

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, March 14, 2017

Time: Immediately following 7:00 p.m. Regular Board Meeting

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-

- (6) With respect to any individual over whom the governing body has jurisdiction
- (9) To discuss a job performance evaluation of individual employees

Location: J. C. Rice Educational Services Center  
2720 California Road  
Elkhart, IN 46514

  
\_\_\_\_\_  
Superintendent of Schools

Posted and Mailed Via U. S. Mail,  
postpaid, to School Attorney, and  
News Media on Wednesday,  
March 8, 2017 and electronically  
delivered to Board Members  
on Friday, March 10, 2017

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, March 14, 2017

Time: Immediately following 5:30 p.m. Public Work Session

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-

- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
- (6) With respect to any individual over whom the governing body has jurisdiction.

Location: J.C. Rice Educational Services Center  
2720 California Road  
Elkhart, Indiana 46514



---

Superintendent of Schools

Posted and Mailed via U. S. Mail,  
postpaid, to School Attorney and  
News Media on Wednesday,  
March 8, 2017 and electronically  
delivered to Board Members  
on Friday, March 10, 2017.

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

March 14, 2017

CALENDAR

Mar	14	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	14	Immediately following	Executive Session, J.C. Rice Educational Services Center
Mar	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	14	Immediately following	Executive Session, J.C. Rice Educational Services Center
Mar	21	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	28	5:30 p.m.	Public Work Session, Memorial High School, 2608 California Road
Mar	28	Immediately following	Executive Session, Memorial High School, 2608 California Road
Mar	28	7:00 p.m.	Regular Board Meeting, Memorial High School, 2608 California Road

\*\*\*\*\*

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Central High School – Olivia Haworth  
Memorial High School – Brooke Troyer
- D. MINUTES  
January 10, 2017 – Regular Board Meeting – revised  
February 28, 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.

Cash Tuition Rates - The Business Office recommends Board approval of cash tuition rates for the 2017-2018 school year.

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

F. NEW BUSINESS

Student Services – Community Meetings Report – Culture and Inclusion

Board Policy 3120.01A – Employment of Support Staff - The administration presents proposed revisions to Board Policy 3120.01A Employment of Support Staff, for initial consideration.

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

G. PERSONNEL

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

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

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
January 10, 2017

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

Place/Time

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

Roll Call

Absent: Karen S. Carter

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

Call to Order

Mr. Duncan discussed the invitation to speak protocol.

Protocol

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

SSAC Representatives

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

Approval of Minutes

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

Payment of Claims

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

Organizational Resolution

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

Resolution for Transfer of Funds

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

Gift Acceptance

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

Award for Timber Harvest

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

Redevelopment Commission Appointment

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

Special Education Update

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

Culture Series

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

Board Policy –  
3422.06S  
Compensation

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

Board Policy –  
0130 Functions

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

Administrative  
Regulation KI

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

Grants

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

Overnight Trip  
Request

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

Conference  
Leaves

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

Personnel  
Report

An agreement regarding unpaid time for a certified staff member. (Codified Files 1617-95)

Consent  
Agreement

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

Consent  
Agreement

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

Certified  
Employment

Paige Adams - grade 6 at Beardsley

Franchesca Hawkins - special education at Memorial

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



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

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

APPROVED:

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

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

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

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

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

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

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

From the Board

Adjournment

Signatures

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
February 28, 2017

<p>North Side Middle School, 300 Lawrence Street, Elkhart – at 5:00 p.m.</p>	<p>Place/Time</p>
<p>Board Members Present: Glenn L. Duncan Susan C. Daiber Karen S. Carter</p>	<p>Roll Call</p>
<p>Carolyn R. Morris Dorisanne H. Nielsen Jeri E. Stahr Douglas K. Weaver</p>	
<p>President Susan Daiber called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.</p>	<p>Call to Order</p>
<p>Mrs. Daiber discussed the invitation to speak protocol.</p>	<p>Protocol</p>
<p>By unanimous action, the Board approved the following minutes: February 14, 2017 – Public Work Session February 14, 2017 – Regular Board Meeting February 21, 2017 – Public Work Session</p>	<p>Approval of Minutes</p>
<p>By unanimous action, the Board approved payment of claims totaling \$4,196,307.99 as shown on the February 28, 2017, claims listing. (Codified File 1617-113)</p>	<p>Payment of Claims</p>
<p>The Board received a financial report for the period January 1 – January 31, 2017, and found it to be in order. Vice President Karen Carter inquired as to the negative balance reflected in the school lunch fund. Kevin Scott, chief financial officer, replied the negative balance is being addressed and funds have been received toward the balance.</p>	<p>Financial Report</p>
<p>Kevin Scott reported the following fund loan was made on January 31, 2017: \$454,813.37 from Debt Service Fund to Retirement/Severance Bond Fund.</p>	<p>Fund Loans</p>
<p>By unanimous action, the Board authorized the purchase of twelve (12) 72-passenger conventional busses from Midwest Transit through the State Bid List purchasing program. Kevin Scott reported on the funds available to make the purchase. Discussion ensued on the cost of more energy efficient engines, the age of busses being traded in, and the on-going debate regarding the use of seatbelts on school busses. (Codified File 1617-114)</p>	<p>Bus Purchase</p>

