

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 25, 2017

CALENDAR

July	25	4:00 p.m.	Executive Session, J.C. Rice Educational Services Center
July	25	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	25	immediately following	Executive Session, J.C. Rice Educational Services Center
Aug	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	22	5:30 p.m.	Public Work Session, Beardsley Elementary, 1027 McPherson St.
Aug	22	7:00 p.m.	Regular Board Meeting, Beardsley Elementary, 1027 McPherson St.

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. MINUTES - July 11, 2017 – Public Work Session
July 11, 2017 – Regular Board Meeting
July 12, 2017 – Public Work Session
July 18, 2017 – Special Meeting/Work Session

D. TREASURER'S REPORT

Consideration of Claims

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

Financial Report – January 1, 2017 – June 30, 2017

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

Textbook Rental Fees – The Business Office recommends Board approval of textbook rental fees for the 2017-2018 school year.

Monthly Insurance Report

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

E. UNFINISHED BUSINESS

Board Policy 2623 - The administration presents proposed revisions to Board Policy 2623, Student Assessment, as initially presented at the Board's July 11th regular meeting.

Board Policy 5460 - The administration presents proposed revisions to Board Policy 5460, Graduation Requirements, as initially presented at the Board's July 11th regular meeting.

Board Policy 5530- The administration presents proposed revisions to Board Policy 5530, Drug Prevention, as initially presented at the Board's July 11th regular meeting.

Board Policy 8400 - The administration presents proposed revisions to Board Policy 8400, School Safety, as initially presented at the Board's July 11th regular meeting.

F. NEW BUSINESS

Board Policy 3422.06 - The administration presents proposed revisions to Board Policy 3422.06S, Secretarial/Business Compensation Plan, and asks to waive 2nd reading.

Board Policy 5410 - The administration presents proposed revisions to Board Policy 5410, Promotion and Retention of Students, for initial consideration.

2017-2018 School Calendar – The administration recommends Board approval of the proposed revised 2017-2018 school which was approved at the December 20, 2016 Board meeting.

2018 Board Meeting Schedule – The administration seeks Board approval of the proposed Board of School Trustees meeting schedule for 2018.

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

G. PERSONNEL

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

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

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

July 11, 2017

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

Time/Place

Board Members
Present:

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

Carolyn R. Morris
Jeri E. Stahr

Roll Call

Absent:

Rodney J. Dale
Glenn L. Duncan

ECS Personnel Present:

Tony England
Tony Gianesi
Rob Haworth
Dawn McGrath

Kevin Scott
Doug Thorne
Cheryl Waggoner
Bob Woods

The Board discussed the following upcoming events: work session scheduled for July 12th, work session scheduled for July 18th, prayer breakfast and leadership summit on July 19th. Dawn McGrath, Deputy Superintendent, provided an update on proposed changes to the computations of textbook rental fees. Tony England, Assistant Superintendent of Student Services, provided information on elementary alternative placements. The Board also discussed agenda items for the regular Board meeting.

Topics
Discussed

The meeting adjourned at approximately 6:15 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
July 11, 2017

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

Place/Time

Board Members Present:	Susan C. Daiber Karen S. Carter Douglas K. Weaver	Rodney J. Dale Carolyn R. Morris Jeri E. Stahr
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Roll Call

Absent: Glenn L. Duncan

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

Call to Order

Mrs. Daiber discussed the invitation to speak protocol.

By unanimous action, the Board approved the following minutes:
June 27, 2017 – Public Work Session
June 27, 2017 – Regular Board Meeting
June 28, 2017 – Public Work Session

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$1,015,770.59 as shown on the July 11, 2017, claims listing. (Codified File 1718-01)

Payment of Claims

By unanimous action, the Board approved an extra-curricular purchase request from Pierre Moran Middle School for electronic equipment for sound reproduction for the music department in the amount of \$3,979.99.

Extra-curricular Purchase

Kevin Scott, chief financial officer, gave a brief review of the last 10 years of insurance coverage changes and expenses. Mr. Scott provided a review of the insurance Request For Proposal (RFP) sent to traditional insurance providers such as UMR, Anthem, CIGNA, and Aetna as well as to Beacon and St. Joseph locally on July 10th regarding self-funded medical and prescription drug programs. New and unique items in the RFP include: an Accountable Care Organization (ACO) arrangement; athletic training and related sports medicine services; on-site clinic services; occupational health services; nursing services; other health and wellness initiatives such as an employee assistance plan; and an interest in being a signage partner/sponsor.

Insurance Update

The Board was presented revisions to Board Policy 2623 - Student Assessment, for initial review. Doug Thorne, district counsel/chief of staff, explained the revision covers all statewide testing as required by the State Board of Education.

Board Policy
2623

The Board was presented revisions to Board Policy 5460 - Graduation Requirements, for initial review.

Board Policy
5460

The Board was presented revisions to Board Policy 5530 - Drug Prevention, and Board Policy 8400 - School Safety, for initial review. Mr. Thorne stated the Safe School Committee described in Board Policy 8400 shall be responsible for addressing issues regarding drug prevention and school safety.

Board Policies
5530 and 8400

The Board heard of potential conflicts of interest from the following administrators: Jill Balcolm, Brian Buckley, Rod Roberson, Jacqueline Rost, Gary Sawtelle, and Kevin Scott. Board member, Karen Carter, explained the purpose of the potential conflicts reporting process. (Codified File 1718-02)

Administrator
Conflict of
Interest

By unanimous action, the Board approved the submission of a 2017-18 WorkINDiana Grant to Indiana Department of Workforce Development from Adult Education/Community Education for \$60,000; and a Carl D. Perkins Title IV Grant to the Indiana Department of Education from the Elkhart Area Career Center for \$647,162. (Codified File 1718-03)

Grant
Approvals

Dawn McGrath, deputy superintendent, presented a review of the presentations given on June 28th during a session with the Ford Next General Learning (NGL) program, a contractual relationship under consideration to support the high school pathway implementation. Dr. McGrath provided details of what has been accomplished district-wide so far to support the intent of the strategic plan. Progress and successes included highlights regarding the Elkhart Area Career Center; the Beck Lab School and Early Childhood Center; Pierre Moran becoming a STEAM magnet; Roosevelt receiving STEM certification and 21st Century Learning Community Grant; Work Ethics Certification and PRIDE; instructional cycle committees; expanding access to high ability programming; improving professional impact through intentional professional development; adopting Naviance; developing college and careers curriculum; 'thinking with one mind' by the two high schools; and establishment of six potential schools of study.

Presentation
Review

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 11, 2017 listings. Dr. McGrath noted over 200 staff members will be attending a Professional Learning Communities at Work Conference in Illinois at the end of the month. (Codified File 1718-04)

Conference
Leaves

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

Personnel Report

Administrative appointments of the following effective August 1, 2017: Scott Sassaman, from assistant principal at Pierre Moran to assistant principal at Central; and Viressa Davis, from academic dean to assistant principal at Pierre Moran.

Administrative Appointments

Employment for certified staff member Hannah Beachey, special education at Beardsley, for the 2017-2018 school year.

Certified Employment

Maternity leave for certified staff member, Lindsay Gagy, grade 3 at Daly, beginning 9/18/17 and ending 10/13/17.

Maternity Leave

Resignation of the following five (5) certified staff members effective on the dates indicated:

Certified Resignation

- Penelope Lambdin - grade 3 at Beardsley, 6/30/17
- Jean Milfort - assistant principal at Central, 6/27/17
- Lauren Phipps - special education at Roosevelt, 6/30/17
- Tracy Sanders - special education at Memorial, 6/30/17
- Kimberly Wallace - grade 1 at Beardsley, 5/26/17

Resignation of classified employee, Jennifer Allen, paraprofessional at Beardsley, 8/8/17.

Classified Resignation

Termination of classified employee, Joanna Pizana, bus driver at Transportation, effective 5/26/17, in accordance with Board Policy 3120.01S.

Classified Termination

Board member, Doug Weaver, commented on a recent article in *The Elkhart Truth* regarding automation and offshoring trends and necessary changes in education systems such as the strategic plan.

