

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 27, 2017

CALENDAR

Jun	27	1:30 p.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
Jun	28	1:00 p.m.	Public Work Session, 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
Jul	18	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Jul	25	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jul	25	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jul	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. HIGH SCHOOL DIPLOMA PRESENTATION
- D. SPECIAL RECOGNITION
Support Staff Retirement Recognition

- E. MINUTES
June 13, 2017 – Public Work Session
June 13, 2017 – Regular Board Meeting
June 20, 2017 – Public Work Session

- F. TREASURER'S REPORT

Consideration of Claims

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

Financial Report – January 1, 2017 – May 31, 2017

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

Extra Curricular Purchases - The Business Office seeks Board approval of extra-curricular purchase requests.

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

G. UNFINISHED 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), as initially considered at the June 13th regular meeting.

Proposed Revised Board Policy 5230 – Late Arrival and Early Dismissal. The administration presents proposed revisions to Board Policy 5230 – Late Arrival and Early Dismissal, as initially considered at the June 13th regular meeting.

H. NEW BUSINESS

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

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

I. PERSONNEL

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

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

June 13, 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 England
Tony Gianesi
Rob Haworth
Pam Melcher

Kevin Scott
Doug Thorne
Cheryl Waggoner
Bob Woods

The Board discussed cafeteria pricing, food bids, the food service corrective action plan, and a food tasting scheduled for October. Doug Thorne, District Counsel/Chief of Staff, and Kevin Scott, Chief Financial Officer, provided a history of insurance cost sharing, changes to request for proposals (RFP) for insurance coverage, and future reporting to the Board on from the insurance committee. A brief update on the petition/ remonstrance plan was provided. The Board also discussed agenda items for the regular Board meeting.

Topics
Discussed

The meeting adjourned at approximately 6:45 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
June 13, 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 Glenn L. Duncan Carolyn R. Morris Jeri E. Stahr
------------------------	---	---

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.

The Board congratulated and presented plaques of distinction to administrative retirees Jean Creasbaum, director of elementary education with 15 years of service and Kevin Dean, principal at Mary Feeser Elementary School with 22 years of service. In recognition of their contributions to Elkhart Community Schools, Dr. Haworth, superintendent of schools, stated each had impacted many lives, some directly and many through the ripple effect. Dr. Haworth said students remember that one special person in school who had an impact on them: a great teacher, bus driver, custodian or administrator and spoke of his memory of a bus driver from his elementary school days. Mrs. Creasbaum thanked the Board, said what an honor it was to be part of Elkhart Community Schools, and she would still be connected through a grandchild in the district. Mr. Dean stated he would miss the interaction and time spent with students, but he too would remain connected as a grandparent of students in the district.

Special Recognition

By unanimous action, the Board approved the following minutes:
May 23, 2017 – Public Work Session
May 23, 2017 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$3,723,342.99 as shown on the June 13, 2017, claims listing. (Codified File 1617-154)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools: \$419.25 from the VFW Ladies Auxiliary to go towards the Summer Feeding Program; \$500.00 from Gloria Edgerton to Memorial for the volleyball program; \$500.00 from Jeremi Karnell to Memorial for the boys/girls track team program; 800 backpacks filled with school supplies and hygiene products to be distributed to children in need from Feed the Children; and four fully stocked tool chests from the Gateway Mile Autofest to be given to four graduating students from the Automotive Technology programs at the Elkhart Area Career Center (EACC).

Gift Acceptance

By unanimous action, the Board approved an increase in the price of school meals for the 2017-2018 school year; breakfast for elementary students will be \$1.65, an increase of \$.10; middle school students will be \$1.85, an increase of \$.10; and for high school students \$1.90, which is an increase of \$.10. Lunch prices for elementary students will be \$2.55, an increase of \$.10; for middle school students \$2.80, an increase of \$.10. Lunch prices for high schools students will increase by \$.10 to \$2.90. The cost for extra milk will remain the same as last year - \$.65. Elementary and secondary staff breakfast and lunch fees increased by \$.10. The reduced breakfast and lunch prices will remain the same as last year - \$.30 for breakfast and \$.40 for lunch. (Codified File 1617-155)

