

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

June 13, 2017

CALENDAR

Jun	13	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	13	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jun	13	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	20	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	27	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	27	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jul	11	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jul	11	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jul	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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A. CALL TO ORDER/PLEDGE

B. INVITATION TO SPEAK PROTOCOL

C. SPECIAL RECOGNITION

Administrative Retirees  
Classified Retirees

D. MINUTES

May 23, 2017 – Public Work Session  
May 23, 2017 – Regular Board Meeting

E. TREASURER'S REPORT

Consideration of Claims

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

Meal Prices – The Business Office recommends Board approval of meal prices for the 2017-2018 school year.

Food Service Bids –The Business Office recommends Board approval of the bid award for food, commodities, fresh produce, supplies, bakery supplies, and dairy supplies.

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

F. UNFINISHED BUSINESS

Proposed New Board Policy 3214.04ACS – Professional Boundaries Between Employees and Students - The administration presents proposed new Board Policy 3214.04ACS – Professional Boundaries Between Employees and Students, as initially considered at the May 23<sup>rd</sup> regular Board meeting.

G. NEW BUSINESS

Proposed Revised Board Policy 1460.1 – Physical Examinations and Reports (Administrators). The administration presents proposed revisions to Board Policy 1460.1 – Physical Examinations and Reports (Administrators), for initial consideration.

Proposed Revised Board Policy 5230 – Late Arrival and Early Dismissal. The administration presents proposed revisions to Board Policy 5230 – Late Arrival and Early Dismissal, for initial consideration.

School Name Change – Roosevelt Elementary School The administration requests approval to change the name to Roosevelt STEAM Academy.

Alternative Residential Services Agreement – The administration recommends Board approval for alternative residential services for an Elkhart Community Schools’ student.

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

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

H. PERSONNEL

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

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

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

May 23, 2017

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

Time/Place

Board Members  
Present:

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

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

Roll Call

ECS Personnel Present:

Tony Gianesi  
Rob Haworth  
Dawn McGrath

Kevin Scott  
Doug Thorne  
Cheryl Waggoner

The Board discussed arrangements for graduations on Sunday. Kevin Scott, chief financial officer, reported the 2017 Budget timeline is different than in previous years due to changing State requirements. Dawn McGrath, deputy superintendent, provided the Board members with copies of the new Teacher Appraisal Plan (Codified file 1617-149) and discussed the high ability program structure. The Board discussed agenda items for the regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 6:00 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  
May 23, 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 Weaver	Rodney J. Dale Glenn L. Duncan Carolyn R. Morris Jeri E. Stahr
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Roll Call

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.

Superintendent's Student Advisory Council (SSAC) representatives introduced themselves: Patrick Yeakey, a sophomore from Central High School (CHS) and Krystal Grubb, a senior from Memorial High School (MHS). In addition to being president of SSAC, Ms. Grubb participates in student government, varsity club, and Rotary Interact. Spring announcements included: all divisions of the music department received the ISSMA all music award, which in turn qualified Memorial for the "total department" all music award. Only 12 schools in Indiana received the award and only four of those schools have an orchestra program; SSAC coupled with the Jazz cafe and had a multi-cultural cook off the same day and congratulated Mrs. Daiber on winning; spring sports are wrapping up regionals and sectionals scheduled this week; in girls tennis our number one doubles team advanced in sectionals. Ms. Grubb is also advancing in sectionals at number one singles with the individual tournaments continuing this week in Northridge; the special Olympics unified track team placed runner-up in sectionals and is advancing to regionals in Kokomo. Patrick Yeakey reported on Central's spring sports including the boys track team is sending 19 on to regionals. At the prompting of Superintendent Rob Haworth, Mr. Yeakey also retold a story about the 5 boys who created the 'shooting hoops tour 2017' over Spring break.

SSAC Representative

Mary Yoder Holsopple, bully prevention coordinator, introduced the winners of the artwork for the anti-bullying calendar and bookmarks. Mrs. Holsopple reported, thanks to the support of Teachers' Credit Union, 14,000 bookmarks were printed with the three winning designs. The Spread Kindness calendar contest had over 300 design entries from which the Move2Stand students helped select the winning designs. The winners for calendar artwork were: Elliot Turner, Vanessa Lopez, Josh Polasky, Stephen Blacklaw, Lucy Kristoff, Breanna Davis, Esmeralda Lopez, Gisela Melendez, Breona Rhodes, Kaylynn Reynolds, Amy Camacho, and Lilyana Leers. Bookmark artwork winners were: Elle Davis, Sara Contreras, and Andeli Moreno. The winners provided each Board member with their bookmark. Mrs. Holsopple introduced Tyler Scott, the Elkhart Area Career Center (EACC) graphic design student who is assembling the calendar and created the cover. Calendars will be available at the start of school in the Fall and will be given to each of the design winners.

Student  
Recognition

Michelle Ivey, bus driver, introduced the winners of the Subway Big Cheese Behavior Incentive Program. The following winners were presented certificates for bicycles given by Subway from the bus drivers who recommended them: Jerry Fuller, bus #111 to Braeden Kleitz; and Donna Miller, bus #140 to Havanna Hershberger. Jasmine Marquez, recommended by Amber Wodtkey, bus #126 was unable to attend.

Student  
Recognition

By unanimous action, the Board approved the following minutes:  
May 9, 2017 – Public Work Session  
May 9, 2017 – Regular Board Meeting  
May 16, 2017 – Public Work Session

Approval of  
Minutes

By unanimous action, the Board approved payment of claims totaling \$3,305,159.65 as shown on the May 23, 2017, claims listing. (Codified File 1617-150)

Payment of  
Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools: a Malmark Handchime "G5" valued at \$45 from Chris Beyer to complete the handchime set to Roosevelt; 12 new Honda engines from Ivy Tech Community College for use in the Recreational & Mobile Equipment and Small Engine Repair classes at the EACC; stationery and picture paper from Frances Fraser for students in the arts programs at EACC, valued at \$100 by donor; and a 2001 Caterpillar model GC25 forklift, with an owner estimated value of \$2,500, from Morrison Industrial Equipment for use in the Recreational & Mobile Equipment and Small Engine Repair classes.