From the Board

Board member, Karen Carter, reported on a presentation at Kiwanis regarding divorce rate among coaches and a free counseling program being offered under the direction of retired Bethel coach, Mike Lightfoot.

From the Board

Board member, Susan Daiber, reported on the Elkhart Education Foundation's fundraiser held Monday evening featuring author, Adriana Trigiani. The event raised nearly \$20,000 for continuing improvements in the elementary libraries.

From the Board

The meeting adjourned at approximately 7:35 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

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

July 12, 2017

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – 3:00 p.m.

Time/Place

Board Members
Present:

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

Rodney J. Dale
Carolyn R. Morris
Jeri E. Stahr

Roll Call

Absent

Glenn L. Duncan

The Board discussed various options for renovations at Pierre Moran, strategic plan timeline, and potential rental options.

Topics
Discussed

The meeting adjourned at approximately 4:30 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 SPECIAL MEETING/WORK SESSION
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
July 18, 2017

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

Place/Time

Board Members Present:	Karen S. Carter Douglas K. Weaver	Rodney J. Dale Carolyn R. Morris Jeri E. Stahr
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Roll Call

Absent:	Susan C. Daiber	Glenn L. Duncan
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Vice President Karen Carter called the special meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to Order

By unanimous action, the Board approved submission of a School Technology Advancement Account Petition to the Indiana State Board of Education. The low interest funds will be used to provide additional building administrators with a laptop solution allowing more mobility and direct access to student data a resources. (Codified File 1718-05)

STAA

By unanimous action, the Board approved a waiver of Board Policy 7250 – Commemoration of School Facilities.

Waiver of Board Policy 7250

By unanimous action, the Board approved requests for Commemoration of School Facilities.

Request for Commemoration

The Board toured Elkhart Memorial High School.

School Tour

The meeting adjourned at approximately 8:40 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

Adjournment

Signatures



ELKHART MEMORIAL HIGH SCHOOL
 2608 CALIFORNIA ROAD • ELKHART, IN 46514
 PHONE: 574-262-5600



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

DATE: July 17, 2017
 TO: Dr. Rob Haworth
 Board of School Trustees
 RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the volleyball program. This donation will go towards lodging, food, and transportation costs for varsity overnight tourneys, team posters, and senior banners as well as other miscellaneous costs associated with this program.

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:

Boling Vision Center, LLC
 2746 Old US 20 W., Ste B
 Elkhart, IN 46514



ELKHART MEMORIAL HIGH SCHOOL

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: June 28, 2017

TO: Dr. Rob Haworth

Board of School Trustees

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$10,240.00 to the Memorial Athletic Department. This donation will be given to various sports programs as displayed in the chart below. Monies will go towards the purchase of items in each sport program as requested by the coaches and Athletic Department.

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

Elkhart Memorial High School Athletic Booster Club
C/O Mike Lapczynski, EMHS ABC Treasurer
30580 Quail Pointe Dr.
Granger, IN 46530

Football	\$1,000.00
Girls Golf	\$1,000.00
Boys Basketball	\$1,000.00
Girls Basketball	\$1,000.00
Wrestling	\$1,000.00
Softball	\$1,000.00
Boys Golf	\$840.00
Cross Country	\$600.00
Volleyball	\$500.00
Boys Soccer	\$500.00
Girls Soccer	\$500.00
Swimming	\$500.00
Boys Tennis	\$150.00
Girls tennis	\$150.00



MONTHLY FINANCIAL REPORT

June 2017

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

Page 2 - ACCOUNT BALANCES / INVESTMENT DETAIL

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

Page 3 - UNENCUMBERED PERCENTAGES

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

SUPPLEMENTARY PAGES - RECEIPTS AND EXPENDITURES

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

ACCOUNT BALANCES/INVESTMENT DETAIL
June 2017

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	14,773,312.53
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,899,536.80
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(1,029,757.62)
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,173,566.40
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	-
Lake City Bank - Flex Account	52,236.16
Teachers Credit Union-Payroll Account	-
Teachers Credit Union - Flex Account	11,799.13

INVESTMENTS:

Certificate of Deposit	-
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\$ 19,290,623.40



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Kevin Scott

From: Erica Purvis

Date: July 10, 2017

Subject: Temporary Inter-fund Loans

The following loans have been repaid effective 6/30/2017:

\$454,813.37 from Fund 0250 Retirement/Severance Bond Fund to Fund 0200 Debt Service Fund

\$1,100,000.00 from Fund 0350 Capital Projects Fund to Fund 0100 General Fund

\$720,000.00 from Fund 0350 Capital Projects Fund to Fund 0420 Bus Replacement Fund

\$153,000.00 from Fund 0160 Referendum Tax Levy Fund to Fund 0420 Bus Replacement Fund

\$118,000.00 from Fund 0160 Referendum Tax Levy Fund to Fund 0420 Bus Replacement Fund



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

July 20, 2017

TO: Dr. Robert Haworth
Board of School Trustees

FROM: Dr. Robert Woods

SUBJECT: Textbook Rental Fees – 2017-2018

The Business office is recommending the Board of School Trustees approve the book rental fees for the 2017-2018 school year as follows:

	Recommended Fees
Kindergarten Fee:	\$ 48.00
Grade 1	\$110.00
Grade 2	\$100.00
Grade 3	\$107.00
Grade 4	\$ 91.00
Grade 5	\$ 72.00
Grade 6	\$ 87.00

Middle school and high school book rental fees will be based on the subjects in which the student is enrolled. We are offering high school credit for several classes at the middle school level and will charge the same fees as are charged at the high school for these same classes.

Medical Plan Experience

June 2017

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 649,203	\$ 626,686	\$ 22,517	\$ 5,147,704	\$ 4,276,851	\$ 870,853
UMR Rx	\$ 194,166	\$ 243,747	\$ (49,581)	\$ 802,424	\$ 985,399	\$ (182,975)
Less Amt Above Stop Loss	\$ (55,325)	\$ (89,502)	\$ 34,177	\$ (662,230)	\$ (422,664)	\$ (239,566)
Total	\$ 788,044	\$ 780,931	\$ 7,113	\$ 5,287,898	\$ 4,839,586	\$ 448,312
Expected	\$ 934,988	\$ 1,022,749	\$ (87,761)	\$ 5,620,965	\$ 6,186,449	\$ (565,484)
Claims vs. Expected	\$ (146,944)	\$ (241,818)	\$ (333,067)	\$ (333,067)	\$ (1,346,863)	

Elkhart Community Schools
Proposed School Fundraising Activities
July 25, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Central Cross Country Team	A 5K Run/Walk will be held at Oxbow County Park on July 29th. Proceeds will be used to purchase team apparel.	7/29/2017	7/17/2017	Bekah Shenk
Central Cross Country Team	Team t-shirts will be sold to raise money to purchase team apparel.	8/1/2017 - 8/31/2017	7/17/2017	Bekah Shenk
	Please note the following fundraisers are presented for confirmation only.			

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PROGRAM
Proposed Revised 2623/page 1 of 1
(includes revisions from the 7/11/17 BST meeting)

STUDENT ASSESSMENT

The Board, in compliance with the law and rules of the State Board of Education, shall implement the ~~Indiana Statewide Testing for Educational Progress Plus (ISTEP+)~~ statewide achievement tests as required by the State Board of Education to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the achievement of students and to assist them in attaining Corporation and State Department goals. All graduation examination requirements by the State Board of Education will be honored by the Corporation.

Additionally, the Board shall administer any end of course exams as may be required by the State Board of Education.

The Board shall comply with all assessments required to be administered by the State Board of Education.

