of the matter or vote in the matter, unless the Board member certifies and declares to the parties in the matter and to the Board that s/he is capable of resolving the matter based solely on the evidence presented to the Board.

If a Board member is unable to make this certification, the Board member shall voluntarily recuse himself/herself and shall not participate in any evidentiary hearing, discussion, or vote in the matter.

**Proposed Revised Administrative Regulation**

Application for Fundraiser Approval

School sponsored fundraisers must have the prior approval of the Board of School Trustees. Administrators seeking the approval of the Board must provide the following information to the Business Office:

Name of School:  Date Submitted:

Name of sponsoring group, club, class, etc:

Name of employee responsible for the fundraiser:

**Phone number of employee responsible for fundraiser:**

Name of employee responsible for collecting proceeds from the fundraising activity:

Description of the fundraising activity (include location if not at your school):

Start Date/Time:  End Date/Time:

For what purpose will the proceeds from this fundraiser be used?

**Does the fundraiser require students to go door to door? Yes or No (circle one)**

Are there any restrictions of the use of the proceeds from this fundraising activity?

I acknowledge I have read and understand the policy regarding fund raising activities and sales adopted by the Board of School Trustees of the Elkhart Community Schools and agree to abide by the same.

Signature of employee responsible for fund raising activity: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approved by the Board of School Trustees on \_\_\_\_\_

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.
Title II, Part A FFY 16 Improving Teacher Quality	IDOE	District	Beth A. Williams	\$545,326.00	District Professional Development Beth A Williams	District Professional Development	TBD

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial HS

Class/Group: All-state Honors Choir / Choirs

Number of Students: 1

Date/Time Departing: January 13, 2017 - 6:30 am

Date/Time Returning: January 14, 2017 - 7:00 pm

Destination: Hotel Fort Wayne, Embassy Theatre Fort Wayne IN  
City State

Overnight facility: Hotel Fort Wayne

Mode of transportation: private vehicle (w/ parent agreement)

Reason for trip: Students were selected for and will be rehearsing and performing with the Indiana All-state Honors Choir

Names of chaperones: Provided by music organization sponsor

Cost per student: \$85.00

Describe Plans for Raising Funds or Funding Source: students have access to choir fundraisers

Plans to defray costs for needy students: Scholarships available

Are needy students made aware of plans? yes

Signature of Teacher/Sponsor: Joshua A. New 11/18/16

Signature of Principal: [Signature] Date: 11/22/16

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

Approval of Assistant Superintendent: Dawn McBrath Date: 11/23/16

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

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

**ELKHART COMMUNITY SCHOOLS**

Elkhart, Indiana

DATE: December 20, 2016  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak *DRB*  
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant  
 January 10, 2017 - Board of School Trustees Meeting

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>National TCTW Leaders Forum</b></p> <p>TCTW Leaders Forum will provide information on current and effective practices in CTE education, administration and leadership.</p> <p>Mobile AL                      January 31 - February 2, 2017                      David Benak (1-2)</p> <p>Leadership</p>	\$1,783.80	\$0.00
<b>TOTAL</b>	<b>\$1,783.80</b>	<b>\$0.00</b>
2016-17 YEAR-TO-DATE PERKINS FUNDS	\$18,867.86	\$3,190.00
<b>GRAND TOTAL</b>	<b>\$20,651.66</b>	<b>\$3,190.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: January 5, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**January 10, 2017 - Board of School Trustees Meeting**

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

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<b>Indiana Music Educators Association</b> This conference will provide new "best practices" for teaching orchestra from attending clinics being taught by nationally renowned educators. Fort Wayne, IN January 13, 2017 (1 day's absence) KYLE WEIRICH - CENTRAL (1-2)	\$270.00	\$95.00
<b>INDIANA HIGH SCHOOL BASEBALL COACHES CLINIC</b> This conference will provide speaking presentations and information to improve the program. Indianapolis, IN January 20, 2017 (1 day's absence) STEVE STUTSMAN - CENTRAL (0-0)	\$0.00	\$95.00
<b>ICASE - Spring Conference</b> This conference will provide information on ESSA, best practice in special education and new legislation. Indianapolis, IN February 1 - 2, 2017 (2 day's absence) TINA NORTHERN - ESC (1-2) VICTORIA TONEY - ESC (0-0)	\$1,299.62	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>INTERNATIONAL BULLY PREVENTION CONFERENCE</b> The Elkhart Community Schools team will be presenting during a breakout session. This conference is loaded with sessions regarding current research and evidence-based practices in Bullying Prevention. New Orleans, LA November 7 - 8, 2016 (2 day's absence) JILL BALCOM - BRISTOL (0-0) JEAN MILFORT - CENTRAL (0-0) MARY WISNIEWSKI - NORTH SIDE (0-0)	\$5,496.00	\$0.00
	<b>\$7,065.62</b>	<b>\$190.00</b>
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$1,299.62	\$95.00
2016 YEAR-TO-DATE OTHER FUNDS	\$193,206.37	\$23,505.00