Meal Prices

By unanimous action, the Board approved food service bids with a grand total of all bids being \$3,523,909.19 to the lowest, most responsive and responsible bidders: food bids to Gordon Food Service, Stanz Food Service, Commercial Foods and Dr. Pepper/Snapple; commodity bids to Gordon Food Service and Stanz Food Service; fresh produce to Gordon Food Service, Piazza Produce and Shelton's; supply bids to Gordon Food Service, Stanz Food Service, Wallace Packing, Daxwell, All American and Commercial Foods; bakery bids to Alpha Bakers, Aunt Millie's, Gordon Food Service and Stanz Food Service; and dairy bids to Dean Foods. In response to Board inquiry, Doug Thorne, district counsel/chief of staff, responded contract language has been added to vendor agreements regarding timely and complete delivery of products and bidders were required to post a performance bond. Mr. Thorne noted these changes are beneficial to the district as well as the vendors. Pam Melcher, director of food services, noted bids were received from more vendors this year than in the past. (Codified File 1617-156)

Food Service Bids

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 1617-157)

Fundraiser Approval

By unanimous action, the Board approved new Board Policy 3214.04ACS – Professional Boundaries Between Employees and Students, as initially presented at the May 23rd regular meeting.

Board Policy 3214.04ACS

The Board was presented proposed revisions to Board Policy 1460.1 – Physical Examinations and Reports (Administrators), for initial consideration.

Board Policy
1460.1

The Board was presented proposed revisions to Board Policy 5230 – Late Arrival and Early Dismissal, for initial consideration.

Board Policy
5230

By unanimous action, the Board approved the name change for Roosevelt Elementary to Roosevelt STEAM Academy. Dr. Haworth reported the recent award of STEM Certification for Roosevelt has brought about the request to officially change the name to the STEAM Academy. In response to a question from the audience, Dr. Haworth explained the difference between STEM (Science, Technology, Engineering and Mathematics) and STEAM, noting the addition of the arts being offered daily through music, band and orchestra. In response to Board inquiry, Mr. Thorne replied the school name change is in compliance with current Board policy.

School Name
Change

By unanimous action, the Board approved an alternative residential services agreement for an Elkhart Community Schools' student. (Codified File 1617-158)

Alternative
Residential
Services
Agreement

By unanimous action, the Board approved submission of a Living to Serve grant to the National FFA Organization from EACC/FFA for \$3,000. (Codified File 1617-159)

Grant Approval

By unanimous action, the Board approved an overnight trip request for two Memorial physics students to travel to Pasadena, CA on July 23 - 28 to participate in a research project at Caltech. In response to Board request, Tony England, assistant superintendent of student services, reported two students from Memorial were selected to join John Taylor at Caltech to be trained to identify young stellar objects as part of a research proposal.

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 June 13, 2017 listings. (Codified File 1617-160)

Conference
Leaves

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

Personnel
Report

Two agreements regarding retirement eligibility for certified staff members. (Codified File 1617-161)

Agreements

Administrative appointment of certified staff member, Joshua Shattuck, half time assistant athletic director at Central, effective 8/1/17.