I.C. 20-32-2

I.C. 20-32-8

I.C. 20-32-8.5

511 IAC 5

511 IAC 6.2-3.1

~~I.C. 20-32-2 et seq., 20-32-8 et seq.~~

~~I.C. 20-32-8.5-2~~

~~511 IAC 5-2-3~~

~~511 IAC 6.2-3.1-3~~

July 25, 2017

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**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS
Proposed Revised 5460/page 1 of 7
(as presented during the 7/11/17 BST meeting)

GRADUATION REQUIREMENTS

High School Graduation

In order to graduate from high school, a student shall

- A. complete the number and type of credits in grades 9-12, except as otherwise provided in this policy, required by the Indiana State Board of Education,
- B. be enrolled for at least seven (7) semesters in grades 9-12 and
- C. demonstrate proficiency of the academic standards established by the Indiana State Board of Education and Elkhart Community Schools through satisfactory completion of any one of the following three (3) procedures:
 1. The student achieves passing scores on applicable examinations required by State law and or the Indiana State Board as pre-requisites for graduation;
 2. The student who does not achieve passing scores on required examinations may be eligible to graduate if the student does the following:
 - a. retakes the required examinations in each subject area in which the student has not achieved a passing score at least one (1) time every school year after the school year in which the student first takes the required examinations;
 - b. completes remediation opportunities provided to the student as outlined in Administrative Guideline 5460 Section A(5)(2);

policy

- c. maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance;
- d. maintains at least a "C-" average in the courses comprising the credits specifically required by the Indiana State Board of Education; and
- e. either
 - 1) obtain a written recommendation from a teacher of the student in each subject area of the required examinations in which the student has not achieved a passing score. In order for a recommendation to be valid,
 - a) the principal must concur with the teacher recommendation, and
 - b) the recommendation must be supported by documentation, including the completion of the Evidence-Based Waiver – Core-40 Diploma form or the Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma form, indicating the student has attained the academic standards in the subject area based upon
 - (1) tests other than the required examinations; or
 - (2) classroom work; or
 - 2) Complete
 - a) the course and credit requirements for a general diploma, including the career academic sequence;

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS
Proposed Revised 5460/page 3 of 7

- b) a workforce readiness assessment; and
 - c) at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.
3. Where a student is a child with a disability (as defined in IC 20-35-1-2), the student's case conference committee finds the following:
- a. The student's teacher of record, in consultation with a teacher of the student in each subject area of the required examinations in which the student has not received a passing score, makes a written recommendation to the case conference committee. In order for a recommendation to be valid:
 - 1) the principal must concur with the teacher recommendation; and
 - 2) the recommendation must be supported by documentation, including the completion of the Evidence-Based Waiver – Core-40 Diploma form or the Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma form, indicating the student has attained the academic standards in the subject area based upon
 - a) tests other than the required examinations; or
 - b) classroom work.

policy

- b. The student meets all of the following requirements:
 - 1) retakes the required examinations in each subject area in which the student has not achieved a passing score as often as required by the student's individualized education program;
 - 2) completes remediation opportunities provided to the student to the extent required by the student's individualized education program;
 - 3) maintains a school attendance rate of at least ninety-five percent (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance;
 - 4) maintains at least a "C-" average in the courses comprising the credits specifically required for graduation by rule of the Indiana State Board of Education and Elkhart Community Schools.

D. Additional Requirements for Students with Disabilities

During the student's annual case review held when a student with a disability is enrolled in 8th grade, the case conference committee shall review and discuss with the student's parent (and the student, if appropriate):

- 1. The types of diplomas available for students to receive in the State of Indiana;
- 2. The course requirements for each type of diploma; and
- 3. Employment and career options for the student and the type of academic, technical, and vocational preparation necessary to achieve the employment or career.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS
Proposed Revised 5460/page 5 of 7

The student's IEP must include the type of diploma the student will seek and courses which will allow the student to progress towards the diploma in a timely manner. The Corporation shall not require students with disabilities to complete locally required credits that exceed State credit requirements to receive a diploma unless otherwise required as part of the student's IEP.

Beginning in grade 9 and in addition to the annual case review, the student's teacher of record shall communicate at least once each grading period with the student's parent concerning the student's progress towards the selected diploma. If the parent requests a meeting with the teacher of record to discuss the student's progress, the teacher must meet with the parent in a timely manner. Such a meeting does not constitute a case conference committee meeting, and a request for such a meeting does not abrogate a parent's right to call for a meeting of the case conference committee at any time.

- E. Otherwise, satisfy all State and local graduation requirements.

Early Graduation

For students fulfilling all graduation requirements as established in Section 1 of this policy in less than seven (7) semesters, a waiver may be requested. An application specifying the circumstances which make the waiver advisable will be submitted to the Superintendent of Schools for his review and approval.

A student qualifying for early graduation by the end of grade eleven (11) is eligible for a state early graduation scholarship subject to the provisions of Indiana statutes. Any student requesting an early graduation may obtain information regarding the scholarship from the guidance department.

policy

Granting Diplomas

A. Students enrolled in the Corporation shall have the opportunity to earn any type of State diploma approved by the Indiana State Board of Education.

AB. Transfers from Other Districts

Any student, who completes his/her final semester of attendance and has earned at least six (6) credits from an Elkhart high school during this time, may be granted a diploma from an Elkhart high school. That student must also complete all requirements for graduation from high school established by the State of Indiana as described in Section 1 of this policy. The Superintendent may waive the requirement that the student earn six (6) credits from an Elkhart high school if that student has completed all requirements for graduation from high school established by the State of Indiana as described in Section 1 of this policy.

BC. Transfers within Elkhart Community Schools

Elkhart high schools will grant a diploma to any student who has been in attendance at Elkhart high schools for seven (7) semesters and has completed all other State and local requirements for graduation as described in Section 1 of this policy.

CD. Course Completion

Elkhart high schools will grant a Course Completion to a student who satisfies the requirements established in Section 1(A) and (B) of this policy, but who does not meet the academic standards established by the State of Indiana through satisfactory completion of any one (1) of the three (3) procedures established in Section 1(C) of this policy.

DE. Certificate of Completion

Upon the recommendation of the student's teacher of record, Elkhart high schools will grant a Certificate of Completion to a child with a disability (as defined in IC 20-35-1-2) who is not eligible to

policy

BOARD OF SCHOOL TRUSTEES ELKHART COMMUNITY SCHOOLS

STUDENTS

Proposed Revised 5460/page 7 of 7

receive a diploma or a Course Completion, but who has completed the four (4) year educational program as established through the student's IEP.

EF. Credit for Courses Completed Before Students Enter Grade 9

Credit earned for high school equivalent courses taken before students enter grade 9 will be granted in a manner consistent with Indiana laws, the rules and regulations adopted by the Indiana State Board of Education, and the Elkhart Community Schools.

EG. Credit for Courses Completed More Than One (1) Time

1. A student may repeat a high school course in which credit has been earned. Credit for a course required for graduation will only be granted one (1) time, and the highest grade earned will be used to calculate student's GPA.
2. The student's transcript will show the course each time it was completed and the grade assigned for each completion.
3. Some courses may be taken for multiple credits with all credits contributing to the GPA (e.g. band, choir, etc.).

I.C. 20-26-5-37

I.C. 20-32-4-1 through 10

I.C. 20-35-4-11

511 IAC 6-7.1-4 through 7

~~I.C. 20-32-4-1 to 10, 20-20-6, 20-35-4-11~~

~~511 I.A.C 5-3-1 to 2, 6-7.1-4 through 7~~

~~511 I.A.C 5-3-2~~

~~511 I.A.C 6-7-6~~

July 25, 2017

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS
Proposed Revised 5530/page 1 of 4
(as presented during the 7/11/17 BST meeting)

DRUG PREVENTION

The Board recognizes the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools will strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute;
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. tobacco and tobacco products;
- F. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- G. anabolic steroids;
- H. any "look-alike" substances;
- I. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS
Proposed Revised 5530/page 2 of 4
(as presented during the 7/11/17 BST meeting)

The Superintendent shall prepare guidelines for the identification, elimination, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - 4. promotes positive emotional health, self-esteem, and respect for one's body;
 - 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5530/page 3 of 4
(as presented during the 7/11/17 BST meeting)

- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School Corporation's program to determine its effectiveness and implement changes as needed and to ensure disciplinary sanctions are consistently enforced;

The Safe School Committee described in Board Policy 8400 shall be responsible for addressing the issue of drug use in schools and facilities operated by the Corporation and implementing the Safe and Drug-Free Schools and Communities Act.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

I.C. 20-30-5-11
I.C. 35-48-2-4
I.C. 35-48-2-6
I.C. 35-48-2-8

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5530/page 4 of 4
(as presented during the 7/11/17 BST meeting)

I.C. 35-48-2-10

I.C. 35-48-2-12

20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)

I.C. 20-30-5-11

I.C. 35-41-1-26.3

I.C. 35-48-2-4

20 U.S.C. 3171 et seq., Drug Free Schools and Communities Act of 1986

20 U.S.C. 3224A

July 25, 2017

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policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS
Proposed Revised 8400/page 1 of 4
(includes revisions from the 7/11/17 BST meeting)

SCHOOL SAFETY

The Board of School Trustees is committed to maintaining a safe environment in all of the Corporation's properties. To ~~that~~ this end, in accordance with State law, each school within the Corporation shall establish a *Safe School Committee*, the composition of which shall be in accordance with the Superintendent's guidelines.

