

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

January 24, 2017

CALENDAR

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
Jan	24	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	30	5:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	14	5:30 p.m.	Public Work Session, Pinewood Elementary, 3420 E. Bristol Street
Feb	14	Immediately following	Executive Session, Pinewood Elementary, 3420 E. Bristol Street
Feb	14	7:00 p.m.	Regular Board Meeting, Pinewood Elementary, 3420 E. Bristol Street
Feb	21	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. 1028 HEARING – 2018 Memorial High School Renovation Project
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT’S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Central High School – Sydney Bias
Memorial High School – Nolan Grose

- E. MINUTES
January 10, 2017 – Public Work Session
January 10, 2017 – Board of Finance Meeting
January 10, 2017 – Organizational Meeting
January 10, 2017 – Regular Board Meeting
January 17, 2017 – Public Work Session

- F. TREASURER'S REPORT

Consideration of Claims

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

Fund Loans - The Business Office reports on fund loans paid back at the end of December 2016.

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

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

G. UNFINISHED BUSINESS

Board Policy 0130 – Functions - The administration recommends approval of the proposed revisions to Board Policy 0130 – Functions, as initially presented at the Board’s January 10th regular meeting.

Administrative Regulation KI – Application for Fundraiser Approval - The administration presents proposed revisions to Administrative Regulation KI – Application for Fundraiser Approval, as initially presented at the Board’s January 10th regular meeting

Redevelopment Commission Appointment

H. NEW BUSINESS

1028/Preliminary Determination /Reimbursement Resolution – The Business Office recommends Board adoption of a resolution declaring its intent to execute a lease with the Building Corporation, and to request the Building Corporation to sell bonds not to exceed an original aggregate principal amount of approximately Ten Million Dollars (\$10,000,000), and to reimburse costs of the 2018 High School Renovation Project from proceeds of the sale of the bonds.

Conflicts of Interest

Board Policy 144.1 - Membership – Compensation, Insurance, Expenses and Travel - The administration presents proposed revisions to Board Policy 144.1 – Membership – Compensation, Insurance, Expenses and Travel, for initial consideration.

Board Policy 3422.12S Employees in Miscellaneous Positions Compensation Plan - The administration presents proposed revisions to Board Policy 3422.12S Employees in Miscellaneous Positions Compensation Plan and asks to waive 2nd reading.

New Course Offerings - The administration seeks Board approval of proposed new course offerings.

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

I. PERSONNEL

Conference Leaves - It is recommended the Board grant conference leave requests in accordance with Board Policy to staff members as recommended by the administration.

Certified and Classified Staff - See the report and recommendations of the administration.

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

January 10, 2017

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

Time/Place

Board Members
Present:

Susan C. Daiber
Douglas K. Weaver

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

Roll Call

Absent:

Karen S. Carter

ECS Personnel Present:

Tony England
Rob Haworth
Dawn McGrath
Tina Northern

Kevin Scott
Doug Thorne
Dee Wappes
Bob Woods

The Board heard Dee Wappes, Director of Assessment and Data, report on Northwest Evaluation Association (NWEA) testing information and results. Superintendent Haworth and Ashley Molyneaux discussed the upcoming communication efforts both in-house and from the OneElkhart community group. The Board discussed agenda items for the regular Board meeting.

Topics
Discussed

The meeting adjourned at approximately 6:30 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
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools
Elkhart, Indiana
January 10, 2017

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at
approx. 7:10 p.m.

Time/Place

Board Members
Present:

Susan C. Daiber
Douglas K. Weaver

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

Roll Call

Absent: Karen S. Carter

President Glenn Duncan called the annual meeting of the Board of
Finance to order.

Call to
Order

By unanimous action, the following officers were elected for 2017:
President – Susan Daiber
Secretary – Doug Weaver

Election of
Officers

Board members were provided with an investment history report
reflecting no investment activity during 2016.

2016
Investment
History

By unanimous action, the meeting was adjourned at approximately
7:15 p.m.

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

ATTESTED:

Douglas K. Weaver, Secretary

MINUTES OF THE
ORGANIZATIONAL MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

January 10, 2017

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

Board Members

Present:

Susan C. Daiber

Douglas K. Weaver

Rodney J. Dale

Glenn L. Duncan

Carolyn R. Morris

Jeri E. Stahr

Absent:

Karen S. Carter

Time/Place

Roll Call

President Glenn Duncan called the meeting to order and the pledge was recited.

Call to
Order/Pledge

Doug Thorne, District Council/Chief of Staff, and Susan Ott, notary, administered the oath of office as listed in Indiana Code 20-26-4-2, to new Board member Rodney Dale, and re-elected Board Members, Susan Daiber, Carolyn Morris and Douglas Weaver.

Oath of
Office

By unanimous action, the Board elected Susan Daiber to serve as president, Karen Carter to serve as vice president, and Doug Weaver to serve as secretary of the Board of School Trustees for 2017. This election is in accordance with the Board's long standing rotation schedule. As past practice, outgoing President Duncan presided over the meeting.

Election of
Offices

Four Board members – Glenn Duncan, Jeri Stahr, Douglas Weaver and Rodney Dale – publicly disclosed potential conflicts of interest. (Codified Files 1617-88)

Conflict of
Interest

The meeting adjourned at approximately 7:10 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
January 10, 2017

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at approximately 7:15 p.m.

Place/Time

Board Members Present:	Susan C. Daiber Douglas K. Weaver	Rodney J. Dale Glenn L. Duncan Carolyn R. Morris Jeri E. Stahr
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Roll Call

Absent: Karen S. Carter

As in past practice, outgoing President Glenn Duncan called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to Order

Mr. Duncan discussed the invitation to speak protocol.