Administrative
Appointment

<p>Employment of the following nine (9) certified staff members for the 2017-2018 school year:</p> <ul style="list-style-type: none"> Cassie Conrod - veterinary at EACC Ryan Fields - language arts at North Side Nicole Homo - special education at Memorial Stephanie Kline - grade 4 at Beardsley Lindsey Kuhn - special education at Roosevelt Nouri Marrakchi - American Sign Language at Memorial Gina Piraccini - psychologist at TBD Joshua Shattuck - social studies at Central Brittany Walter - art at West Side 	<p>Certified Employment</p>
<p>Retirement of the following eight (8) certified staff members on dates indicated, with years of service in parenthesis:</p> <ul style="list-style-type: none"> Bonnie Kauffman - counselor at Central, 6/5/17; (17) Dana Knapp - grade 3 PEP at Pinewood, 5/26/17; (27) Teresa McCaskey - counselor at Central, 6/5/17; (29) Bridget McKay - grade 6 at Cleveland, 5/26/17; (18) Margaret Petersen - spec. education at Feeser, 5/26/17; (28) Roma Osterloo - autism coordinator at ESC, 6/13/17; (40) Jennifer Sager - supervisor special education at PACE, 6/30/17; (11) Mark Tobolski - principal at Elkhart Academy, 6/30/17; (22) 	<p>Certified Retirement</p>
<p>Resignation of the following eight (8) certified staff members effective on the dates indicated:</p> <ul style="list-style-type: none"> Shelby Dobson - grade 3 at Riverview, 5/26/17 Shirley Elliott - assistant principal at Hawthorne, 6/13/17 Robert Glantz - special education at Central, 5/26/17 Maribeth Harrell - ESL at Central, 5/26/17 Alyssa Henneman - special education at Monger, 5/26/17 Jason Pickler - counselor at Pierre Moran, 6/6/17 Sharvon Robinson - health at EACC, 6/14/17 Nicole Vesta Wade - special education at Memorial, 5/26/17 	<p>Certified Resignation</p>
<p>Administrative appointment of classified employee, Brian Buckley, athletic director at Central, effective 7/1/17.</p>	<p>Administrative Appointment</p>
<p>Correction to the appointment date for William Drehmel, director of building services, effective 6/12/17.</p>	<p>Correction to Administrative Appointment Date</p>
<p>Retirement of the following three (3) classified employees on dates indicated, with years of service in parenthesis:</p> <ul style="list-style-type: none"> Richard Gorsuch - custodian at West Side, 8/31/17; (10) Jantha Havens - social worker at Osolo, 5/31/17; (23) Sharon Paskell - paraprofessional at Tipton, 5/31/17;; (15) 	<p>Classified Retirement</p>

Resignation of the following six (6) classified employees effective on dates indicated:

- Sherrie Anspach - technical assistant at Pierre Moran, 5/26/17
- Curbiee Coleman - paraprofessional at Tipton, 5/26/17
- Stephanie Kline - paraprofessional at Beardsley, 5/26/17
- Kendra Minix - paraprofessional at Feeser, 5/26/17
- Carlen Sharp - food service at Central, 6/5/17
- Lindsey Walters - paraprofessional at West Side, 5/26/17

Classified Resignations

Regular employment of the following two (2) classified employees, who have successfully completed their probationary periods, on dates indicated:

- Brandy Albright - bus driver at Transportation, 4/25/17
- Cindy Westfall - nurse at Woodland, 4/25/17

Classified Employment

Termination of classified employee, Virginia Jackson, lunch para at West Side, in accordance with Board Policy 3120.01S.

Classified Termination

Superintendent Haworth thanked Board members and administration office staff for attending the high school diploma presentation for Charles Weber. Mr. Weber enlisted in the Navy in 1944, served in the South Pacific during the war, and later enlisted in the Army Air Corps (which later became the Air Force). Mr. Weber's family had made the arrangements through Student Services for the presentation.

From the Superintendent

Board member, Doug Weaver, commented on the recent Catherine Wolf award banquet and thanked all those responsible for a great event. Recent Memorial graduate, Crystal Grubb, was the award winner. The presentation given by Alex Holtz, her tennis coach, was a highlight of the evening.

From the Board

The meeting adjourned at approximately 7:25 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

June 20, 2017

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

Time/Place

Board Members
Present:

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

Glenn L. Duncan
Carolyn R. Morris
Jeri E. Stahr

Roll Call

Absent

Rodney J. Dale

ECS Personnel Present:

Bill Drehmel
Tony Gianesi
Rob Haworth
Cynthia Keeling
Dawn McGrath

Pam Melcher
Scott Rutledge
Kevin Scott
Tessa Sutton
Doug Thorne
Cheryl Waggoner

The Board heard a presentation on the Culture Series from Tessa Sutton, Supervisor of Connective Leadership & Inclusion; a presentation on the Air Force Jr. ROTC from Scott Rutledge, Aerospace Science Instructor; and a presentation on the Ag Program from Cynthia Keeling, Ag Curriculum & ACCELL; Tony Gianesi, Chief Operating Officer, Kevin Scott, Chief Financial Officer, and Pam Melcher, Director of Food Service, provided an update of the plans for the requested expansion of the commissary, the projected costs, and potential financing timeline for the expansion. The Board also discussed the current situation regarding school crossing guards and the City's decision to not fund their payroll; the topics of the work session scheduled for Wednesday, June 28th; and set Tuesday, June 27th afternoon for a Board work session/retreat.

Topics
Discussed

The meeting adjourned at approximately 9:10 a.m.

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

Rodney J. Dale, Member

Karen S. Carter, Vice President

Glenn L. Duncan, Member

Douglas K. Weaver, Secretary

Carolyn R. Morris, Member

Jeri E. Stahr, Member

ACCOUNT BALANCES/INVESTMENT DETAIL
May 2017

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	11,098,226.12
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,898,330.62
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(1,173,304.61)
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,055,827.62
------------	--------------

PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	-
Lake City Bank - Flex Account	50,891.73
Teachers Credit Union-Payroll Account	-
Teachers Credit Union - Flex Account	11,799.13

INVESTMENTS:

Certificate of Deposit	-
------------------------	---

\$ 15,351,700.61



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Kevin Scott

From: Erica Purvis

Date: June 9, 2017

Subject: Temporary Inter-fund Loans

The following temporary inter-fund loans have been executed effective 5/31/2017:

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



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. HAWORTH
BOARD OF SCHOOL TRUSTEES**

FROM: DR. ROBERT WOODS


DATE: JUNE 22, 2017

SUBJECT/ EXTRA CURRICULAR PURCHASE

The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Extra Curricular Drama Club	License to "High School Musical"	\$758.20



To: Dr. Robert Haworth
From: Stephanie Rappatta, Kristie Stutsman 
Date: June 13, 2017
RE: West Side Drama Class / Club

The West Side Middle School drama class / club would like to purchase the license for the production of "High School Musical" to be presented in December at West Side Middle School. The license for the materials is \$758.20. We will be using funds from our extra-curricular drama club fund for the purchase.

Music Theatre International
421 W. 54th Street, 2nd Fl.
New York, NY 10019



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. ROBERT WOODS

DATE: JUNE 22, 2017

SUBJECT/ EXTRA CURRICULAR PURCHASE


The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Extra Curricular	PRIDE t-shirts	\$2,830.00



WEST SIDE MIDDLE SCHOOL
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514
PHONE: 574-295-4815

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

To: Dr. Haworth
From: Kristie Stutsman 
Date: June 13, 2017
Re: Approval for Purchase of PRIDE t-shirts

West Side Middle School is re questing approval to purchase PRIDE t-shirts for students from our extra-curricular account. The cost of the t-shirts is \$2830.00 The t-shirts are used as an incentive for students to give best effort throughout the school year, emphasizing our PRIDE initiative.

The t-shirts are being purchased from

Your Promo People
6032 Huguenard Rd
Fort Wayne, IN 46818

Application for Fundraiser Approval

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

Name of School: Elkhart Memorial H.S. Date Submitted: 6/12/2017

Name of sponsoring group, club, class, etc: EMHS Girls Soccer

Name of employee responsible for the fundraiser: Don Knowlton

Phone number of employee responsible for fundraiser: 574-606-7894

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

Description of the fundraising activity (include location if not at your school): Car Wash Fundraiser at Lochmandy Motors. Tickets will be sold for \$10.00 a piece.

Start Date/Time: 8/19/2017 - 9:00 AM End Date/Time: 8/19/2017 - 12:00 PM

For what purpose will the proceeds from this fundraiser be used? Proceeds will be used for spirit wear for our soccer players, team dinners and our senior night activities.

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

Are there any restrictions of the use of the proceeds from this fundraising activity? All proceeds will go towards the soccer players.