Gift Acceptance

The Board received a financial report for the period January 1 – April 30, 2017, and found it to be in order. In response to Board inquiry regarding the \$1M deficit in the school lunch fund account and the need to reassess lunch fees, Kevin Scott, chief financial officer, responded the administration has been researching the history of food service activity and will be sharing several corrective actions to include a meal price increase recommendation which will come forward in June.

Financial  
Report

Kevin Scott reported the following fund loans were made on April 30, 2017: \$720,000 from Bus Replacement Fund to Capital Projects Fund, and \$153,000 from Bus Replacement Fund to Referendum Tax Levy Fund.

Fund Loans

Mr. Scott presented the 2018 budget timeline for Board review and noted the timeline starts a month later than in the past due to additional state reporting requirements.

Budget  
Timeline

By unanimous action, the Board approved the following extra-curricular purchase requests: from Pierre Moran Middle School for 1,100 lanyards in the amount of \$2,024.50 from the ID account; and from West Side Middle School for a memory bench in the amount of \$1,500.00.

Extra-Curricular  
Purchase

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund (Codified File 1617-151)

Fundraiser  
Approval

The Board was presented new Board Policy 3214.04ACS – Professional Boundaries Between Employees and Students, for initial review. Doug Thorne, district counsel/chief of staff, explained this new policy is supplementing the existing one in NEOLA. In response to Board inquiry, Mr. Thorne stated changes are usually made within a month in the electronic version of the policies available on the district's website.

Board Policy  
3214.04ACS

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.06 – Secretarial/Business Compensation Plan. Mr. Thorne clarified the requested changes are needed to recognize those employees who change from a part-year position to a full-year position and the computation for vacation days.

Board Policy  
3422.06S

By unanimous action, the Board approved submission of a Believe in Reading grant to the Believe in Reading Foundation from Adult Education/Community Education for \$10,000. (Codified File 1617-152)

Grant Approval

By unanimous action, the Board approved an overnight trip request for EACC's SkillsUSA state winners to travel to Louisville, KY on June 19-24 to compete at the national competition.

Overnight Trip  
Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 23, 2017 listing. (Codified File 1617-153) Wes Molyneaux, director of technology integration, provided an update on the program designed for all faculty and staff to access all workshops being offered by the district. The program allows individuals to register for classes, track professional growth points, and has an embedded Google calendar. All of the components work towards a more comprehensive approach benefitting class participants, presenters and administrators. In the future, a self-paced on demand segment will be added.

Conference  
Leaves

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

Administrative appointment of certified staff member, Eric Chandler, assistant principal at Beck, effective 8/1/17.

Employment of certified staff member, Jeffery Wallace, social studies at West Side and head girls basketball coach at Memorial, effective 8/15/17.

Retirement of certified staff member, Jill Slisz, math at Central, effective 5/26/17, with 21 years of service.

Resignation of the following eight (8) certified staff members effective on the dates indicated:

- Jennifer Barth - art at Hawthorne, 5/26/17
- Rosalie Bickel - science at Pierre Moran, 5/26/17
- Kimberly Boynton - director of grant development at ESC, 6/8/17
- Allyson Cora - grade 3 at Woodland, 5/26/17
- Emily DeVincent - orchestra at North Side, 5/26/17
- Janice Joldersma - special education at Beardsley, 5/5/17
- Jeffery Kreider - grade 3 at Monger, 7/1/17
- Kristen Stooksbury - music at Beardsley, 5/26/17

Administrative appointments of the following two (2) classified employees, on dates indicated:

- William Drehmel - director of building services, effective 5/23/17
- Rod Roberson - district director of co-curricular and extra-curricular program, effective 7/1/17

Regular employment of classified employee, David Salmon, bus helper at Transportation, who successfully completed his probationary period on 5/15/17.

Resignation of the following eleven (11) classified employees effective on dates indicated:

- Jalethia Black - food service at Beck/Roosevelt, 5/26/17
- Joan Brzozowski - secretary at ESC, 5/12/17
- Bernice Chavis - food service at Osolo, 5/23/17
- Rachel Fletcher - paraprofessional at Hawthorne, 5/26/17
- Barbara Gropp - secretary at Bristol, 6/1/17
- Christy Jackson - food service at Memorial, 5/18/17
- Rachel Magyar - bus driver at Transportation, 5/9/17
- Brian Prugh - trainer/dispatch at Transportation, 4/26/17
- Jamie Schultz - paraprofessional at West Side, 5/26/17
- Kimberly Stoll - food service at Commissary, 5/17/17
- Anthony Zinich - paraprofessional at Woodland, 5/26/17

Personnel Report

Administrative Appointment

Certified Employment

Certified Retirement

Certified Resignation

Administrative Appointment

Classified Employment

Classified Resignations

Termination of classified employee, Dennis Brown, bus helper at Transportation, in accordance with Board Policy 3139.01S.	Classified Termination
An audience member expressed concerns of the repairs necessary at Monger, the \$10M bond, and the 2016 maintenance plan.	From the Audience
An audience member discussed concerns with the strategic plan and the need to revise the plan. She presented student population reports from the Indiana Department of Education. Asked for clarification regarding the elimination of the PEP program; and a request to 'take a step back, rewrite, and move forward'.	From the Audience
An audience member spoke in support of the work of the Board and administration in regards to the strategic plan. She thanked the Board for their leadership and expressed her excitement for new opportunities for students and staff, stating currently there is more support than ever especially regarding technology.	From the Audience
An audience member questioned the recent comments she has heard regarding the PEP program no longer being offered and her concerns as a parent of a student currently in the PEP program.	From the Audience
Superintendent Haworth asked everyone to have 'dry thoughts' in regards to Sunday's graduations.	From the Superintendent
Board member Doug Weaver commented on the \$3.4M in scholarships offered to graduates this year and thanked the staff and teachers for their efforts in making that happen.	From the Board
Board member Glenn Duncan reminded everyone, as a practice, the Board does not respond to comments made at the meeting but asked Dr. Haworth to follow up and respond to speakers with additional information.	From the Board
Board member Karen Carter reported the City Council has stated as of June 30 <sup>th</sup> no funds will be available to pay the crossing guards, and per Indiana Code the district is unable to hire crossing guards. Mrs. Carter expressed her concern for the safety of the children; they are also citizens, and urged parents to contact their City Council representatives and hopes the administration will send a letter to parents notifying them of the Council's decision. Mrs. Carter did state talks are on-going with City representatives.	From the Board



The meeting adjourned at approximately 8:20 p.m.