The ~~Safe School~~ School-Safety *Committee* shall be responsible for developing a plan for the school that addresses the following issues:

- A. Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of a safe school.
- B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.
- C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem solving teams.
- D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school. The Corporation shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

In developing the school's plan, the ~~Safe School~~ School-Safety *Committee* may seek input from representatives of the following:

- A. local law enforcement;
- B. the local Fire Marshall(s) or his/her designee(s);
- C. emergency medical services;

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS
Proposed Revised 8400/page 2 of 4
(includes revisions from the 7/11/17 BST meeting)

- D. building administrators;
- E. the local emergency management service agency;
- F. School Resource Officer(s).

Safe School Committee's Duty to Implement the Safe and Drug-Free Schools and Communities Act

The Safe School Committee is responsible for implementing the Safe and Drug-Free Schools and Communities Act. To ensure the Corporation remains compliant with Federal law, the Safe School Committee shall:

- A. develop a drug-free school plan that:
 - 1. requires each school to collect and report drug related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug related behavior; and
 - 2. addresses ways to eliminate illegal drugs and drug related behavior in schools;
- B. oversee the implementation of the school plan;
- C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

Security Police Training

In the case of a police officer who is employed by the School Corporation to provide security for the School Corporation, the Board shall require ~~that~~ the police officer receives training and education, approved by the State Board of Education, that will enable the police officer to appropriately deal with individuals with autism and Asperger's syndrome.

Persistently Dangerous Schools

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS

Proposed Revised 8400/page 3 of 4
(includes revisions from the 7/11/17 BST meeting)

The Board recognizes ~~that~~ State and Federal law requires ~~that~~ the Corporation report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood ~~that~~ the State Department of Education will then use this data to determine whether or not a school is considered “persistently dangerous” as defined by State policy.

Pursuant to the Board’s stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall refer this to the Safe School~~School Safety~~ Committee so ~~that~~ a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequence year.

When developed, the Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event ~~that~~ the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice options s as provided ~~in Policy 5113.02 and AG 5113.02~~ by Federal and State law.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS

Proposed Revised 8400/page 4 of 4
(includes revisions from the 7/11/17 BST meeting)

In addition, the Superintendent shall meet with the ~~School Safety~~Safe School Committee, discuss the school's designation as a persistently dangerous school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes~~—that~~, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. The parents of the eligible student shall have the choice options as provided by Federal and State law.~~In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.~~

I.C. 5-2-10.1-12

I.C. 20-26-16

I.C. 20-26-5-31

I.C. 20-34-3-20-9

I.C. 20-30-5-11

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)

~~I.C. 5-2-10.1-12, 20-26-16, 20-26-5-31, 20-34-3-20-9~~

~~Title IX, Section 9532 of the No Child Left Behind Act of 2001~~

July 25, 2017

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policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3422.06S/page 1 of 17

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	V
1	0 – 55 days	11.55	11.74	11.97	12.18	12.48	12.79	13.11	13.60	14.05	16.30
2	55 days – 1 year	11.83	12.07	12.35	12.63	13.07	13.50	13.94	14.39	14.84	17.09
3	1 year plus	12.18	12.49	12.79	13.11	13.55	14.01	14.34	14.79	15.30	17.55
4	2 years plus	12.63	13.07	13.50	13.94	14.32	14.69	15.10	15.54	16.02	18.27
5	3 years plus	13.11	13.53	13.94	14.34	14.84	15.39	15.90	16.37	16.83	19.08
6	4 years plus	13.94	14.32	14.69	15.10	15.58	16.13	16.66	17.13	17.58	19.83
7	5 years plus	14.34	14.84	15.39	15.90	16.52	17.15	17.75	18.20	18.67	20.92

*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

Proposed Revised 3422.06S/page 2 of 17

Secretarial Classifications

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

Classifications

V	Secretarial	Business
	Classified Human Resources Assistant	Certified Payroll Assistant Classified Payroll Assistant Classified Human Resources Assistant
IV.	Secretarial	Business
	Board of School Trustees Director of Career & Technical Ed. High School Principal Secretary/Human Resources Data Specialist	Building Services Office Manager Payroll Assistant Director of Business Operations Insurance EACC – WVPE Office Manager Director of Transportation Mail Room/Duplicating Traditional Programs Route
III.	Secretarial	Business
	EACC Director of Community Ed. Coordinator EACC Principal EACC Central Office/Guidance/Accounting Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals Elkhart Academy Building Services Student Services Secretary (5 positions) Secretary/Human Resources Data & Communications Receptionist Library Services (CO) *Federal Programs	Business Office/Purchasing Cafeteria Computer Operator/Bus Garage Building Services-Textbook Coordinator Director of Food Services Safety & Security
II.	Secretarial	Business
	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)

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

policy

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

policy

reclassification of secretarial positions.

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

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

policy

experience, is age fifty five (55), and has been participating in 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.

policy

BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS

PERSONNEL
Proposed Revised 3422.06S/page 7 of 17

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 fifteen (215) days as personal illness days.

policy

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 fifty (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

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:

policy

- 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
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3422.06S/page 11 of 17

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

- 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

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

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

policy

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:

policy

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 calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. ***Vacation benefit may not be utilized prior to accrual and approval from Administrator.***
- 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 the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a 12-month position will be granted years of service based on the following conversion formula. ***NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.***

The employee's employment record with Elkhart Community

policy

Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a 12-month position. The total number of equivalent years will be rounded up to nearest whole number.

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

- 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.

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 not be entitled to paid vacation days.

PROMOTION AND RETENTION OF STUDENTS

ALL GRADES

~~Students shall be placed at the grade level for which they are best adjusted academically, socially, chronologically, and emotionally. Grade placement shall be determined by the building principal or designee, in accordance with District policies and regulations, after receiving input from appropriate individuals. The educational program shall normally provide for continuous progress of students from grade to grade on an annual basis. Most often students are best placed with others of like age, but occasionally students may profit by a variation from the normal grade progression. Advancement or retention shall be considered for students who are performing significantly above or below grade placement, or are experiencing extreme difficulty in social or emotional progress. A student shall not be retained for the sole purpose of improving the student's ability to participate in extracurricular programs.~~

~~Students who fail to meet established standards for the annual Indiana Statewide Test of Education Progress (ISTEP+) are required to participate in skill enhancement programs as described in Policy IGBE. Students who fail to participate in required skill enhancement programs will be retained unless retention has been properly waived in accordance with Policy IGBE.~~

~~Principals, in collaboration with teachers and parents, may retain a student based on classroom performance, e.g. grades, attendance, discipline records, social skills, etc. This decision may be made even if a student scores above standards on statewide or District assessments.~~

The educational program shall normally provide for continuous progress of all students from grade to grade on an annual basis. Students are typically best served when they have access to grade-level curriculum and differentiated instruction alongside others of like age. Occasionally, a student may profit from a variation in the normal grade progression.

Advancement or retention shall be considered for students who are performing exceptionally above or below peers in their grade placement or for students who are experiencing extreme difficulty in social or emotional progress due to the grade placement.