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

Signature of employee responsible for fund raising activity: [Handwritten Signature]

Principal Signature: [Handwritten Signature] Approved: X Denied:

Business Office Signature: [Handwritten Signature] Approved: V Denied:

Approved by the Board of School Trustees on _____

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 1460.01/page 1 of 2
(as presented during the 6/13/17 BST meeting)

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)

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 1460.01 / page 2 of 2
(as presented during the 6/13/17 BST meeting)

- (14) Screening Mammogram (female)
- (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 27, 2017

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5230/page 1 of 2
(as presented during the 6/13/17 BST meeting)

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 27, 2017

STUDENTS

Proposed Revised 5230/page 2 of 2
(as presented during the 6/13/17 BST meeting)

© NEOLA 2011

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3422.12S/page 1 of 15

EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

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

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	23.31 – 28.78
Transportation Trainer/Dispatcher	19.42 – 22.69
Food Service Truck Driver	15.59 – 18.52
Food Service Receiving/Supply	15.59 – 18.52
Evening Supervisor of Building Services	20.44 – 25.16
Food Service Training Specialist	17.66 – 24.74
Food Service Bids & Commodity Coordinator	16.82 – 26.29
Executive Chef & Culinary Event Coordinator	16.82 – 26.29
Quality Assurance Coordinator	19.42 – 22.69
Production Coordinator	19.42 – 22.69
Transportation Route/Driver Coordinator	19.42 – 22.69
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	27.14 – 33.93
Radio Station Staff Announcer	9.15 – 13.01
Radio Station Development Assistant	10.64 – 17.02
School Security Officer	25.00
Title I/Funded Pupil/Program/Parent Support Person	19.39 – 28.24
High School Parent/Community Liaison	19.39 – 28.24
District Translator	19.39 – 28.24
Evening Events Supervisor	14.67
Asst. Site Coordinator - 21st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	15.96 – 29.80
Early College Data Specialist	24.00 – 27.43
EACC Testing Specialist	24.00 – 27.43
21st Century Community Education Program Manager	28.00 – 33.00

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

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3422.12S/page 2 of 15

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

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

~~January 24, 2017~~ **June 27, 2017**

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.
Wish You Well	Wish You Well Foundation	Community Education/Adult Edu	Darcey Mitschelen	\$10,000.00	All funds from this grant will be used towards the purchase of programming materials and supplies that will be needed to serve families in the 2017-18 program year at the Harmony 21st Center Learning Center (located at the Agape Church). Darcey Mitschelen will manage these funds.	Harmony's goal is to bring focused support and resources to families in the Roosevelt/Pierre Moran neighborhood with emphasis on reading, math, and behavior skills. Programming will extend the K-12 bully prevention initiative as well as the PRIDE program and the Culture series to this family focused offering.	\$5000.00 Materials - Grade leveled (print, visuals, notebooks, pencils, etc) \$1000.00 Web-based educational program \$1000.00 Arts/Craft supplies \$ 500.00 Cooking/Gardening supplies \$2500.00 Books - Grade and interest leveled (for library)

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: June 22, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath
 RE: **Conference Leave Requests**
June 27, 2017 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p>INDIANA EDUCATION EMPLOYMENT RELATIONS BOARD CONFERENCE</p> <p>This conference will provide information regarding all the legislative updates, new exclusive representative affidavit, bargaining unit changes, and CBA compliance.</p> <p>Indianapolis, IN June 28, 2017 (1 day's absence) W. DOUGLAS THORNE - ESC (0-0)</p>	\$216.92	\$0.00
<p>LDP - LEADERSHIP DEVELOPMENT IN CAREER & TECHNICAL EDUCATION</p> <p>This conference will offer the opportunity to develop/evaluate current adult education Integrated Education & Training Courses and will also provide a deeper understanding of where our program can go.</p> <p>West Lafayette, IN July 10 - 14, 2017 (5 day's absence) KIM DEHAVEN - EACC (0-0) DARCEY MITSCHELEN - EACC (0-0)</p>	\$1,388.63	\$0.00
<p>AP SUMMER INSTITUTE FOR ENVIRONMENTAL SCIENCE</p> <p>This conference will help with developing a syllabus, pacing and practice inquiry labs for the school year.</p> <p>Indianapolis, IN July 11 - 14, 2017 (0 day's absence) RACHEL TITUS - CENTRAL (0-0)</p>	\$974.80	\$0.00
<p>VISIBLE READING/VISIBLE MATH/VISIBLE LEARNING FOUNDATION</p> <p>Riverview teachers have embraced learning about high leverage practices this year through Visible Learning study. This conference will enhance the Riverview administration's ability to lead teachers through the Professional Learning Community's process in combination with Visible Learning Practices.</p> <p>San Francisco, CA July 12, 2017 (0 day's absence) BARBARA CRIPE - RIVERVIEW (0-0)</p>	\$1,500.00	\$0.00
	\$4,080.35	\$0.00