APPROVED:

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Susan C. Daiber, President

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Karen S. Carter, Vice President

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Douglas K. Weaver, Secretary

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

\_\_\_\_\_  
Glenn L. Duncan, Member

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

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

Adjournment

Signatures



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. ROBERT HAWORTH  
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: MAY 23, 2017

**RE: DONATION APPROVAL - EACC**

Gateway Mile Autofest Group has donated 4 fully stocked tool chests to be given to 4 graduating students from the Automotive Technology programs.

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:

Gateway Mile Autofest  
410 S. Main St.  
Elkhart IN 46516









**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 2, 2017

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Jacquie Rost, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and 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:

Jeremi Karnell  
2316 Moonlight Trace  
Spicewood, TX 78669



June 7, 2017

To: Rob Haworth & Board of School Trustees  
From: Pam Melcher  
Re: Recommendation for School Meal Price Increase

Using the Price Adjustment Calculator as provided by the USDA we are required to adjust our weighted average lunch price by 10 cents. Reimbursement rates for the 2017-2018 school year have not yet been released.

I will be recommending your approval of the 2017-2018 meal pricing list below in the June 13th Board meeting. If you have any questions concerning the proposed pricing prior to Tuesday night please contact me at 262-5551.

<u>Breakfast</u>	<u>2016/2017</u>	<u>2017/2018</u>
Elementary	\$1.55	\$1.65
Secondary	\$1.75 Middle School	\$1.85 Middle School
	\$1.80 High School	\$1.90 High School
Reduced	\$0.30	\$0.30
Elementary Staff	\$2.15	\$2.25
Secondary Staff	\$2.50 Middle School	\$2.60 Middle School
	\$2.55 High School	\$2.65 High School
Milk	\$ .65	\$ .65
<u>Lunch</u>	<u>2016/2017</u>	<u>2017/2018</u>
Elementary	\$2.45	\$2.55
Secondary	\$2.70 Middle School	\$2.80 Middle School
	\$2.80 High School	\$2.90 High School
Reduced	\$0.40	\$0.40
Elementary Staff	\$3.40	\$3.50
Secondary Staff	\$3.80 Middle School	\$3.90 Middle School
	\$3.85 High School	\$3.95 High School
Milk	\$ .65	\$ .65

June 7, 2017

At the June 13, 2017 Board meeting I will recommend Board approval of the following bids.

- a) Food Service Department received 4 food bids from Gordon Food Service, Stanz Food Service, Commercial Foods and Dr. Pepper/Snapple Group. The lowest, most responsive and responsible bidders are:

Gordon Food Service	\$ 739,369.11
Stanz Food Service	\$ 460,069.57
Commercial Foods	\$ 210,604.49
Dr. Pepper/Snapple	<u>\$ 5,580.00</u>
<b>Total</b>	<b>\$1,415,623.17</b>

- b) Food Service Department received 2 commodities bids from Gordon Food Service and Stanz Food Service. The lowest most responsive and responsible bidders are:

Gordon Food Service	\$ 474,970.62
Stanz Food Service	<u>\$ 368,158.08</u>
<b>Total</b>	<b>\$ 843,128.70</b>

- c) Food Service Department received 4 Fresh produce bids from Gordon Food Service, Piazza Produce, Stanz Food Service and Shelton's. The lowest responsive and responsible bidders are:

Gordon Food Service	\$ 39,204.47
Piazza Produce	\$ 97,418.45
Shelton's	<u>\$ 177,482.55</u>
<b>Total</b>	<b>\$ 314,105.47</b>

- d) Food Service Department received 7 supply bids from Gordon Food Service, Stanz Food Service, Wallace Packaging, Daxwell, Commercial Foods, All American and Central Poly Corp. The lowest most responsive and responsible bidders are:

Gordon Food Service	\$ 40,785.44
Stanz Food Service	\$ 91,909.16
Wallace Packing	\$ 34,387.50
Daxwell	\$ 9,072.33
All American	\$ 291.50
Commercial Foods	<u>\$ 5,855.00</u>
<b>Total</b>	<b>\$ 182,300.93</b>

- e) Food Service Department received 4 bakery bids from Alpha Bakers, Aunt Millie's, Gordon Food Service and Stanz Food Service. The lowest most responsive and responsible bidders are:

Alpha Bakers	\$ 45,989.26
Aunt Millie's	\$ 2,445.45
Gordon Food Service	\$ 33,390.95
Stanz Food Service	<u>\$ 21,854.10</u>
<b>Total</b>	<b>\$103,679.76</b>



f) Food Service Department received 2 dairy bids from Prairie Farms Dairy and Dean Foods. The lowest most responsive and responsible bidders are.

Dean Foods	<u>\$ 665,071.16</u>	<b>FIRM</b>
<b>Total</b>	<b>\$ 665,071.16</b>	<b>FIRM</b>

**Grand Total of all Bids \$ 3,523,909.19**

A summary of the bids received in all of the bid categories, vender overview, costing breakdown, commodity and bid comparison is attached for your reference. If you would like to review the detailed bids for any (or all) bid categories prior to next Tuesday's board meeting, these documents are available in my office. Please contact me at 262-5523 if you would like to make arrangements to review this information, or if you have any questions concerning the bids.