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2017 YEAR-TO-DATE OTHER FUNDS	\$8,597.60	\$825.00
2017 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$220,129.68</b>	<b>\$26,970.00</b>

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





**TO: DR. ROBERT HAWORTH**  
**FROM: MR. DOUGLAS THORNE**  
**DATE: JANUARY 10, 2017**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

<b>Paige Adams</b>	<b>Beardsley/Grade 6</b>
<b>Franchesca Hawkins</b>	<b>Memorial/Special Education</b>

- c. **Retirement** – We report the retirement of the following employee effective May 31, 2017:

<b>Carol Nusbaum</b>	<b>Eastwood/Grade 4</b>	<b>22 Years of Service</b>
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- d. **Resignation** – We report the resignation of the following employees:

<b>Kelly Doherty</b> Began: 8/4/15	<b>Pinewood/Grade 6</b> Resign: 12/28/16
<b>Leslie Rectanus</b> Began: 8/4/15	<b>West Side/Language Arts</b> Resign: 12/29/16

**CLASSIFIED**

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

<b>Jane Bryant</b> Began: 10/2/95	<b>Osolo/Paraprofessional</b> Retire: 12/31/16 YOS: 19
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- b. **Resignation** – We report the resignation for the following classified employees:

<b>Jessica Ake</b> Began: 5/24/16	<b>Transportation/Bus Driver Unassigned</b> Resign: 1/6/17
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**Diona Austin**  
Began: 2/18/16

**Transportation/Bus Driver**  
Resign: 12/16/16

**Brian Buckley**  
Began: 7/29/09

**Central/H.S. Athletic Director**  
Resign: 3/3/17

**Nichole Carey**  
Began: 11/17/15

**Career Center/Paraprofessional**  
Resign: 12/26/16

**Janelya Gates**  
Began: 8/4/16

**Central/Food Service**  
Resign: 12/16/16

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

**Kristen Cooper**  
Began: 10/24/16

**Eastwood/Paraprofessional**  
PE: 1/3/17

**Alicia Cramer**  
Began: 10/24/16

**Monger/Riverview/Social Worker**  
PE: 1/3/17

**Kevin Hilger**  
Began: 10/24/16

**Commissary/Food Service**  
PE: 1/3/17

**Trisha Hutchison**  
Began: 10/24/16

**EACC/Paraprofessional**  
PE: 1/3/17

**Nathan Scheetz**  
Began: 11/14/16

**Central/Custodian**  
PE: 1/9/17

**Angela Schwalm**  
Began: 11/9/16

**Food Service /Secretary**  
PE: 1/3/17

**Cody Smith**  
Began: 11/14/16

**Central/Custodian**  
PE: 1/9/17

d. **Unpaid Leave Request** – We recommend an unpaid leave for the following employees:

**Michelle Kulp**  
Began: 1/10/17

**Cleveland/Food Service**  
PE: 3/21/17

**Emily Lewandowski**  
Began: 8/15/16

**Monger/Social Worker**  
End: 5/31/17



PERSONNEL DEPARTMENT

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: W. DOUGLAS THORNE**  
**DATE: JANUARY 10, 2017**

**ADDENDUM TO PERSONNEL REPORT**

Certified

- a. **Settlement Agreement** – We recommend the approval of a settlement agreement regarding employee compensation.
  
- b. **Resignation** – We report the resignation of the following employee:

**Brandon Murphy**  
Began: 8/12/13

**Career Center/Schools W/O Walls**  
Resign: 1/3/17