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$8,955.87	\$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	\$100,926.56	\$7,670.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
GRAND TOTAL	\$319,844.89	\$33,815.00

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: June 14, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak *DRB*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 June 27, 2017 - Board of School Trustees Meeting**

2017- 2018 CONFERENCES	EXPENSES	SUBSTITUTE
HSTW Staff Development Conference This conference will provide training in the current trends of Career and Technical Education by providing school improvement strategies and ideas to help students succeed in college & workplace. Nashville TN July 12 -15, 2017 Matt Werbiansky (0-0) Laurie Hund-Schieber (0-0) Leadership	\$3,060.12	\$0.00
TOTAL	\$3,060.12	\$0.00
2017-18 YEAR-TO-DATE PERKINS FUNDS		
GRAND TOTAL	\$3,060.12	\$0.00



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MS. CHERYL WAGGONER
DATE: JUNE 27, 2017

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

JeNeva Adams	ESC/District Transition Coordinator
Stephanie Kimmerly	Roosevelt/Assistant Principal
Jennifer Loupee	Woodland/Assistant Principal
Kathy Mentz	PACE/Supv/SpEd/Pre-K

- b. **Administrative Transfers** – The administration recommends confirmation of the following administrative transfers effective August 1, 2017:

Keith Baker	Hawthorne/Assistant Principal
Paula Grandison	Eastwood/Assistant Principal
Chris Scalise	North Side/Assistant Principal

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

Brenda MacOwen	Roosevelt/Intervention	Eff: 6/21/17
-----------------------	-------------------------------	---------------------

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

Kristin Durfey	West Side/Language Arts
Evan French	Central/Special Education
Tracey Weirich	Central/Special Education

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

Kathleen Bertrand Began: 8/17/09	North Side/Mathematics Resign: 5/26/17
Jacquelyn Fair Began: 10/14/13	Beck/Grade 4 Resign: 5/26/17
Troy Sausaman Began: 8/2/16	Riverview/Physical Education Resign: 5/26/17
Alexis Valdez Began: 11/4/13	Roosevelt/Grade 1 Resign: 6/13/17
Kendra Weirich Began: 9/15/14	Daly/Kindergarten Resign: 5/26/17

CLASSIFIED

a. **Resignation** – We report the resignation for the following classified employee:

Yesenia Alvarez Began: 01/27/16	Tipton/Paraprofessional Resign: 06/21/17
Sondia Branscomb Began: 09/02/14	Transportation/Bus helper Resign: 06/26/17
Tracey Weirich Began: 08/15/14	Central/Secretary Resign: 05/26/2017

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

Rosa Miller – Stump Began: 01/04/16	Transportation/Bus Driver Terminate: 06/27/2017 Board Policy 3120.01s
---	--

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

Gary McDaniels Began: 05/01/17	Building Services/Lead Electrician PE: 6/23/17
David Murray Began: 04/25/17	WVPE/Business Account Manager PE: 06/19/17





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MS. CHERYL WAGGONER
DATE: JUNE 27, 2017

ADDENDUM TO PERSONNEL REPORT

CERTIFIED

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

Tara White

ECS/Director of Literacy