Sincerely,

Pam Melcher

Companies that received bid packets 2017-2018	Submitted Bid	Declined to Bid	No Response
<b>FOOD BID</b>			
Gordon Food Service	X		
Stanz Foodservice	X		
Commercial Foods	X		
Dr. Pepper/Snapple Group	X		
Sysco			X
Acosta			X
	4	0	2

Companies that received bid packets 2017-2018	Submitted Bid	Declined to Bid	No Response
<b>COMMODITY</b>			
Gordon Food Service	X		
Stanz Foodservice	X		
Acosta			X
Sysco			X
	2	0	2

Companies that received bid packets 2017-2018	Submitted Bid	Declined to Bid	No Response
<b>PRODUCE</b>			
Gordon Food Service	X		
Stanz Foodservice	X		
Piazza Produce	X		
Sysco			X
Caito Foods			X
Shelton Farms	X		
	4	0	2

Companies that received bid packets 2017-2018	Submitted Bid	Declined to Bid	No Response
<b>SUPPLY</b>			
Acosta			X
All Amercian Poly Corp	X		
Berk Paper & Suppy			X
Cental Poly Corp.	X		
Commercial Foods	X		
Daxwell	X		
Ecolab			X
Gordon Food Service	X		
Hubert Co.		X	
Par-Pak			X
Quality Products, Inc			X
Serv-Pak Products			X
Stanz Foodservice	X		

Sysco			X
Wallace Packaging, LLC	X		
Webco Packaging			X
	7	1	8

Companies that received bid packets 2017-2018	Submitted Bid	Declined to Bid	No Response
<b>BAKERY BID</b>			
Alpha/Kreamo Bakery	X		
Aunt Millies	X		
Gordon Food Service	X		
Stanz Foodservice	X		
CEM			X
Sysco			X
	4	0	2

Companies that received bid packets 2017-2018	Submitted Bid	Declined to Bid	No Response
<b>DAIRY BID</b>			
Dean Foods	X		
Prairie Farms Dairy	X		
Scholl Dairy			X
Piazza Produce			X
	2	0	2

# MEMORANDUM

**Date:** June 13, 2017

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Food Bid

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On Tuesday, May 9th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Food.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Food Bid** from **July 31, 2017 through July 27, 2018** to the following company:

Gordon Food Service	\$ 739,369.11
Stanz Foodservice	\$ 460,069.57
Commercial Foods	\$ 210,604.49
Dr. Pepper/Snapple	\$ 5,580.00

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Total	\$1,415,623.17
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# MEMORANDUM

**Date:** June 13, 2017

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Commodity Bid

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On Tuesday, May 9th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Commodities.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Commodity Bid** from **July 31, 2017 through July 27, 2018** to the following company:

Gordon Food Service	\$ 474,970.62
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Stanz Foodservice	\$ 368,158.08
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Total	\$ 843,128.70
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Revised June 7, 2017

# MEMORANDUM

**Date:** June 13, 2017

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Fresh Produce Bid

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On Tuesday, May 9<sup>th</sup> at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Fresh Produce.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Fresh Produce Bid** from **July 31, 2017 through July 27, 2018** to the following company:

Gordon Food Service	\$ 39,204.47
Piazza Produce	\$ 97,418.45
Sheltons	\$ 177,482.55
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Total	\$ 314,105.47

Revised June 7, 2017

# MEMORANDUM

**Date:** June 13, 2017

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Supply Bid

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On Tuesday, May 9<sup>th</sup> at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. T publicly opened and read aloud the bids for Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Supply Bid** from **July 31, 2017 through July 27, 2018** to the following company:

Gordon Food Service	\$ 40,785.44
Stanz Foodservice	\$ 91,909.16
Wallace Packaging	\$ 34,387.50
Daxwell	\$ 9,072.33
All American	\$ 291.50
Commercial Foods	\$ 5,855.00

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Total	\$ 182,300.93
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Revised June 7, 2017

# MEMORANDUM

**Date:** June 13, 2017

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Bakery Bid

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On Tuesday, May 9th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Bakery Bid** from **July 31, 2017 through July 27, 2018** to the following company:

Alpha, Kreamo Bakers	\$ 45,989.26
Aunt Millie's Bakeries	\$ 2,445.45
Gordon Food Service	\$ 33,390.95
Stanz Food Service	\$ 21,854.10

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Totals	\$ 103,679.76
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# MEMORANDUM

**Date:** June 13, 2017

**To:** Dr. Robert Haworth, Superintendent  
Board of School Trustees

**From:** Pam Melcher  
Food Service Director

**RE:** Recommendation of Dairy Bid

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On Tuesday, May 9th at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Dairy Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Dairy Bid** from **July 31, 2017 through July 27, 2018** to the following company:

Dean Foods	\$ 665,071.16
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Total	\$ 665,071.16 (FIRM)
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Revised June 7, 2017

Elkhart Community Schools  
Food Service Department  
2017-2018 BIDS  
Bid Period from July 31, 2017 through July 27, 2018

Category	Gordon's	Stanz	Comm. Foods	Dr. Pepper Snapple	Piazza Produce	Shelton's Farm	All American	Wallace Packaging	Daxwell	Aunt Millie's	Alpha Kreamo	Dean Foods
<b>Food</b>												
Beverage	\$24,591.05	\$92,540.35	\$15,117.95	\$5,580.00								
Breakfast/Frozen Entrée	\$80,068.95	\$15,695.75										
Breakfast/Frozen Meat	\$14,352.10											
Breakfast/Grain-Cereal	\$74,991.41		\$13,462.50									
Condiment	\$27,358.17	\$3,388.70										
Condiment/Salad Dressing	\$25,505.65	\$20,002.30										
Condiment/Spice/Flavoring	\$8,318.88	\$2,635.72	\$310.80									
Bread/Grain	\$4,842.60											
Bread/Cookies	\$820.63											
Fruit/Bowls		\$42,000.56	\$25,569.72									
Fruit/Bagged	\$8,141.99	\$7,976.00										
Fruit/Canned	\$3,182.00	\$34,548.00	\$2,183.87									
Sherbet/Slushies/Juice		\$8,019.00										
Smart Snack/Frozen	\$42,196.75	\$28,890.00										
Meats/Entrée-Beef	\$24,637.50											
Meats/Entrée	\$106,375.10	\$3,762.00										
Meats/Entrée-Pork	\$3,270.92	19630.5										
Meats/Entrée-Poultry	\$5,602.63	\$86,960.25										
Misc./Gelatin & Pudding	\$1,013.15	\$687.25										
Misc./Misc.	\$4,180.46											
Soup-Base-Gravy	\$633.10	\$10,974.65										
Misc Snack	\$136,303.66	\$14,157.50	\$151,579.65									
Refrigerator/Cheese	\$4,615.96											
Refrigerator/Meat	\$2,963.10	\$14,863.75										
Refrigerator/Egg	\$6.52											
Refrigerator/Other Dairy	\$17,956.25	\$12,101.25										
Refrigerator/Pasta	\$1,646.50	\$13,232.50										
Staples/Grains	\$89,992.80	\$823.50										
Staples/Staples	\$14,648.96	\$815.50	\$2,380.00									
Staples/Shortening & Oils		\$1,023.80										
Vegetable/Can	\$4,215.05	\$16,705.30										
Vegetable/Frozen	\$6,937.27	\$2,830.69										
Allergy		\$5,804.75										