Protocol

Superintendent’s Student Advisory Council (SSAC) representatives introduced themselves: Noah Yoder, senior from Central High School (CHS) and Olivya Beathea, a junior from Memorial High School (MHS). Besides SSAC, Noah Yoder is involved in the National Honor Society, student council, culinary discovery club, cheer club, Rotary club, is the senior class vice president, and plays alto saxophone in the wind ensemble. He reported on basketball, wrestling, swimming, the upcoming Say What! and BlazerFest. Olivya Beathea plays volleyball and is the junior class president. She reported on winter sports, highlighting wrestlers who are expected to go far in the state tournament including Jordan Siddons, Bryton Goering, Christian Mejia, David Eli and Tristan Goering. Memorial’s athletic council’s new leadership series continues with speaker Scott Cooper, IUSB head basketball coach. Ms. Beathea also reported the pep band played at a recent Notre Dame Women’s Basketball game, and Maddie Crosbie was selected for the All-State Choir and will be performing at the Indiana Music Education Association (IMEA) state convention this month.

SSAC Representative s

By unanimous action, the Board approved the December 20, 2016 – Business Meeting minutes.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$8,097,053.29 as shown on the January 10, 2017, claims listing. (Codified File 1617-89)

Payment of Claims

By unanimous action, the Board adopted an organizational resolution naming Kevin Scott, treasurer; Erica Purvis, deputy treasurer; copy fees; officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees; Board member compensation; cash management provider is Lake City Bank; Legal Counsel is Barnes & Thornburg; legal notices to be published in the Elkhart Truth and Goshen News; mileage rate is \$.535; and bond amounts. (Codified File 1617-90)

Organizational Resolution

By unanimous action, the Board adopted a resolution authorizing the transfer of funds during calendar year 2017. (Codified File 1617-91)

Resolution for Transfer of Funds

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$2,000.00 from C & K Manufacturing to the Pierre Moran orchestra; 14 pallets of food, 4 pallets of books/stuffed animal sets, 2 pallets of coats and 10 pallets of hygiene items from Feed the Children for distribution to families over the holidays; 150 hand knitted scarves from members of First Congregational Church for distribution by our social workers; \$800.00 from Mr. and Mrs. Matthew Miller to Central for the Blazer Girls basketball overnight at the Columbus North tournament; \$500.00 from John Rufo to Central's athletic department for the annual "Beast Award" scholarship; \$580.15 from the Metavante Corporation to Food Services to pay negative balances at Hawthorne; and \$230.00 from the VFW Ladies Auxiliary to Food Services to pay negative balances at Mary Daly.

Gift Acceptance

By unanimous action, the Board awarded the bid for contracts for the timber harvest to Shipshewana Hardwoods of Shipshewana, Indiana as the highest bidder. In response to Board inquiry regarding the need for supervision to prevent damage to the properties, Tony Gianesi, director of building services, reassured the Board he would be on site during the harvests. (Codified File 1617-92)

Award for Timber Harvest

By unanimous action, the Board tabled the Redevelopment Commission appointment.

Redevelopment Commission Appointment

Tina Northern, director of special education, provided an update on the special education programs. The increase of 33 students brings the total to 2,263 students in all categories and should be reflected in funding from the State in the spring. The Indiana Department of Education (IDOE) compliance monitoring data was shared. ECS is compliant in the area of having an Individual Education Program (IEP) developed and implemented by the child's third birthday. ECS is not considered disproportionate. The number of suspensions and expulsions greater than 10 days for children with IEPs, and the representation of racial and ethnic groups in specific disability categories are considered compliant by the IDOE.

Special Education Update

Tessa Sutton, supervisor of connective leadership & inclusion, discussed the Elkhart Culture Series: Continuing the Conversation. The purpose of the series is to engage students, staff, and community in cultural experiences adding value to our schools and community. The series includes studying the Holocaust with the following three events: Anne Frank: A History for Today – currently hosted at Elkhart Central High School. Over 1,000 students have viewed the presentation; Event 2: Eva Kor Community Presentation at the Lerner Theater; and Event 3: Midwest Museum of American Arts. These events are for the community as well as students and are made possible by the generous donations of the our partners: Elkhart Community Education Foundation, Elkhart Education Foundation, Midwest Museum of American Art, City of Elkhart, the Center for Community Justice, and Wellfield Botanic Gardens.

Culture Series

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.06S – Secretarial/Business Compensation.

Board Policy –
3422.06S
Compensation

The Board was presented proposed revisions to Board Policy 0130 - Functions, for initial consideration.

Board Policy –
0130 Functions

The Board was presented proposed revisions to Administrative Regulation KI – Application for Fundraiser Approval, for initial consideration.

Administrative
Regulation KI

By unanimous action, the Board approved a grant submission to the Indiana Department of Education for a Title II, Part A Improving Teacher Quality grant. (Codified File 1617-93)

Grants

By unanimous action, the Board approved an overnight trip request for Memorial’s All-State Choir members to travel to Fort Wayne on January 13 and 14, 2017 for rehearsal and performance with the All-State Choir.