PROMOTION/RETENTION IN GRADES K-8

~~When retention is being considered, procedures in Administrative Regulation IKE shall be initiated. Retention procedures shall be completed after a review with teacher(s) and parent(s)/guardian.~~

~~For a student not receiving special education services, advancement to the next grade level will occur only upon the approval of the building principal. The principal shall make a decision based upon an analysis of objective data and after consultation with staff members who are knowledgeable about the student's performance. To form the objective basis for the principal's determination, data to be considered will include, but not be limited to, the following:~~

- ~~A. ISTEP+ Test Results~~
- ~~B. Grades~~
- ~~C. Attendance~~
- ~~D. Classroom Performance~~

~~Decisions regarding promotion/retention of special education students will be made by a case conference committee.~~

~~ENL students will not be retained on the basis of their language deficiency.~~

~~Decisions about the promotion/retention of students for the next school year will be made prior to the end of the current school year. In all instances, when a student is to be retained, a conference shall be held by the principal with the student's parent/guardian and, when appropriate, teacher or counselor.~~

~~The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD 3). Accordingly, a student who does not pass the IREAD 3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading and will be officially reported as a third grader.~~

~~Good cause exemptions that may be considered are:~~

- ~~A. a student who has been previously retained two times prior to the fourth grade;~~
- ~~B. a student with disabilities whose case conference committee has determined that promotion is appropriate;~~
- ~~C. an English learner student whose Individual Learning Plan (ILP)~~

~~Committee has determined that promotion is appropriate.~~

PROMOTION IN GRADES K-8

Students who have been identified as high ability, through the process outlined in Board Policy 2462, will typically participate in a normal grade progression receiving instruction more challenging within or beyond the general education curriculum. In the case of a student who would benefit from routine access to accelerated curriculum in all subject areas, a grade promotion may be considered. The principal must analyze objective data in the student's Advanced Learning Plan (ALP) and, in consultation with family and staff members who are knowledgeable about the student's performance and maturity, determine if grade promotion is appropriate for the individual student. Requests for the promotion of students for the next school year will be approved or denied by the administrator serving as the High Ability Coordinator.

RETENTION IN GRADES K-8

Retention may be considered for students who have been unsuccessful due to (1) a developmental mismatch between the student and his or her chronological grade placement or (2) an extreme lack of opportunity to experience the curriculum.

In order for retention to be considered, the school team must initiate procedures in Administrative Regulation IKE. It is a requirement for school personnel to include parents in the process of analyzing data, formulate a hypothesis of the root cause of the student's difficulty, and implement a high-quality intervention plan. An administrator will conduct a classroom visit to learn more about what is being done to provide an instructional match for the student's individual needs. If the school team intends to recommend retention, rationale must be provided on how retention will address the root cause in a way grade level advancement cannot. Requests for the retention of students for the next school year will be approved or denied by the Instructional Leadership Department. In all instances, when a student is to be retained, a conference shall be held by the principal with the student's parent/guardian.

Retention recommendations must be accompanied with evidence of a comprehensive data-based intervention plan which has been attempted. A student shall not be retained for the sole purpose of improving the student's ability to participate in extracurricular programs. Decisions regarding promotion/retention of special education students will include this process, will be made by a case conference committee, and shall not be based on the existence of a disability alone. ENL students will not be retained on the basis of their language deficiency.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass IREAD-3. Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window in the following school year, will continue to receive instruction in grade

three reading and will be officially reported as a third grader. Good cause exemptions which may be considered are: (a) a student who has been previously retained two times prior to the fourth grade; (b) a student with disabilities whose case conference committee has determined promotion is appropriate; and (c) an English language learner whose Individual Learning Plan (ILP) Committee has determined promotion is appropriate.

I.C. 20-32-8.5

511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited

511 IAC 6.2-3.1-3

July 25, 2017



SCHOOL CALENDAR: JULY 2017 - JUNE 2018

JULY 2017 calendar grid

AUGUST 2017 calendar grid

SEPTEMBER 2017 calendar grid

OCTOBER 2017 calendar grid

NOVEMBER 2017 calendar grid

DECEMBER 2017 calendar grid

August

15 Full day pre-session for teachers - non-student day
16 Full day pre-session for teachers - non-student day
17 Students' first day - Full day all students

September

4 Labor Day - All Schools Closed
11-29 NWEA Assessment Window (Grades K-9)

October

13 End of 1st grading period/midterm - all schools
18 Parent/Teacher Conferences (no school for all students)
27-30 Fall Recess - all schools closed

November

22-24 Thanksgiving Recess - all schools closed
27-30 NWEA Assessment Window (Grades K-9)

December

1-15 NWEA Assessment Window (Grades K-9) (continued)
4-15 End of Course Assessment Window (Grade 12 only)
21 End of 2nd grading period/1st semester - all schools
22-Jan 5 Winter Recess - all schools closed

January

8 School resumes after Winter Recess
8-31 ACCESS (ELL) Assessment Window (Grades K-12)
15 Martin Luther King Jr. Day - all schools closed

February

1-15 ACCESS (ELL) Assessment Window (Grades K-12) (continued)
7 P/T Conferences for elementary only and Professional Development day for secondary teachers - (no school for all students)
16 No School - Emergency Make-up Day
19 Presidents' Day Recess - all schools closed
26-28 ISTEP+ Part I Assessment Window (Grades 3-8, 10*)

March

1-9 ISTEP+ Part I Assessment Window (Grades 3-8, 10*) (continued)
12-16 IREAD 3 Testing (grade 3 only)
16 End of 3rd grading period/midterm - all schools

April

2-6 Spring Recess - all schools closed
12 Kindergarten Kick-off - Elementary Schools (Kindergarten Registration runs April 9 - May 4)
16-30 ISTEP+ Part II Assessment Window (Grades 3-8, 10*)

May

1-4 ISTEP+ Part II Assessment Window (Grades 3-8, 10*) (continued)
14 No School - Emergency Make-up Day
14-31 NWEA Assessment Window (Grades K-9)
15-24 End of Course Assessment Window (Grade 12 only)
25 No School - Emergency Make-up Day
28 Memorial Day - all schools closed

June

1 NWEA Assessment Window (Grades K-9) (continued)
6 Last Day of School - full day for all students **
6 Last Day for Teachers **
7 Emergency Make-up Day (if necessary)
8 Emergency Make-up Day (if necessary)
8 Graduation - Elkhart Memorial
10 Graduation - Elkhart Central

JANUARY 2018 calendar grid

FEBRUARY 2018 calendar grid

MARCH 2018 calendar grid

APRIL 2018 calendar grid

MAY 2018 calendar grid

JUNE 2018 calendar grid

Key:
- underlined = Professional day for teachers (non-student day)
- X School Out of Session (during the instructional school year)
- Triangle Parent/Teacher Conferences (no school for all students)
- E No School (may be used as emergency make-up day, if necessary)
- K Kindergarten Kick-off
- * Graduation Qualifying Exam, Grade 10 only
- ** If necessary, additional emergency make-up days will be added at the end of the school year.

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2018

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

A public work session is held at 5:30 p.m. preceding each regular meeting in the J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted

January	9, 2018	July	10, 2018
January	23, 2018	July	24, 2018
February	13, 2018	August	14, 2018
February	27, 2018 <i>5 pm at No. Side prior to BB</i>	August	28, 2018
March	13, 2018	September	11, 2018
March	27, 2018	September	25, 2018
April	10, 2018	October	9, 2018
April	24, 2018	October	23, 2018
May	8, 2018	November	13, 2018
May	22, 2018	November	27, 2018
June	12, 2018	December	11, 2018
June	26, 2018	December	18, 2018*

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

Public Work Sessions - 2018

Public work sessions will be held at 7:00 a.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart.

January	16, 2018	July	17, 2018
February	22 and 23, 2018*	August	21, 2018
March	20, 2018	September	18, 2018
April	17, 2018	November	20, 2018
May	15, 2018	December	18, 2018**
June	19, 2018		
	<i>* two-day retreat</i>		<i>** denotes 8:00 a.m.</i>

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Secretary to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.