Category	Gordon's	Stanz	Comm. Foods	Dr Pepper Snapple	Piazza Produce	Shelton's Farm	All American	Wallace Packaging	Daxwell	Aunt Millie's	Alpha Kreamo	Dean Foods
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## PRODUCT PRICE COMPARISON

Product	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Bean & Beef Burrito	\$51.93	\$48.66	\$49.57	\$50.16	\$50.16
Hot Dog	\$19.17	\$12.21	\$28.35	\$26.84	\$28.41
Chicken Nugget	\$38.05	\$36.34	\$40.55	\$38.98	\$39.64
Spaghetti Noodles	\$25.29	\$25.34	\$25.34	\$25.34	\$22.35
Pork Tenderloin	\$23.08	\$17.80	\$17.80	\$17.80	\$20.83
Pizza Bites	\$38.40	\$38.20	\$41.66	\$42.92	\$41.88
Chicken Sandwich	\$35.35	\$38.30	\$40.55	\$41.40	\$59.23
Galaxy Pizza	\$36.31	\$33.66	\$33.03	\$33.85	\$33.18
Spicy Chicken Sandwich	\$39.25	\$39.50	\$44.45	\$45.30	\$65.36
Bosco Sticks	\$30.43	\$32.49	\$25.92	\$28.10	\$28.14
Corn Dog	\$23.24	\$27.31	\$27.31	\$27.31	\$27.31
Big Daddy Cheese Pizza	\$48.34	\$47.08	\$46.61	\$48.23	\$47.60
Popcorn Chicken	\$29.55	\$29.80	\$30.95	\$31.60	\$40.60
BBQ Pork	\$31.00*	\$31.50*	\$31.50	\$32.00	\$31.80
Garlic Bread	\$20.37	\$20.27	\$20.27	\$19.85	\$19.80
Pot Roast	\$35.27	\$38.52	\$43.83	\$36.35	\$36.50
Crispito	\$23.28	\$27.78	\$23.74	\$26.01	\$29.54
Yogurt bulk	\$19.05	\$18.31	\$21.45	\$21.45	\$22.45
Applesauce cup	\$16.30	\$15.05	\$20.05	\$15.62	\$20.41
Egg & Bacon Pizza	\$45.14	\$44.75	\$47.41	\$47.44	\$45.65
Pancake	\$13.09	\$15.98	\$15.98	\$16.18	\$16.18
Sausage links	\$36.76	\$36.88	\$36.88	\$36.03	\$38.45
Blueberry Pancakes	\$28.64	\$29.07	\$28.08	\$28.71	\$25.90
French Toast	\$54.36	\$35.82	\$38.31	\$40.71	\$50.70
String Cheese	\$18.90	\$14.55	\$14.92	\$14.88	\$15.50
Scrambled Eggs	\$27.51	\$19.98	\$19.38	\$18.91	\$21.23
Sliced Tomatoes	\$10.50	\$10.50	\$10.45	\$18.00	\$16.90
Whole Tomatoes	\$13.50	\$26.48	\$20.95	\$19.95	\$10.50
Green Pepper	\$12.25	\$26.04	\$16.63	\$21.13	\$26.08
Celery Stix	\$17.50	\$19.38	\$8.00	\$7.95	\$7.90
Snack carrots	NB	\$18.65	\$18.01	\$18.34	\$18.51
Carrot Stix	\$17.62	\$17.27	NB	\$20.50	\$20.68
Shredded lettuce	\$15.88	\$15.95	\$15.40	\$15.40	\$14.95
Romaine ribbons	\$16.84	\$17.33	\$16.95	\$17.87	\$16.95
Romaine cut	\$16.90	\$24.28	\$18.95	\$23.96	\$34.90
Broccoli bite	\$26.95	\$26.95	\$39.00	\$36.00	\$32.95
Broccoli & cauliflower	\$15.23	\$15.65	\$15.45	\$16.24	\$13.75
Cole slaw	\$21.84	\$19.10	\$16.47	\$17.32	\$12.48
Cantalope/honeydew	\$33.28	\$33.33	\$34.18	\$36.60	\$37.21
Lunch bunch grapes	\$34.70	\$32.60	\$30.21	\$15.74	\$15.65
Strawberries	\$11.28	\$15.20	\$13.08	\$15.85	\$14.20
Orange Section	\$37.85	\$40.85	\$34.00	\$63.00	\$59.90
Pineapple Chunks	\$36.54	\$37.24	\$37.24	\$42.51	\$44.03
<b>Total</b>	<b>\$1,115.72</b>	<b>\$1,140.45</b>	<b>\$1,158.86</b>	<b>\$1,218.33</b>	<b>\$1,276.34</b>



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed New 3214.04ACS**/page 1 of 2

*(as presented during the 5/23/17 BST meeting)*

## PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

All Elkhart Community Schools' employees are expected to observe and maintain professional boundaries between themselves and students. This expectation applies during the regular school day and at all other times. Elkhart Community Schools' employees who observe behaviors such as those listed in this policy are required to promptly notify the building principal unless the conduct relates to the principal; then they should notify the Director of Human Resources or the District Counsel/Chief of Staff. In buildings where there is no principal, the report should be made to the Director of Human Resources or the District Counsel/Chief of Staff.