Overnight Trip
Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the January 10, 2017 listing. (Codified File 1617-94)

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 1617-95)

Consent
Agreement

A settlement agreement for a certified staff member. (Codified Files 1617-96)

Consent
Agreement

Employment of the following two (2) certified staff members for the 2016-2017 effective 1/3/17:

Certified
Employment

Paige Adams - grade 6 at Beardsley
Franchesca Hawkins - special education at Memorial

Retirement of certified staff member, Carol Nusbaum, grade 4 at Eastwood, effective May 31, 2017 with 22 years of service	Certified Retirement
Resignation of the following three (3) certified staff members effective on dates indicated: Kelly Doherty - grade 6 at Pinewood, 12/29/16 Brandon Murphy - school without walls at EACC, 1/3/17 Leslie Rectanus -language arts at West Side, 12/29/16	Certified Resignations
Regular employment of the following nine (9) classified employees, who have successfully completed their probationary periods, on dates indicated: Kristen Cooper - paraprofessional at Eastwood,1/3/17 Alicia Cramer - social worker at Monger/Riverview, 1/3/17 Kevin Hilger - food service at Commissary, 1/3/17 Trisha Hutchison - paraprofessional at EACC, 1/3/17 Nathan Scheetz - custodian at Central, 1/9/17 Angela Schwalm - secretary at Food Service, 1/3/17 Cody Smith - custodian at Central, 1/9/17	Classified Employment
Retirement of classified employee, Jane Bryant, paraprofessional at Osolo, with 19 years of service, effective 12/31/16.	Classified Retirement
Resignation of the following five (5) classified employees effective on dates indicated: Jessica Ake - bus driver unassigned at Transportation, 1/6/17 Diona Austin - bus driver at Transportation,12/16/16 Brian Buckley - athletic director at Central, 3/3/17 Nichole Carey - paraprofessional at EACC, 12/26/16 Janelya Gates - food service at Central, 12/16/16	Classified Resignations
Voluntary leave for the following two (2) classified employees: Michelle Kulp - food service at Cleveland, beginning 1/10/17 and ending 3/21/17 Emily Lewandowski - social worker at Monger, beginning 8/15/16 and ending 5/31/17	Voluntary Leave
Superintendent Haworth asked Ashley Boling Molyneaux to announce the Spring Cycle Innovative Teaching Grants from the Elkhart Education Foundation. Mrs. Molyneaux reported \$18,000.00 in grants were being awarded, as well as support of the Eva Kor event, and continued work on the elementary library improvements. The Board thanked Mrs. Molyneaux for the extraordinary work of the Elkhart Education Foundation.	From the Superintendent
Superintendent Haworth introduced recent administrative appointees: Tracey Kizyma-Whitmyer, Principal Elect at Mary Beck; Wesley Molyneaux, Director of Technology Integration; Denise Wappes, Director of Data and Assessments; and Brenda Kolbe, Director of Communication.	From the Superintendent

Incoming Board President, Susan Daiber, welcomed Rodney Dale to the Board.

The meeting adjourned at approximately 9:00 p.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 Board

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

January 17, 2017

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

Board Members
Present:

Susan C. Daiber
Karen S. Carter
Douglas K. Weaver

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

ECS Personnel Present:

Rob Haworth
Brenda Kolbe
Dawn McGrath

Pam Melcher
Kevin Scott
Doug Thorne

The Board was presented with an update on the proposed one school design based on the approved strategic plan.

The meeting adjourned at approximately 9:00 a.m.

APPROVED:

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

Time/Place

Roll Call

Topics
Discussed

Adjournment

Signatures

ACCOUNT BALANCES/INVESTMENT DETAIL
December 2016

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank 24,904,018.26
Lake City Bank – Merchant Account -
Teachers Credit Union 2,879,462.25
BMO Harris Bank (UMR insurance) 407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank (393,635.88)
Change Fund 2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank 1,389,007.47

PAYROLL ACCOUNTS:

Lake City Bank – Payroll Account -
Lake City Bank – Flex Account 44,722.19
Teachers Credit Union-Payroll Account -
Teachers Credit Union - Flex Account 11,799.13

INVESTMENTS:

Certificate of Deposit -

\$ 29,245,303.42



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Kevin Scott

From: Erica Purvis

Date: January 9, 2017

Subject: Temporary Inter-fund Loans

The following loans have been paid back effective 12/31/16:

\$141,000 from Fund 0160 Referendum Tax Levy to Fund 0100 General Fund

\$900,000 from Fund 0250 Retire/Sev Bond to Fund 0200 Debt Service Fund



PINWOOD ELEMENTARY SCHOOL

3420 EAST BRISTOL STREET • ELKHART, IN 46514

PHONE: 574-262-5595



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: January 9, 2017
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Pinewood Social Worker, Lindsay Burnett
RE: Donation Approval

Pinewood received a donation from Karen Johnson and the rest of the Flexible Concepts team of hats and gloves as well as a monetary donation of \$270 to pay negative lunch balance accounts and help families who have chronic negative balances. With the monetary donation alone, 58 children will be served.