Approved by Board –

**2017 Fall Teaching Grant Requests
Summary Report**

Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Budget	Notes from Grant Committee	Approved Amount
Recycling Bench	1	Genius Hour/Science	60	\$139.10	We are collecting plastic lids to make a "Buddy Bench".	We are asking for a total of \$139.10. The bench will cost \$130 and \$9.10 in tax. A staff member will be driving the 200 pounds of plastic down to Evansville themselves.	Yes, plus a gas card for the trip to Evansville	\$189.10
Can You Hear Me Now?	9-12	Economics	300/year	\$1,229.00	Verizon has a popular series of commercials where the main character asks, "Can you hear me now?" The purpose is to highlight the superior cellular coverage that Verizon offers its customers. As a culture, we place high importance on communication, but how much are we prioritizing communication in the classroom? There is a broad body of research that indicates that we should be considering issues like acoustical standards and noise ratios to help students improve listening skills and cognition. This project seeks to act on that research by providing a sound amplification and lesson capture system for my classroom. Using mobile technology, physical sound ratios be improved in the classroom. In addition, the same technology will capture lessons and upload them to Canvas. This will allow students to participate when absent and to review material outside the classroom.	Juno System with Lesson Capture Includes: IITR-01 Juno Tower Receiver ITM-01 Pendant Microphone Kit Teacher Edition Desktop Software License Audio Cables USB cable 5-Year Warranty 1 year FrontRow Software Assurance Shipping \$1,229.00	Yes, innovative approach to teaching and learning that is the 1st of its kind in the district.	\$1,229
Seriously Science	Kindergarten	Science and Writing	100+	\$3,524.00	This project is in the Science and Writing curricular area. The Kindergarten teachers will use the Journals that they have created from free materials from FEED THE CHILDREN, as a vehicle to teach the Kindergarten Science standards to the Kindergarten students. As their focus, they will use the Science kits that the grant funding, from EEF, has purchased. ETHOS will distribute and refurbish all materials for the Kindergarten teachers. The goal of this team is to increase, creatively and innovatively, the writing, reading and scientific sensitivity and learning of the kindergarten students. We hope to partner with the EEF and showcase our writing and Science program that the Kindergartners and Kindergarten teachers have developed. Thus, during our Kindergarten Round-up Registration, we will highlight, the uniqueness of Pinewood Elementary in the ECS, and how we partner with the community. The official ECS and other news media will be invited to our registration.	Science Cost / Weather and Sky346.44 (X4)1385.76 Science Cost/ Living thing577.44 (X4)2309.76 Total Cost Requested:\$3695.52	No, this deviates from the district science curriculum plan. We can't have teachers circumventing the recommendations of the instructional cycle committees and entering into contracts with private organizations themselves.	0
Win, Lose and Learn	2	2nd grade	80	1707.09	The 2nd grade team at Woodland Elementary would like to implement a homework program that challenges the students in a different way than traditional paper/pencil homework. We would like to purchase board games, storage containers and materials in order to add variety, increase family play, include advanced problem solving and excitement to our homework routine.	See emailed/shared with signature page.	Partial grant award to get them started with this project. We welcome a follow-up regarding how successful the pilot has been and for them to reapply for additional money if it proves successful.	\$1,000

**2017 Fall Teaching Grant Requests
Summary Report**

Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Budget	Notes from Grant Committee	Approved Amount
Success Room	K-6	All	60	1236	We would like to build a Success Room where students can go when they are not functioning well in the classroom. In this room we would have multiple strategies and equipment to help a student get back on track and return to the classroom as quickly as possible. All of the staff manning this room would be using the same discipline approach as well as looking at the student holistically to try and discern the root of the problem. The Success Room would be a way to have all of our different programs and equipment centralized so that we can optimize its use as well as sharing the responsibility for these students throughout the day. With a central method of recording we should be able to quickly see the amount of time a student is out of the classroom, what interventions were implemented and the results that were recorded. We feel like this project would take us to the next level as we strive to give all students an amazing academic experience.	Brachiation Ladder - \$600.00 – materials and labor Torch Lamp – \$25.00 - non-fluorescent lighting Music – Sound Health CD collection \$8.00 x 8 albums = \$64.00 Headphones – 2 x 32.00 – \$64 – These headphones are able to handle the sophisticated surround-sound music from Therapeutic Listening and Sound Health MP3 players 2 x \$35.00 each- \$70.00 – These are clip on MP3's that are connected to the top of the headphones. Roadmap to Responsibility - Give 'em 5 curriculum – \$18.00 per book x 8 staff members = \$144.00 Bean Bag chair- \$30.00 - for a child who needs compression to regulate. SCERTS program curriculum -\$124.00 Flooring to make a slick surface for lizard crawling – \$100.00 Digital clock for check-in/out time - \$15.00 Mats for under the ladder - \$500. - (2) 4 x 6 x 2” TOTAL – \$1,736	The committee would like to fund this grant minus the Brachiation Ladder & Mats (\$1100). District special ed suggested a doorway chin up bar could have the same effect and would be \$100 rather than \$1100.	\$750.00
Lab School PLC	K-6	All	All	\$3,314.24	Creating a strong professional learning community for Mary Beck's Lab School transformation is imperative in order to be successful in terms of academic achievement and growth for the students we serve. The grant will allow us to create a happy, relaxed, and engaging location within the school where we are able to incorporate forward thinking ideas, like flexible seating and collaborative planning resources, for our teachers. This, in turn, will improve teaching skills and positively affect academic performance. If we expect our teachers to create learning environments that are open to collaboration, creativity, and critical thinking, we must first model that with our teachers.	Class set of 24 active seats through Moving Minds = \$1689.00 Active seat cushions through Moving Minds = \$189.00 3M Dry Erase Surface Paper through Amazon = \$502.80 (10 sheets at \$50.28 each) VIZ-PRO ECO Magnetic Mobile Whiteboard/Flipchart Easels through Amazon = \$559.96 (4 at \$139.99 each) 16-pack Expo Low-Odor Dry Erase Markers in assorted colors through Amazon = \$43.48 (4 sets at \$10.87 each) Post-it Self Stick Easel Pads (2 packs) through Amazon = \$288.60 (10 at \$28.86 each) Mr. Sketch markers in 12-count packages through Amazon = \$41.40 (6 sets at \$6.90 each)	Approved in full. With Mary Beck's new model of learning and dedicated collaboratino time, a space to meet and work together will be key to their success	\$3,314.24
Flexible Seating	2	Language Arts, Math, Science, Social Studies	20-24 (class size not finalized)	\$1,084.60	I would like to offer flexible seating options in my classroom. Flexible seating will help students find ways to enhance their focus and engagement as well as improve their time on task and in turn promote academic progress. Each student has individual needs and levels of movement. Flexible seating options will allow students to problem solve and choose places to work depending on the learning activity. I plan to use cushioned stools as well as floor cushions with lowered desks/tables. I am proposing the following additional flexible seating choices: 6 inflatable active seat cushions, 6 ergoErgo moveable seats, 6 balance boards to use while standing or sitting at a desk/table, and 24 Ultrafit resistance loops for desks, tables or chairs. As we embark on a learning path with more technology, I believe flexible seating will help students not only get excited about their learning, but also help them discover what enhances their own personal path in their lifetime of learning.	I am requesting \$1,084.60 to buy the items listed below. All items are from http://www.moving-minds.com/ 6 ergoErgo wobble chairs - \$399.00 6 Eversteady Active Seat Cushions - \$189.00 6 Simply Fit balance boards - \$269.70 15 UltraFit 12" medium weight resistance loops - \$63.75 Estimated shipping \$163.15	yes, because they are testing new products for our data on flexible/active seating. The district is working these requests into their furniture budget for the following school year.	\$1,000