In the absence of a legitimate professional purpose, the following actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Giving gifts of a personal nature to a specific student, unless approved by the employee's supervisor.
2. Going to a student's home when the student's parent/guardian or a proper chaperone is not present without obtaining prior express permission of a school administrator.
3. Taking a student on an outing without obtaining prior express permission of the student's parent/guardian and school administrator.
4. Giving a student a ride in the employee's personal vehicle, when this is not an expectation of the employee's position, without express permission of the student's parent/guardian or school administrator.
5. Using email, text messaging, online social networks, instant messaging, or other means of electronic communication to discuss with a student a matter not pertaining to the student's homework, class activity, school club, or other school sponsored activity.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed New 3214.04ACS**/page 2 of 2

*(as presented during the 5/23/17 BST meeting)*

6. Allowing a specific student to engage in misconduct not tolerated from other students.
7. Granting the student special favors not given to other students.
8. Discussing with a student the employee's problems which would normally be discussed with adults (e.g., marital problems, medical conditions, etc.).
9. Making repeated physical contact with a student when the contact has no apparent professional purpose.
10. Telling sexual jokes to a student.
11. Discussing sexual topics not related to a specific curriculum with a student.
12. Showing sexually inappropriate materials or objects to a student.
13. Making any sexual advances – verbal, written, or physical – towards a student.
14. Engaging in sexual activity, a romantic relationship, or dating of a student.

The foregoing is a non-exclusive list of actions which, in the absence of a legitimate professional purpose, will be regarded as a violation of the professional boundaries that Elkhart Community Schools' employees are expected to maintain. Any failure to maintain professional boundaries with a student may be regarded as a professional boundary violation and as an act of misconduct that may result in the employee being subjected to disciplinary consequences up to and including suspension without pay and termination of employment.

**June 13, 2017**

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 1460.01/page 1 of 2

## PHYSICAL EXAMINATIONS AND REPORTS (ADMINISTRATORS)

All administrators will be given the opportunity, at their choice, to undergo a ~~complete~~ physical examination consisting of the items listed below on a schedule established by the Superintendent, which provides examinations for administrators as follows:

1. Fifty (50) years of age and under (as of June 30) - every three (3) years (or more often if authorized by the Superintendent).
2. Fifty-one (51) years of age through sixty (60) years of age (as of June 30) - every two (2) years.
3. Sixty-one (61) years of age and over (as of June 30) - every year.

~~Such examination shall be conducted as indicated on the accompanying administrative regulation.~~ The Elkhart Community Schools shall pay the expense of such examination, including costs of tests undertaken as a part of such examination. A copy of the examination report shall be furnished to the administrator.

The exam permitted ~~by Policy GCQE~~ in accordance with this policy will be performed in total at the Elkhart Clinic, 303 South Nappanee Street, Elkhart, Indiana. The examination shall include

- (1) History, Physical and Report
- (2) Chest X-ray (PA and Lateral)
- (3) Electrocardiogram
- (4) Complete Blood Count
- (5) Urinalysis
- (6) Occult Blood
- (7) Sedimentation Rate
- (8) \*Executive Panel & Lipid Profile
- (9) Thyroid Stimulating Hormone
- (10) Timed Vital Capacity
- (11) Flex sigmoid (as recommended by doctor)
- (12) Treadmill
- (13) Pap Smear (female)
- (14) Screening Mammogram (female)



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 1460.01/page 2 of 2

(15) PSA Test (male)

\* Executive Panel & Lipid Profile will include: (a) Total Protein, (b) Chloride, (c) Bilirubin, (d) SGOT, (e) Alkaline P'tase, (f) LDH, (g) Albumin, (h) Cholesterol, (i) Urea, (j) Sugar, (k) Uric Acid, (l) Calcium, (m) Sodium, (n) Potassium, (o) SGPT, (p) Phosphorus, (q) Creatinine, (r) Triglycerides, and (s) HDL Profile.

Each year, the Business Office will provide the Elkhart Clinic with a list of eligible administrators. The Clinic will contact each eligible administrator for scheduling arrangements.

June 13, 2017

# policy

BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS

STUDENTS  
Proposed Revised 5230/page 1 of 2

## LATE ARRIVAL AND EARLY DISMISSAL

It is necessary ~~that~~for a student to be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation.

The School Board recognizes, however, ~~that~~—from time-to-time compelling circumstances require ~~that~~ a student be late to school or dismissed before the end of the school day.

### Parent Responsibilities

As agent responsible for the education of the children of this Corporation, the Board shall require ~~that~~ the school be notified of such absences by written note from the parent, written documentation from the health care provider or agency, or phone call from the parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall

- Provide the school with a copy of the custody order ~~and inform the~~ ~~as well as any court order~~ ~~school in writing of~~ ~~outlining~~ any limitations in the rights of the noncustodial parent. Absent such ~~notice~~order, the school will presume ~~that~~ the student may be released into the care of either parent.
- Keep the school office informed as to the address of residence and how he/she may be contacted at all times.

The non-custodial parent is to inform the school office of the phone number and/or address where he/she may be contacted regarding student progress/problems.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone or excused from school unless the parental authorization is on file in the building.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

June 13, 2017

STUDENTS  
Proposed Revised 5230/page 2 of 2

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SUPERINTENDENT'S OFFICE

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**  
**FROM: ROB HAWORTH** *RHH*  
**DATE: JUNE 8, 2017**

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**SUBJECT: IDOE MASTER FILE SCHOOL NAME CHANGE**

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On April 17, 2017, Roosevelt Elementary School received science, technology, engineering, and mathematics (STEM) certification.

I am requesting Board approval to change the name of Roosevelt Elementary School to Roosevelt STEAM Academy.

RH/jeb

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.
Living to Serve Grant	National FFA Organization	EACC FFA	Cyndy Keeling	\$3,000.00	The money will be used to create a "Water Watch/Testing Area" at ACCELL for students of the corporation. Cyndy Keeling/Ryan Gortney	This will support many of the science standards at the elementary schools but also the environmental sciences at HS and the IAFNR class/Biology in 8th grade level.	\$1500.00 for structure (3 sided structure), \$500 for gravel and ground cover, \$1000 for testing material for students water quality and organism identification (nets, microscope, slides, bottles, buckets, droppers, test tubes, water testing kits).