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:

Flexible Concepts
c/o Karen Johnson
1620 Middlebury
Elkhart, IN 46516

Elkhart Community Schools
Proposed School Fundraising Activities
January 24, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Feeser Student Council	Smencils will be sold at the beginning of the school day March 27, 2017 to replenish the Holiday Fund used to purchase Christmas for 9 Feeser families.	3/27/2017 - 3/31/2017	1/13/2017	Daleanne Woods
Central Student Council	Twisted Cow will support a "Give Back Night" all day February 15, 2017. Proceeds will go to the family of a Central freshman student that is hospitalized with a brain tumor.	2/15/2017	1/6/2017	Jessica Schibley
Central Society for a Better Earth	A GoFundMe website will be used to secure funds to purchase additional recycling bins with specialized lids.	1/25/2017 - 2/21/2017	1/12/2017	Eric Jantzen
EACC Car Club	A GoFundMe website will be used to secure funds to purchase equipment and services for the restoration of automobiles used to promote EACC and ECS. This is an after school activity.	1/25/2017 - 5/30/2017	1/4/2017	Martin Hostetler
EACC Medical Assisting Skills USA Club	Boxes will be placed in each EACC classroom for the Pennies for Patients Campaign for the month of February. All donations will be given to the Leukemia and Lymphoma Society of Indiana.	2/1/2017 - 2/28/2017	1/10/2017	Laurie Hund-Schieber
	Please note the following fundraisers are presented for confirmation only.			

bylaw

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

BYLAWS
Proposed Revised 0130/page 1 of 4
(as presented during the 1/10/17 BST meeting)

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**

BYLAWS

Proposed Revised 0130/page 2 of 4
(as presented during the 1/10/17 BST meeting)

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**

BYLAWS

Proposed Revised 0130/page 3 of 4
(as presented during the 1/10/17 BST meeting)

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
ELKHART COMMUNITY SCHOOLS**

BYLAWS

Proposed Revised 0130/page 4 of 4
(as presented during the 1/10/17 BST meeting)

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*(as presented during the 1/10/17 BST meeting)*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 _____

~~April 15, 2014~~ **January 24, 2017**

**1028/PRELIMINARY DETERMINATION/REIMBURSEMENT RESOLUTION
OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA
(2018 High School Renovation Project)**

WHEREAS, the Board of School Trustees (the “Board”) of the Elkhart Community Schools, Elkhart County, Indiana (the “School Corporation”), has given consideration to all or any portion of (a) renovations throughout all or certain portions of the existing Memorial High School, including, but not limited to, construction and equipping of an addition to the facility containing approximately 10,000 square feet and renovation of approximately 11,500 square feet of the existing facility to provide for additional music/performing arts classrooms and related areas, renovation of approximately 16,500 square feet of the existing facility to provide for expanded or additional cafeteria and kitchen areas as well as approximately 20,000 square feet of other areas of the facility to accommodate the additional students, and the construction of a new secure front entrance to the facility, (b) miscellaneous facility improvement and/or equipping projects at any of the facilities operated by the School Corporation, and (c) projects related to any of the projects identified in clauses (a) or (b) (clauses (a) through and including (c), collectively, the “2018 High School Renovation Project”); and

WHEREAS, pursuant to Indiana Code § 6-1.1-20-3.1, if the Board proposes to impose property taxes to pay debt service on bonds or lease rentals on any, renovation, improvement, remodeling or alteration project, which is not excluded under Indiana Code § 6-1.1-20-1.1, it must conduct a public hearing on the preliminary determination to proceed with such project prior to the Board’s adopting any resolution or ordinance making a preliminary determination to issue such bonds or enter into such lease; and

WHEREAS, pursuant to Indiana Code § 20-26-7-37, a public hearing must be held if the Board proposes to construct, repair or alter a school building at a cost of more than \$1,000,000 that would be financed by a lease agreement, issuing bonds, or any other available method; and

WHEREAS, notice of said hearings have been given in accordance with Indiana law; and

WHEREAS, interested people have been given the opportunity to present testimony and ask questions concerning the 2018 High School Renovation Project, and this Board has heard public input at a public hearing held this date concerning the 2018 High School Renovation Project; and

WHEREAS, the Board, being duly advised, finds that it is in the best interests of the School Corporation and its citizens for the purpose of financing all or any portion of the 2018 High School Renovation Project to enter into negotiations with the Elkhart Community School Building Corporation (the “Building Corporation”) to acquire all or any portion of the any of the facilities operated or to be operated by the School Corporation, and enter into a lease or leases or an amendment or amendments to an existing lease or leases (collectively, the “Lease”) with the Building Corporation, as lessor, for all or any portion of the facilities operated or to be operated by the School Corporation, in order to better serve the residents of the School Corporation, by allowing the Building Corporation to issue one or more series of first mortgage bonds (collectively, the “2018 High School Renovation Bonds”), which 2018 High School Renovation

Bonds will not exceed an original aggregate principal amount of Ten Million Dollars (\$10,000,000); and

WHEREAS, the Board expects to pay for certain costs of the 2018 High School Renovation Project (collectively, the "Expenditures") prior to the issuance of the 2018 High School Renovation Bonds, and to reimburse the Expenditures with the proceeds received by the School Corporation upon the issuance of the 2018 High School Renovation Bonds; and

WHEREAS, the Board desires to declare its intent to reimburse the Expenditures pursuant to Treas. Reg. § 1.150-2 and Indiana Code §5-1-14-6(c).

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

Section 1. The Board hereby makes a preliminary determination that there exists a need for the 2018 High School Renovation Project. Accordingly, the Board hereby makes a preliminary determination that to the extent permitted by law the Board will take all of the necessary steps to enter into the Lease with the Building Corporation for all or any portion of the facilities operated or to be operated by the School Corporation, pursuant to which the Building Corporation and the School Corporation will finance all or any portion of the 2018 High School Renovation Project. The School Corporation and the Building Corporation will finance all or any portion of the 2018 High School Renovation Project through the issuance of the 2018 High School Renovation Bonds. The total maximum original aggregate principal amount of the 2018 High School Renovation Bonds will not exceed \$10,000,000, or such greater amount in the case of the issuance of any 2018 High School Renovation Bonds all or a portion of which will be used to refund all or any portion of the 2018 High School Renovation Bonds. The 2018 High School Renovation Bonds will have a maximum term not to exceed twenty (20) years from the date such 2018 High School Renovation Bonds are issued. The Lease will have a maximum term not to exceed twenty-two (22) years from the date it is recorded by the Building Corporation and School Corporation. The proposed term of the Lease will begin on the date the Lease is recorded by the School Corporation and the Building Corporation in connection with the 2018 High School Renovation Project.