**2017 Fall Teaching Grant Requests
Summary Report**

Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Budget	Notes from Grant Committee	Approved Amount
"Ouch! My elbow!" Creating Freedom for Flying Hands	9-12	American Sign Language	Approximately 260	\$4,554.90	American Sign Language (ASL) is a very physical and interactive language. Currently, ASL classrooms are outfitted with traditional combination desks that provide little to no freedom of movement. As a result, students are limited in their signing by the attached desk. In order to free up our signing space, we would like to replace the old desks with individual chairs and moveable storage to make for a more flexible classroom. Another important aspect of an ASL classroom is a "voice-off" environment where communication and instruction take place mainly in ASL with the assistance of written communication. In order for this to be successful, each student needs to have an individual whiteboard and marker to write messages back and forth with the teacher prior to developing the necessary vocabulary to communicate in ASL.	<p>Vendor: School Outfitters Structure Series School Chair (18" Seat Height) 68 chairs @ \$29.88 each = \$2,031.84 Chair Shipping \$459.13</p> <p>Chair Shipping \$459.13</p> <p>Vendor: IKEA Byllan Lap Desk 40 @ \$14.99 each = \$599.60 Råskog Rolling Cart 14 @ \$24.99 each = \$349.86 Pluggis Magazine Files (2pk) 20 @ \$8.99 each = \$179.80</p> <p>Vendor: Target Alex 5 Piece Snack Table Set 8 sets @ \$79.99 each = \$639.92</p> <p>Vendor: Quill.com Expo® Low Odor Dry-Erase Markers, Fine Point, Black, 12/pk 12 sets @ \$12.99 each = \$155.88</p> <p>Vendor: Menards 1/4x2x4 White Dry Erase Panel 10 @ \$9.99/each = \$99.90 Suggested change: 21.99 for dozen dry erase lab boards: http://www.orientaltrading.com/dry-erase-lap-boards-a2-56_7001.fltr?keyword=dry+erase+board Jo-Ann Fabrics Black Felt Fabric (for erasers) 3 yards @ \$12.99/yd = \$38.97</p> <p>Total = \$4,554.90</p>	<p>Structure Series School Chair (18" Seat Height) 68 chairs @ \$29.88 each = \$2,031.84 Chair Shipping \$459.13 *Provided by district Vendor: IKEA Byllan Lap Desk 40 @ \$14.99 each = \$599.60 Råskog Rolling Cart 14 @ \$24.99 each = \$349.86 Pluggis Magazine Files (2pk) 20 @ \$8.99 each = \$179.80 Vendor: Target Alex 5 Piece Snack Table Set 8 sets @ \$79.99 each = \$639.92 *Request tables from district warehouse Vendor: Quill.com Expo® Low Odor Dry-Erase Markers, Fine Point, Black, 12/pk 12 sets @ \$12.99 each = \$155.88 *Add these to the school supply list for students or see suggested change Suggested change: Dry Erase Marker Classpack for teacher \$34.99 - http://www.orientaltrading.com/black-dry-erase-markers-classpack-a2-13758529.fltr?keyword=dry+erase+erasers Vendor: Menards 1/4x2x4 White Dry Erase Panel 10 @</p>	\$1,346.24
Polaris School of Inquiry	9	Biology, Language Arts, Geography and History of the World, Math	120	\$5,000	The Polaris School of Inquiry requests funds to create an innovative, collaborative-friendly environment for student centered, limitless learning. With professional-style furnishings, unique collaboration spaces, and high tech learning environments, students' motivation will increase, and students will truly feel free to learn without limits. Apple and Google inspired environments, including creative furnishings, allow students to hone in on communication skills, critical thinking, and a growth mindset - all in line with Indiana Governor's Work Ethic Certification: PRIDE.	Please see the emailed spreadsheet: Polaris School of Inquiry Grant. We realize that the our project is above the upper limit for EEF, but we'd like to explore outside donor opportunities in partnership.	Approved as this is the first freshman academy to experiment with project based learning and full collaboration among their core teachers. A model that the district is moving to over the next 3 years for secondary students. They will be leaders and peer mentors in this process.	\$5,000
Hybrid APEX Lab Incentive Program and Student-Centered Environment	9-12	Online Credit Recovery	70	2,255.00	The Hybrid or "blended" APEX Lab is targeted to help at-risk, exceptional learners, who are enrolled in online learning for credit recovery and need accommodations and accountability. The program is looking to continue its efforts to provide incentives to students for course completion (credit recovery) and provide a student-centered learning environment as part of the Positive Behavior Intervention & Supports (PBIS) https://www.pbis.org/ .	<p>Items needed to continue the programatics and further enhance a student-centered classroom design include: Flexible seating https://www.edutopia.org/blog/flexible-seating-student-centered-classroom-kayla-delzer 2 – Stand up d.....\$250 Ea x 2.....\$500 3 – bean bag chairs.....\$ 45 Ea x 3.....\$90 3 – Gaian balance ball\$ 25 Ea x 3.....\$75 Rewards/Incentives Supplies: Certificate of Achievement stationery, gold seals, stickers for individual progress chart.....\$200 Sub Sandwich (\$5-6 each).....\$840 One semester = 70 credits, 70 x \$6 = \$420, \$420 x 2 semesters = \$840 Professional Development PBIS and/or At Risk Student Training.....\$550. □</p> <p>TOTAL: \$ 2,255</p>	Not approved for funding. The district is moving away from Apex lab for credit recovery and will no longer have a self-contained room for this purpose.	

**2017 Fall Teaching Grant Requests
Summary Report**

Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Budget	Notes from Grant Committee	Approved Amount
Cleveland Fine and Performing Arts	k-6	Music and Art	668	5,000	This grant proposal is the start of a plan to completely renovate the fine and performing arts department of Cleveland Elementary. This grant will allow our students accessibility to instruments and supplies of varied nature in order to give all students at Cleveland Elementary more opportunities within our curriculum. Modernizing and expanding the tools our students have access to for music and art will aid our teachers in giving our entire student body hands-on classroom opportunities beyond what is normally met within the curriculum. In addition to the classroom, these instruments and supplies will be used for extracurricular music and art clubs which provide many benefits to our students including, but not limited to music and art skills, teamwork skills, cognitive skills, and accountability.	Will be included in email attachment as quotes from West Music and from Triarco Arts and Crafts. The total between the two quotes is \$5,225.09. The amount above the \$5,000 would be covered by fundraisers and any amount raised beyond this would be used for additional items beyond this initial request.	Approved for partial funding. The committee wishes to give \$3500 to initiate the investment in musical instruments for Cleveland and wishes to work with the PTO to help raise the additional funds for this project.	\$3,500
The Pixel Projecte	8	Art	236	\$2,182.20	This proposal is requesting \$2,182.20 to equip North Side Middle School 8th grade art students with a class set of Adonit Pixel Pressure Sensitive Styluses. This particular stylus will provide students with multiple tools in one. In conjunction with the Ipad and Adobe applications, the Pixel stylus will allow students to edit, enhance, combine, and create unique pieces of art while building technological literacy. Because technology is becoming an intrinsic component in the world of art, it should be an important concept in the art classroom as well. The Pixel Project will allow students to delve deeper into their artwork, gain an understanding of technology as a creative medium, and have the opportunity to work as professional artists do.	Budget Items: Adonit Pixel Pressure Sensitive Stylus Amount: \$67.98 each (30 quantity) Vendor: Amazon Total: \$2,182.20 (tax included)	Approved for full funding. Mixing tech and art...so cool!	\$2,182.20
				\$31,226.13				\$19,510.78