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Memorial High School  
Class/Group: Physics / NITARP (NASA/IPAC)  
Number of Students: 2  
Date/Time Departing: July 23, 2017  
Date/Time Returning: July 28, 2017  
Destination: Caltech, Pasadena, CA City State  
Overnight facility: Vagabond Inn, Pasadena, CA  
Mode of transportation: Air  
Reason for trip: Students have been selected to join John Taylor at Caltech this summer to receive training pertaining to an astrophysics investigation. Students will be trained to identify young stellar objects as part of a research proposal. Dr. Luisa Rebull at Caltech will lead the training as part of a NASA/IPAC funded effort. Details regarding the research is located here: <http://nitarp.ipac.caltech.edu/team/70-CephC-LABS-Rebull>  
Names of chaperones: John Taylor, there will also be three other teachers during the week training.  
Cost per student: None. Covered by grant.  
Describe Plans for Raising Funds or Funding Source: N/A  
Plans to defray costs for needy students: N/A  
Are needy students made aware of plans? N/A  
Signature of Teacher/Sponsor:   
Signature of Principal:  Date: 6/5/17  
\*\*\*\*\*  
Send to Assistant Superintendent for Instruction for approval and for submission to Board of School Trustees  
Approval of Assistant Superintendent:  Date: 6/6/17  
Approval by Board: \_\_\_\_\_

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: May 22, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak *DRB*  
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant  
 June 13, 2017 - Board of School Trustees Meeting

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>MSSC Credential Workshop (CONEXUS)</b></p> <p>I will be able to offer the new Six-Sigma White Belt Certification. This is required for MSSC safety and quality certification.</p> <p>Laporte IN                      June 26 &amp; 27, 2017                      David Kriegel (1-4)</p> <p>Certification</p>	\$132.20	\$0.00
<b>TOTAL</b>	<b>\$132.20</b>	<b>\$0.00</b>
2016-17 YEAR-TO-DATE PERKINS FUNDS	\$26,581.42	\$3,855.00
<b>GRAND TOTAL</b>	<b>\$26,713.62</b>	<b>\$3,855.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: June 8, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**June 13, 2017 - Board of School Trustees Meeting**

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

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>SKILLS USA NATIONALS</b></p> <p>Accompanying students to the State Skills USA Nationals competition.</p> <p>Louisville, KY</p> <p>June 19 - 24, 2017 (0 day's absence)</p> <p>ROBERT BAILEY - EACC (1-2)</p> <p>DAVID BENAK - EACC (0-0)</p> <p>CASSIE CONROD - EACC (1-2)</p> <p>NICOLE DYER - EACC (1-2)</p> <p>ANGEE GORTNEY - EACC (1-2)</p> <p>RYAN GORTNEY - EACC (1-2)</p> <p>KENNETH HELBLING - EACC (1-2)</p> <p>AMBER KOSAR - EACC (1-2)</p> <p>KATHLEEN OVERHOLT - EACC (1-2)</p> <p>JAIME STITH - EACC (1-2)</p> <p>AMY STUTZMAN - EACC (1-2)</p> <p>JUSTIN WIARD - EACC (1-2)</p> <p>MICHELE ZACHARY - EACC (1-2)</p>	\$4,435.00	\$0.00
<p><b>2017 PATHWAYS SUMMIT: SECTOR-BASED CAREER PATHWAYS</b></p> <p>This conference will engage educators, employers, and community leaders in the common goal of preparing today's high school students for the careers of tomorrow.</p> <p>Indianapolis, IN</p> <p>June 26 - 27, 2017 (2 day's absence)</p> <p>ROB HAWORTH - ESC (0-0)</p> <p>LEVON JOHNSON - ESC (1-2)</p>	\$800.00	\$0.00
<p><b>INDIANA SCHOOL HEALTH NETWORK CONFERENCE</b></p> <p>This conference will discuss the topics of pediatrics, policy changes, opioid abuse, HPV, meningitis B, School Health Index, wellness initiatives and policies.</p> <p>Indianapolis, IN</p> <p>June 27 - 28, 2017 (0 day's absence)</p> <p>JOHN MCCLURE - ROOSEVELT (0-0)</p>	\$461.94	\$0.00
<p><b>ASLTA 9TH BIENNIAL NATIONAL PROFESSIONAL DEVELOPMENT CONFERENCE</b></p> <p>This conference will provide ASL teachers with professional growth experiences.</p> <p>Salt Lake City, UT</p>	\$1,386.25	\$0.00



2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
June 28 - July 2, 2017 (0 day's absence) NOURI MARRAKCHI - MEMORIAL (0-0)		
<b>PDMC 2017 (PUBLIC MEDIA DEVELOPMENT AND MARKETING CONFERENCE)</b> This conference will provide ways to maximize WVPE revenue generation and marketing. San Francisco, CA July 5 - 8, 2017 (3 day's absence) THOMAS LABUZIENSKI - WVPE (0-0) DAVID MURRAY - WVPE (0-0)	\$4,653.05	\$0.00
<b>NEW SCHOOL NURSE CONFERENCE</b> This conference will provide basic skills and information for new school nurses. Indianapolis, IN July 11 - 12, 2017 (0 day's absence) KATHERINE HOCKER - CLEVELAND (0-0) CINDY WESTFALL - WOODLAND (0-0)	\$551.94	\$0.00
<b>AP SUMMER INSTITUTE</b> This conference will provide ways to better prepare students for college courses that require labs. Indianapolis, IN July 11 - 14, 2017 (0 day's absence) ERIN CISNEROS - CENTRAL (0-0)	\$1,289.78	\$0.00
<b>NAVIANCE SUMMER INSTITUTE</b> This conference will provide sessions that are designed to provide participants with best practices for driving Naviance adoption among key stakeholders within a school system thus nurturing a culture of Naviance success. Orlando, FL July 11 - 14, 2017 (0 day's absence) ADRIENNE BASHORE - MEMORIAL (0-0)	\$350.00	\$0.00
<b>GE FOUNDATION: LEADERSHIP FOR THE FUTURE</b> This conference will provide skills and strategies to improve curriculum and curriculum design. Orlando, FL July 17 - 19, 2017 (0 day's absence) DOUGLAS HUNNINGS - RIVERVIEW (0-0)	\$2,143.00	\$0.00
<b>AP COLLEGE BOARD EAST INSTITUTES COMPUTER SCIENCE A</b> This institute will provide information to create APCS A plans, projects, and assessments. Kentwood, MI July 17 - 20, 2017 (0 day's absence) JULIE TYRAKOWSKI - MEMORIAL (0-0)	\$1,027.32	\$0.00