Based on an estimated maximum yield that will be paid in connection with the 2018 High School Renovation Bonds of four and forty hundredths percent (4.40%), the total interest cost associated therewith, not taking into account any funds of the School Corporation or the Building Corporation being available for capitalized interest, will not exceed \$5,474,548 (which amount is net of any funds received by the School Corporation or the Building Corporation from the United States of America as a result of any or all of the 2018 High School Renovation Bonds being issued under one or more federal tax credit programs). Including interest costs, the maximum annual lease rental to be paid by the School Corporation under the Lease is \$850,000 (which amount is net of any funds received by the School Corporation or the Building Corporation from the United States of America as a result of any or all of the 2018 High School Renovation Bonds being issued under one or more federal tax credit programs), and the maximum total lease rental paid by the School Corporation over the term of the Lease, not taking into account any funds of the School Corporation or the Building Corporation being available for capitalized interest, is

\$15,544,000 (which amount is net of any funds received by the School Corporation or the Building Corporation from the United States of America as a result of any or all of the 2018 High School Renovation Bonds being issued under one or more federal tax credit programs).

The School Corporation's certified total debt service fund tax levy for 2015 pay 2016 (which is the most recent certified tax levy) is \$9,083,447, and the School Corporation's debt service fund tax rate for 2015 pay 2016 (which is the most recent certified tax rate) is \$0.3267 per \$100 of assessed value. The estimated total maximum debt service fund tax levy for the School Corporation and the estimated total maximum debt service fund tax rate for the School Corporation after the issuance of the 2018 High School Renovation Bonds is expected to be \$9,083,447 and \$0.3267 per \$100 of assessed value, respectively, in 2018 pay 2019 as a result of the payment of the lease rentals under the Lease and the anticipated pay-off of other currently outstanding obligations of the School Corporation.

The estimated completion date of the 2018 High School Renovation Project is December 31, 2019. The Board estimates that the operational costs associated with the 2018 High School Renovation Project will have no negative impact on the School Corporation's tax rate upon completion of the 2018 High School Renovation Project.

Section 2. A notice of the foregoing preliminary determinations set forth in Section 1 of this resolution shall be given in accordance with Indiana Code § 6-1.1-20-3.1.

Section 3. The Board hereby declares its official intent that to the extent permitted by law, to execute the Lease with the Building Corporation, and to request the Building Corporation to issue the 2018 High School Renovation Bonds, which 2018 High School Renovation Bonds will not exceed an original aggregate principal amount of approximately Ten Million Dollars (\$10,000,000), and to reimburse costs of the 2018 High School Renovation Project consisting of the Expenditures from proceeds of the sale of such 2018 High School Renovation Bonds.

Section 4. Any and all actions previously taken by any member of the Board, the Superintendent of the School Corporation or his designee or the Chief Financial Officer of the School Corporation or his designee in connection with the foregoing preliminary determinations, including, but not limited to, publication of the notice of the consolidated public hearing held in connection with such preliminary determinations, be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 24th day of January, 2017.

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

AYE

NAY

ATTEST:

Secretary of the Board of School Trustees



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: Karen S. Carter

3026 Crabtree Ln, 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 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): _____

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.



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: Wesley Molyneaux

30006 Hickory Ln, Elkhart, IN 46514

2. Title or Position with Governmental Entity: _____

Director of Technology Integration

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): Apple Distinguished Educator

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):

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.):

(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 Board of School Trustees of
(Title of Officer or Name of Governing Body)

Elkhart Community Schools 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.

Susan C. Daiber, President
Karen S. Carter, Vice President
Douglas K. Weaver, Secretary
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 24, 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.

bylaw

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

BYLAWS
0140/page 1 of 4

MEMBERSHIP

0144.1

Compensation, Insurance, Expenses and Travel

A. Compensation

1. Notwithstanding any other statute, the Board shall have the power to pay each of its members a reasonable amount for service as such member, not to exceed \$2,000.00 per year.
2. In addition, effective January 1, 2016, a per diem of fifty dollars (\$50.00) per member for attending each properly advertised special purpose or work session meeting of the full Board shall be paid. Conference attendance shall not qualify for a per diem.

B. Insurance

Members of the Board shall be eligible to participate in the group health/life insurance plan of the School Corporation on the same basis as members of the administrative group.

1. Health

Board members who choose to participate shall be provided a hospitalization, major medical, dental, and prescription drug insurance policy. Participating Board members shall select either a single or family plan from those plans offered to the employees of the Elkhart Community Schools.

2. Life

Board members who choose to participate in the insurance plan shall be provided a group term life insurance policy in the same amount as active full-time teachers.

bylaw

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

BYLAWS
0140/page 2 of 4

C. Expenses

The Board may reimburse members of the Board for expenses incurred in visiting schools outside the Corporation and in attending regional, State, and National meetings or conferences pertaining to the Board's work.

Expenses may include travel, meals, lodging, and registration. In no case will the allowance be greater than actual expenditure for the member.

D. Travel/Conference Attendance

Upon Board approval, Board members will be permitted to attend National and State conferences. Each calendar year Board members will be permitted to be reimbursed for attendance at the Indiana School Boards Association (ISBA) regional meetings and/or lobbying trips.