**2017 Fall Extracurricular Grants
Summary Report**

Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Pay it Forward Requirement	Budget	Committee Notes	Amount Approved
Leveling the Playing Field for West Side Sprinters	7th and 8th grade	85 athletes per year	\$1,548	West Side's Track and Field program is requesting funds to purchase starting blocks as well as a storage cart. We currently have enough starting blocks for four of the track's nine lanes, but would like to make them available to every athlete. Starting blocks allow runners to have a more efficient and powerful start to their races. A better drive phase and greater contact with the ground results in more horizontal force pushing the body forward. At our home meets, we allow our opponents to use the blocks, leaving our athletes at a disadvantage. We believe that by making the blocks available during practice and at the meets, we can train the students to use the blocks safely and give them an equal advantage at the start of their races. With each win, the students will feel a sense of pride in their work and their team. They will be more likely to stick with track and we can continue to build upon ECS's successful record of developing mentally and physically tough competitors.	We intend to have the track program volunteer to support a local 5K race, such as the Ugly Sweater Run and the Daly Dash. This service will allow our athletes to gain a greater understanding of all that it takes to be successful in this sport as well as pay it forward to others in our community.	We are requesting a total of \$1,548 to purchase five starting blocks as well as a cart to carry and store the blocks. Each set of Cantabrian International starting blocks costs \$212.80 (5 x \$212.80 = \$1064). The First Place Universal starting block cart is budgeted at \$399. Freight charges are estimated at \$85. A written cost estimate from M F Athletic will be e-mailed to Elkhart Education Foundation along with our corresponding Signature Page.	Approved for full funding	\$1,548
Volleyball and Beyond	7th and 8th	24 (24 students - 6 chaperones/coaches)	\$506.36	West Side Volleyball, in conjunction with the University of Notre Dame, will inspire students to achieve academic and athletic excellence by fostering a passion to pursue higher education. Students will experience a Notre Dame volleyball game followed by an opportunity to speak with players and coaches about their journey to college. This fun-filled event will include transportation, team meal, and admittance to the game.	Community service has always been a part of the West Side Volleyball team. Yearly we volunteer at the EEF Kickoff, Elkhart Community Schools Elementary volleyball night, and ETHOS Science Center. This year we will also be volunteering and participating at the West Side Walk for Riley event as a team.	Item-Cost-Total Transportation - \$15.84/hour (4 hours) Plus \$0.59/mile (13 miles) - \$122.36 Team Dinner - \$8/person - \$240 Notre Dame Game - \$6/person - \$180 \$506.36	Approved for full funding	\$506.36
Alice in Wonderland-Light and Sound	K-12	50	\$1,000	For the past ten years, I have been directing a play each year with a cast of elementary students. We have alternated performing The Wizard of Oz and Blame it on the Wolf as our shows and this year we are introducing Alice in Wonderland. Our student actors are amazing and our costumes continually improve, but two issues we have had with our performances have always been how well our characters are able to be seen and how well they could be heard. Over the last few years we have worked to improve our lighting and microphones, and while they are better, they are not what we need to do our best. I am hoping to acquire additional lighting and microphones to get us where we need to be.	Our plan to "pay it forward" is to invite two of the area retirement communities to come for a special showing of Alice in Wonderland. After the performance, the actors will come out in costume to have punch and cookies with the visitors and interact with them. We are actually planning to do this activity going forward whether we get the grant or not. Our principle suggested it right after last year's show of Blame it on the Wolf.	Nady Omni Lav Wireless System Regular 19/20/16/17/21/11/22/13 Item #: H93029000001000 \$599.99 American DJ Mega 64 Profile Plus Item #: J22366000000000 \$199.99 (2) Total: \$999.97	Approved for full funding	\$999.97

**2017 Fall Extracurricular Grants
Summary Report**

Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Pay it Forward Requirement	Budget	Committee Notes	Amount Approved
Speech and Debate Competition Season 2017	9-12	15-20	\$1,835.00	The Elkhart Central Speech and Debate Team is a competitive organization that includes 15-20 students in grades 9-12. Speech and Debate is an academic team of motivated students who compete against other schools locally and regionally in various speaking events. These include both individual and team efforts. Students can develop their acting skills, participate in group discussions, create either humorous or serious speeches, perform skits, and act as radio disc jockeys in addition to many other events. By joining Speech and Debate, students will make new friends, earn points for a chevron, and develop skills that will benefit them in high school, college and beyond. Speech and Debate is funded each year through student-run fund raisers. We are currently seeking a grant to help us pay our required annual entry fees for the National Speech and Debate Association (NSDA) and the Indiana High School Forensic Association (IHSFA). Money will also be used for supplies and materials necessary for practice and competition. Performance at competitions throughout the season can earn students advancement into both the state and national championships.	In the fall, students will be asked to brainstorm ideas for community service projects in which the team can participate. Current options are: raking leaves for the elderly, park clean-up and volunteering at a nursing home or performing their pieces for residents.	NSDA fees 25 dollars times 20 students=\$500 IHSFA yearly fee =\$115 NSDA yearly fee =\$200 Training for Teachers= \$300 (\$75 for Professional Development Workshop in Indianapolis, \$150 for hotel and gas) Hotel costs for semi-finals and state= \$300 Competition Materials \$220 (competition clothing, competition binders, varsity letters, online magazine subscription to the Economist) Team T-shirts = \$200 Total \$1,835.00	Approved for partial funding. \$500 for student fees (can also be applied to t-shirt fees depending on student needs). All other costs will be covered by the student activity account from the school.	\$500
Help us Play	9-12	20-30	\$800	I would be willing to put the EEF logo on the back of our pre game tops. We will have over 50 boys tryout for soccer. Some of the boys will struggle purchasing items and I would like all the boys to have the same items.	The boys soccer team will work the EEF kickoff event.	Practice pack fee/gear 20 players times \$40 equals \$800.	Approved for funding as part of the grant that goes to the EMHS & ECHS athletic departments to help cover the cost of student fees, physicals, & other necessities. It says \$0 in the column to the right because this expense is included in the \$5000 grant the ADs have at their discretion.	

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: July 20, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*
 RE: **Conference Leave Requests**
July 25, 2017 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
PROFESSIONAL GRANT DEVELOPMENT	\$595.00	\$0.00
This conference will provide a practical, how-to overview of the entire grant writing cycle.		
Notre Dame, IN		
November 13 - 14, 2017 (2 day's absence)		
TESSA SUTTON - DISTRICT (1-0)		
	\$595.00	\$0.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$10,134.04	\$95.00
2016 YEAR-TO-DATE OTHER FUNDS	\$193,206.37	\$23,505.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2017 YEAR-TO-DATE OTHER FUNDS	\$143,439.33	\$7,670.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
GRAND TOTAL	\$363,535.83	\$33,815.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MS. CHERYL WAGGONER
DATE: JULY 25, 2017

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Retirement** – We report the retirement of the following employee at the end of the 2016-17 school year:

Earl Knudson Pierre Moran/Science 19 Years of Service

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

Amanda Brandy Daly/Kindergarten
Sara Chrobot Riverview/Kindergarten
Alexa Fields Hawthorne/Grade 5
Lorinda Kline Pierre Moran/Instructional Coach
Shelbi Krecik Monger/Art
Trisha Kucera Hawthorne/World Culture
Holli Ness Roosevelt/Grade 6
Shannon Stanley Roosevelt/Grade 1

- c. **Resignation** – We report the resignation of the following employees:

Lindsey Blackford Daly/Grade 4
Began: 8/4/15 Resign: 6/30/17
Jon Cerling Memorial/Science
Began: 8/17/00 Resign: 6/30/17
Marilyn Cregier Central/Counselor
Began: 7/28/15 Resign: 6/30/17

Angela Garcia Began: 8/13/07	Central/ENL Resign: 6/30/17
Kristine Martin Began: 8/29/16	Central/Business Resign: 6/30/17
Jineane McCraner Began: 8/13/07	Roosevelt/Grade 1 Resign: 6/30/17
Danielle Miller Began: 8/3/15	ESC/Psychologist Resign: 6/30/17
Stacy Shields Began: 8/18/03	Memorial/Math Resign: 6/30/17
Carolyn Repaich Began: 8/20/01	Osolo/Intervention Resign: 6/30/17
Jason Yoder Rupp Began: 12/6/10	Central/Math Resign: 6/30/17

d. **Maternity Leave** – We recommend a maternity leave for the following employees:

Jessica Schibley Begin: 8/15/17	Central/Science End: 9/1/17
Randi Weidman Begin: 8/15/17	Woodland/Special Education End: 8/21/17

CLASSIFIED

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

Mary Yoder Holsopple Began: 3/01/99	ESC/Bully Prevention Coordinator Retire: 8/01/17 18 Years of Service
Gayle Tripp Began: 9/14/82	Roosevelt/Paraprofessional Retire: 6/01/17 34 Years of Service

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

Lori Beber Began: 8/17/15	Central/Paraprofessional Resign: 7/18/17
Staci Franson Began: 1/28/08	Central/Secretary Resign: 7/20/17