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>LEADERSHIP DEVELOPMENT PROGRAM IN SPECIAL NEEDS EDUCATION</b> The LDP will provide foundation work in the area of special needs and will be the spring board for the development of related services in assisting adult learners.  West Lafayette, IN June 5 - 9, 2017 (5 day's absence) KIM DEHAVEN - EACC (7-14) DARCEY MITSCHELEN - EACC (8-15)	\$116.63	\$0.00
	<b>\$17,214.91</b>	<b>\$0.00</b>
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$8,738.95	\$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	\$97,063.13	\$7,670.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
<b>GRAND TOTAL</b>	<b>\$315,764.54</b>	<b>\$33,815.00</b>

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



**REVISED**

**TO: DR. ROBERT HAWORTH**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: JUNE 13, 2017**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of two agreements regarding retirement eligibility requirements.
- b. **Administrative Appointment** –The administration recommends confirmation of the following administrative appointment effective August 1, 2017:

<b>Joshua Shattuck</b>	<b>Central High School</b>
	<b>½ Assistant Athletic Director</b>
	<b>½ Social Studies</b>

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

<b>Cassie Conrod</b>	<b>Career Center/Veterinary</b>
<b>Ryan Fields</b>	<b>North Side/Language Arts</b>
<b>Nicole Homo</b>	<b>Memorial/Special Education</b>
<b>Stephanie Kline</b>	<b>Beardsley/Grade 4</b>
<b>Lindsey Kuhn</b>	<b>Roosevelt/Special Education</b>
<b>Nouri Marrakchi</b>	<b>Memorial/American Sign Language</b>
<b>Gina Piraccini</b>	<b>TBD/Psychologist</b>
<b>Joshua Shattuck</b>	<b>Central/Social Studies</b>
<b>Brittany Walter</b>	<b>West Side/Art</b>

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

<b>Shelby Dobson</b> Began: 8/4/16	<b>Riverview/Grade 3</b> Resign: 5/26/17
<b>Shirley Elliott</b> Began: 8/23/04	<b>Hawthorne/Assistant Principal</b> Resign: 6/13/17
<b>Robert Glantz</b> Began: 8/4/15	<b>Central/Special Education</b> Resign: 5/26/17
<b>Maribeth Harrell</b> Began: 9/8/14	<b>Central/ESL</b> Resign: 5/26/17
<b>Alyssa Henneman</b> Began: 8/4/15	<b>Monger/Special Ed</b> Resign: 5/26/17
<b>Jason Pickler</b> Began: 1/20/04	<b>Pierre Moran/Counselor</b> Resign: 6/6/17
<b>Sharvon Robinson</b> Began: 8/13/14	<b>Career Center/Health</b> Resign: 6/14/17
<b>Nicole Vesta Wade</b> Began: 8/12/13	<b>Memorial/Special Education</b> Resign: 5/26/17

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

<b>Bonnie Kauffman</b>	<b>Central/Counselor</b>	<b>17 Years of Service</b>	<b>Eff: 6/5</b>
<b>Dana Knapp</b>	<b>Pinewood/Grade 3 PEP</b>	<b>27 Years of Service</b>	<b>Eff: 5/26</b>
<b>Teresa McCaskey</b>	<b>Central/Counselor</b>	<b>29 Years of Service</b>	<b>Eff: 6/5</b>
<b>Bridget McKay</b>	<b>Cleveland/Grade 6</b>	<b>18 Years of Service</b>	<b>Eff: 5/26</b>
<b>Margaret Petersen</b>	<b>Feeser/Special Education</b>	<b>28 Years of Service</b>	<b>Eff: 5/26</b>
<b>Roma Osterloo</b>	<b>ESC/Autism Coordinator</b>	<b>40 Years of Service</b>	<b>Eff: 6/13</b>
<b>Jennifer Sager</b>	<b>PACE/Supervisor Sp Ed</b>	<b>11 Years of Service</b>	<b>Eff: 6/30</b>
<b>Mark Tobolski</b>	<b>Elkhart Academy/Principal</b>	<b>22 Years of Service</b>	<b>Eff: 6/30</b>



**CLASSIFIED**

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective July 1, 2017:

**Brian Buckley**

**Central/Athletic Director**

- b. **Correction to Administrative Appointment** – The administration recommends a correction to the appointment date reported for William Drehmel, Director of Building Services, effective June 12, 2017.

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

**Richard Gorsuch**

Began: 07/09/07

**West Side/Custodian**

Retire: 08/31/17

Years of Service: 10

**Jantha Havens**

Began: 08/16/93

**Osolo/Social Worker**

Retire: 05/31/17

Years of Service: 23

**Sharon Paskell**

Began: 10/08/01

**Tipton/Paraprofessional**

Retire: 05/31/17

Years of Service: 15

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

**Sherrie Anspach**

Began: 09/29/14

**Pierre Moran/Technical Assistant**

Resign: 05/26/17

**Curbie Coleman**

Began: 08/22/16

**Tipton/Paraprofessional**

Resign: 05/26/17

**Stephanie Kline**

Began: 08/06/15

**Beardsley/Paraprofessional**

Resign: 05/26/17

**Kendra Minix**

Began: 08/28/14

**Feeser/Paraprofessional**

Resign: 05/26/17

**Carlen Sharp**

Began: 04/25/17

**Central/Food Service**

Resign: 06/05/17

**Lindsey Walters**

Began: 08/13/07

**West Side/ Paraprofessional**

Resign: 05/26/17



e. **Termination** – We report the termination for the following classified employee:

**Virginia Jackson**  
Began: 11/16/15

**West Side/Lunch Para**  
Terminate: 05/23/17  
Board Policy 3120.01s

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

**Brandy Albright**  
Began: 02/09/17

**Transportation/Bus Driver**  
PE: 4/25/17

**Cindy Westfall**  
Began: 02/21/17

**Woodland/Nurse**  
PE: 04/25/17