In addition, newly elected Board members will be eligible to attend the ISBA conference for new Board member orientation.

A Board member who is elected to a leadership position with either the ISBA or NSBA will be reimbursed for expenses related to performance of those duties which are not reimbursed by the Association.

Elkhart Community Schools will pay or reimburse a Board member for his/her expenses for the following items provided that they are accompanied by an original receipt:

1. registration fees
2. overnight lodging at the single room rate
3. food expenses which are not to exceed a per diem rate of ~~thirty five~~ fifty dollars (~~\$35.00~~ 50.00)
4. gratuities for food - not to exceed fifteen percent (15%) (all other gratuities will not be reimbursed)

bylaw

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

BYLAWS
0140/page 3 of 4

5. car transportation at the IRS allowable rate (odometer readings are required)
6. coach class airfare
7. When travel to a National conference can most economically be accomplished with air travel, but the member elects to drive, travel reimbursement will be at the lowest available rate for a single round trip coach class airfare for that conference
8. tolls and parking fees
9. taxi fares

Elkhart Community Schools will not reimburse for:

1. personal telephone calls;
2. alcoholic beverages;
3. movie rentals;
4. recreational programs and tours;
5. attendance at breakfasts, luncheons, dinners when the cost exceeds the per diem for food, or pre-conference sessions (unless they are included with the regular conference registration fee or the member is required to attend as the result of being elected to office);
6. personal car rental;
7. expenses incurred by a spouse, child, friend (i.e. - meals, transportation, registration, a double room rate, etc.); and
8. unusual expenses not covered above.

Upon the member's return, all original itemized receipts must be presented to the Superintendent's executive assistant for reimbursement.

bylaw

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

BYLAWS
0140/page 4 of 4

Board members are invited to attend a number of school/community events. When tickets need to be purchased for these events:

1. ECS will purchase individual Board member tickets to school sponsored events;
2. attendance at non-school sponsored events will normally be the responsibility of individual Board members.

I.C. 20-26-4-7

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policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3422.12S/page 1 of 16

EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

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

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	23.31 – 28.78
Transportation Trainer/Dispatcher	19.42 – 22.69
Food Service Truck Driver	15.59 – 18.52
Food Service Receiving/Supply	15.59 – 18.52
Evening Supervisor of Building Services	20.44 – 25.16
Food Service Training Specialist	17.66 – 24.74
Food Service Bids & Commodity Coordinator	16.82 – 26.29
Executive Chef & Culinary Event Coordinator	16.82 – 26.29
Quality Assurance Coordinator	19.42 – 22.69
Production Coordinator	19.42 – 22.69
Transportation Route/Driver Coordinator	19.42 – 22.69
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	27.14 – 33.93
Radio Station Staff Announcer	9.15 – 13.01
Radio Station Development Assistant	10.64 – 17.02
School Security Officer	25.00
Title I/Funded Pupil/Program/Parent Support Person	19.39 – 28.24
High School Parent/Community Liaison	19.39 – 28.24
District Translator	19.39 – 28.24
Evening Events Supervisor	14.67
Asst. Site Coordinator - 21st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	15.96 – 29.80
Early College Data Specialist	24.00 – 27.43
EACC Testing Specialist	24.00 – 27.43

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

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3422.12S/page 2 of 16

POSITION	YEARLY SALARY RANGE
Radio Station Manager	49,181 – 73,067
Radio Station Development Director	46,285 – 70,038
Radio Station Business Account Manager	36,531 – 68,873
Radio Station Program Director	36,531 – 56,204
Radio Station Senior Reporter and Assignment Editor	31,559 – 46,210
Radio Station Operations Manager	25,292 – 41,450
Radio Station Morning Edition Host	28,704 – 45,184
Radio Station Promotions Manager	29,523 – 43,928
Radio Station Membership Manager	32,741 – 46,384
Olweus Bullying Prevention Program Coordinator	42,242 – 57,151
Assistant Supervisor of Building Services	54,504 – 68,130
Adult and Community Education Program Manager	62,889 – 73,371
Data Specialist	37,247 – 58,531
Digital Communication and Data Support Specialist	37,247 – 58,531
School Psychologist Intern	36,230
21st Century Community Learning Center Coordinator	2,500 (per semester)

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



INSTRUCTIONAL LEADERSHIP

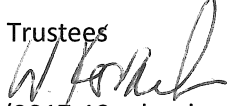
PHONE: 574-262-5559

★ ★

ELKHART COMMUNITY SCHOOLS

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

January 12, 2017

TO: Board of School Trustees
FROM: William Kovach 
RE: New Course for (2017-18 school year):

CCR BRIDGE: MATH READY / HS3465

Essential Questions and Standards

The CCR Bridge: Math Ready course will include and reinforce the Algebra 1, Geometry, Algebra 2 and Statistics skills necessary to be ready for an entry-level college math course.

Assessments

A complete curriculum is available from the State DOE's website for free. Instructors can use those materials along with those they have generated to assess the students in a variety of ways.

Student Activities

A complete curriculum is available from the State DOE's website for free. Instructors can use those materials along with those they have generated to teach the standards in a variety of ways.

Wording of the course description to be offered in the curriculum guide

The CCR Bridge: Math Ready course will include and reinforce the Algebra 1, Geometry, Algebra 2 and Statistics skills necessary to be ready for an entry-level college math course. This course emphasizes understanding of math concepts rather than just memorizing procedures. Math Ready students learn the context behind the procedure: why to use a certain formula or method to solve a problem, for example. This equips them with higher-order thinking skills in order to apply math skills, functions and concepts in different situations. The course is intended for students who currently have achieved the minimum math requirements for college entry. The content of this course is designed to enhance students' math skills so that they are ready for college-level math assignments. It is not designed to prepare students for college-level math in STEM majors.

- Recommended Grade Level: 12
- Recommended Prerequisites: In grade 11, students who have not passed the Grade 10 Math ISTEP+ (or old Algebra 1 ECA) and have scored below a 45 on the PSAT test OR students who score below proficient on a diagnostic test should be placed in the Literacy Ready course.
- Credits: 2 semester course, 1 credit per semester
- Counts as a Mathematics Course for all diplomas

Student needs met by this course

Some students leave ECS and don't qualify for college level math when they take the placement exam. This course is designed to "Bridge" high school math with college level math for those students who have passed Algebra, Geometry and Algebra 2, but perhaps did not demonstrate a high percentage of mastery.

College and Career Pathway

Arts and Communication, Business and Marketing, Health and Human Services

Data to support the demand for this course

According to

http://www.ai.org/che/files/graduation_counts/CR_2014_School/ElkhartCentralHighSchool_1749.pdf, 10% of the graduating class in 2014 that attended a public university in Indiana needed to take remedial math courses

Expected improved outcome

We would like to have another option for students who are not ready for Pre-Calculus after Algebra 2. This course is expected to reinforce Algebra, Geometry and Algebra 2 for those students who demonstrated minimal understanding of the standards, so they can avoid taking remedial college math courses.

REQUIRED RESOURCES

Software/Hardware:

Computer access is desired.

Digital content:

None known at this time

Materials/Supplies:

Having some of the same supplies available that we used for College Preparatory Mathematics and Integrated Mathematics will be beneficial. Those included, chart paper, note cards, colored pencils, glue sticks, markers, et cetera.

Printed material, text:

A complete curriculum is available from the State DOE's website for free. Student booklets will have to be printed, along with teacher's manuals.

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

We believe we will offer one to two sections for students who pass Algebra 2 and intended to go to college or technical school, but may not have performed at a college-ready level.

State Subject Code:

2514

Is the course eligible for Dual Credit? (Yes/No)

No

Number of credits per semester:

1

Graded? (Yes/No)

Yes

GPA? (Yes/No)

Yes

GPA Added Value (weighted)? (Yes/No)

No



Credit Type for Graduation Progress:

MAT

Additional comments:

Math Credit for all diplomas



Student needs met by this course

We intend to offer this course concurrently with Geometry for those students who we predict to fail the ISTEP+ 10, based on a variety of data. Most of the time, a student will be identified through past ISTEP scores, but some students may be selected based on teacher or parent recommendation.

College and Career Pathway

Any Pathway

Data to support the demand for this course

The preliminary data from the DOE indicates that only 27% of sophomores at ECHS passed the math portion of the new ISTEP in the spring of 2016.

Expected improved outcome

We expect this course to strengthen student performance on the standards tested on the ISTEP+ 10.

REQUIRED RESOURCES

Software/Hardware:

Computer access for each student

Digital content:

A variety of websites are currently suggested in the curriculum for the course.

Materials/Supplies:

Having some of the same supplies available that we used for College Preparatory Mathematics and Integrated Mathematics will be beneficial. Those included, chart paper, note cards, colored pencils, glue sticks, markers, et cetera.

Printed material, text:

There is no text available at this point, so an increase in department printing budgets is requested.

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

Because only 27% of the sophomores passed the ISTEP in the spring of 2016, we predict needing 7-9 sections of the course.

State Subject Code:

2531

Is the course eligible for Dual Credit? (Yes/No)

No

Number of credits per semester:

1

Graded? (Yes/No)

Yes

GPA? (Yes/No)

Yes

GPA Added Value (weighted)? (Yes/No)

No



Credit Type for Graduation Progress:

MAT

Additional comments:

General Diploma - ELEC for Core 40



ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Central and Memorial High Schools

Class/Group: Japanese class

Number of Students: 13 students

Date/Time Departing: July 21, 2017 (Leave South Bend Airport

Date/Time Returning: August 5, 2017 (arrive South Bend Airport

Destination: Yokohama city, Japan at about 5 am
at about 11 pm
City State

Overnight Facility: Students will be paired up and stay at homes of selected Yamate Gakuin High School students

Mode of Transportation: Bus, airplane, and train

Reason for Trip: The trip is a part of the Yamate Gakuin High school Exchange Program established during 2016-2017 school year. The students who host the Japanese students in April will travel to Japan for a reciprocal two-week homestay. The trip is on a voluntary basis.

Names of Chaperones: Hironi Hollett (ECHS/EMHS) and Dana

Cost per Student: \$2,200.⁰⁰ soptich (EMHS)

Describe Plans for Raising Funds or Funding Source: Students fund the trip on their own.

Plans to Defray Costs for Needy Students: N/A

Are Needy Students Made Aware of Plans? N/A

Signature of Teacher/Sponsor: Hironi Hollett

Signature of Principal: Frank Serge Date: 11/9/17

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

Approval of Assistant Superintendent: Wymarrath Date: 11/2/17

Approved by Board: _____

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

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart Central

Class/Group: Winter Drumline

Number of Students: 36

Date/Time Departing: 4 pm Feb 10th, 17th, March 3rd, 10th, 17th, 31st

Date/Time Returning: 2 am Feb 11th, 18th, 4th, March 18th, April 1st 10 pm March 17th

Destination: Indianapolis Indianapolis IN
City State

Overnight Facility: High School. Beech Grove H.S.

Mode of Transportation: School Buses

Reason for Trip: We are competing in the Indiana Percussion Association and all competitions are in the

Indy area. Leaving a day early would let us rehearse on competition days instead of leaving at

Names of Chaperones: 6 4 c.m.

Cost per Student: None

Describe Plans for Raising Funds or Funding Source: NA

Plans to Defray Costs for Needy Students: NA

Are Needy Students Made Aware of Plans? NA

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: Frank Seryo Date: 1/10/17

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

Approval of Assistant Superintendent: [Signature] Date: 1/17/17

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

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST



School: West Side Middle School

Class/Group: 8th Grade Social Studies Students

Number of Students: 50+

Date/Time Departing: We plan to travel on Fall Break 2017. We will leave on Wednesday, Oct. 25, 2017 evening

Date/Time Returning: returning on Sunday morning. (October 25-29)

Destination: Washington, D.C.

City State

Overnight facility: Airport Hilton

Mode of Transportation: Royal Excursion Charter bus

Reason for trip: To learn, explore, and discover our nation's capital so that students may apply the knowledge gained to become productive citizens of society.

Students will work to complete a "Discovery Journal" as a resource.

Names of chaperones: 5 or 1 for every 10 students attending (2 Staff / 3 Parents)

Cost per student: \$838.00

Describe Plans for Raising Funds or Funding Source: Flag Scholarship offered through the company will be available to all students. In addition, we plan to have a discount card sale, and also a day where proceeds from "5 Below" store will assist students.

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

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

Signature of Teacher/Sponsor *Lisa L. McKe*

Signature of Principal: *Quetta Jackson*

Date: 1/5/17

Approval of Assistant Superintendent: *OK Woods* Send to Assistant Superintendent for Instruction for approval and for submission to Board of School Trustees

Quetta Jackson

Date: 1/12/17

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: January 19, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*
 RE: **Conference Leave Requests**
January 24, 2017 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p>INDIANA EARLY LITERACY CONFERENCE FOR PRE K - 3RD GRADE This conference will give information on how to ensure students are proficient readers by grade 3. By focusing on prevention you can reduce the need for intervention. Indianapolis, IN January 30 - 31, 2017 (2 day's absence) JEREMY BECHTEL - WOODLAND (0-0) LINDSAY GAGYI - DALY (0-0) SHERYL KEESLAR - OSOLO (1-2) JONATHAN LEVAN - WOODLAND (0-0)</p>	\$3,088.88	\$380.00
<p>HASTI - HOOSIER ASSOCIATION OF SCIENCE TEACHERS, INC. This conference will provide opportunities to interact with other educators regarding science curriculum and implementation. The Science 2 Go Bus will be part of the Exhibition Hall as well. Indianapolis, IN January 20, 2017 (1 day's absence) JOHN MORAN - ETHOS (1-1)</p>	\$0.00	\$0.00
<p>C.L.A.S.S. NEW TEACHER WORKSHOP This conference will provide background for Pinewood staff who are not familiar with the CLASS program. Pinewood will be leading into implementation this year. Fort Wayne, IN February 13, 2017 (1 day's absence) STEPHANIE LEE - PINEWOOD (0-0) TARA MIX - PINEWOOD (0-0) MATT NUSBAUM - PINEWOOD (0-0) RYAN SMAKA - PINEWOOD (0-0)</p>	\$341.00	\$380.00
<p>AP TIP-IN MOCK EXAM GRADING/TRAINING This conference will give teachers instruction on exam grading, test-taking strategies, and test mechanics as well as information on the most recent AP exam questions. Indianapolis, IN March 10, 2017 KASEY LUTRELL- MEMORIAL (1-1)</p>	\$202.16	\$95.00

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
MACUL (MICHIGAN ASSOCIATION FOR COMPUTER USERS IN LEARNING) 2017 This conference will include attending sessions on best practices in planning and building instructional technology programs and what tools and programs schools are using to support student learning. We will also present a session on starting and building a 1:1 program from scratch at the district level. Detroit, MI March 16 - 17, 2017 BRIAN BENNETT - ECS (1-1) KAT LUBKER - ECS (0-0) WESLEY MOLYNEAUX - ECS (1-3)	\$1,285.20	\$190.00
	\$4,917.24	\$1,045.00
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 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2017 YEAR-TO-DATE OTHER FUNDS	\$11,542.24	\$1,870.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
GRAND TOTAL	\$222,804.32	\$28,015.00

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



TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: JANUARY 24, 2017

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- b. **Retirement** – We report the retirement of the following employee effective August 1, 2017:

James Langton Memorial/World Language 21 Years of Service

CLASSIFIED

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

Jamie Greenway	Cleveland/Paraprofessional
Began: 11/2/16	PE: 1/18/17

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

Holly Hardy	Transportation/Bus Helper
Began: 10/12/15	Resign: 1/6/17

Broc Hiatt	Commissary/Misc. Food Svc Rec
Began: 5/13/14	Resign: 1/10/17

Julie Johnson	Central/Food Service
Began: 8/15/06	Resign: 2/15/17

Nicole Quesinberry	Beardsley/Food Service
Began: 8/4/16	Resign: 1/3/17

Collin Rowland	Transportation/Bus Driver
Began: 5/24/16	Resign: 1/13/17

Linda Sedlock	Feeser/Food Service
Began: 9/26/16	Resign: 1/5/17

c. **Unpaid Leave Request** – We recommend an unpaid leave for the following employee:

Deidre Wright
Began: 1/3/17

Transportation/Bus Driver
End: 4/7/17