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500.00 from an anonymous donor to the Elkhart Area Career Center's (EACC) Health Occupations classes to assist with student lab fees; and a donation of a 1996 GMC K3500 from Hudson Ryker, a former EACC student, with an approximate value of \$2,500.00 to the EACC's Diesel Technology class to be used for training purposes.

Gift Acceptance

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 1617-115)

Fundraiser Approval

By unanimous action, the Board approved the following extra-curricular purchases for Memorial High School: lodging for 55 students at Country Inns (\$1,800), tickets for My Fair Lady Lyric Opera of Chicago (\$1,600), and dinner at Giordano's (\$1,200) for the Chorale and Chamber Choir students; and the purchase of orchestra spirit wear for \$1,845.63.

Extra Curricular Purchases

The Board was presented proposed revisions to Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule, as initially presented at the Board's February 14<sup>th</sup> regular meeting. The noted changes include deleting reference to before and after school child care positions and adjustment of wages for food service substitute positions.

Administrative Regulation GDBA-10

By unanimous action, the Board adopted a resolution to acquire a surplus fire truck and personal fire protection equipment from the City of Elkhart to the EACC. (Codified File 1617-116)

Fire Truck Disposition Resolution

By unanimous action, the Board approved an alternative residential services agreement for an Elkhart Community Schools' student. (Codified File 1617-117)

Alternative Residential Services Agreement

By unanimous action, the Board approved the submission of a grant to the Dollar General Literacy Foundation from Adult Education for a Dollar General Adult Literacy grant in the amount of \$15,000.00 as recommended by the administration. (Codified File 1617-118)

Grant Approval

By unanimous action, the Board approved overnight trip requests for FTC Robotics Team to travel to Crawfordsville, IN on February 24 and 25 for the state championship at Crawfordsville High School; ElkLogics Robotics Team students from Central and Memorial to travel to Indianapolis, IN on March 23 thru 25 for a robotics competition at Perry Meridian High School; and Memorial's Chorale and Chamber Choirs to travel to Naperville and Chicago, IL on May 11 and 12 to perform at Nequa Valley High School and see a musical in Chicago.

Overnight Trip Requests

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 28, 2017 listings. (Codified File 1617-119)

Conference  
Leaves

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

Personnel  
Report

An agreement regarding compensation and employment for a certified staff member. (Codified Files 1617-120)

Agreement

Employment for certified staff member, Bryan Hammontree, social studies at School Without Walls for the 2016-2017 school year, effective March 2, 2017.

Certified  
Employment

Retirement of the following four (4) certified staff members at the end of the 2016-2017 school year with years of service in parenthesis:

Certified  
Retirement

Annette Kaufman - intervention at Roosevelt (25)

Kathleen Kielce - grade 6 at Eastwood (15)

Susan Moore - speech pathologist at Elkhart Academy (37)

David Whittaker - social studies at West Side (40)

Resignation of certified staff member, Agustin Yomond Jordan, veterinary at EACC, effective 2/14/17.

Certified  
Resignation

Maternity leave for certified staff member, Tiara Corkins, grade 3 at Roosevelt, beginning 4/10/17 and ending 4/14/17.

Maternity  
Leave

Medical leave for certified staff member Carrie Clark, health occupations at EACC, beginning 2/24/17 and ending 5/26/17.

Medical Leave

Retirement of classified employee, Michelle Fluegge, therapist at PACE, 5/26/17 with 19 years of service.

Classified  
Retirement

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

Classified  
Resignations

Jacqueline Coots - paraprofessional at EACC, 1/24/17

Rachel Furnivall - food service at Central, 2/22/17

Regular employment of the following seven (7) classified employees, who have successfully completed their probationary periods, on dates indicated:

- Leticia Armstrong – district-wide substitute teacher at ECS, 2/28/17
- Sherry Auker - secretary at Osolo, 2/28/17
- Debra Ball - permanent substitute teacher at Beck, 2/22/17
- Kenneth Hunt - food service driver at Commissary, 2/28/17
- Carrie Landesman - bus driver unassigned at Transportation, 2/16/17
- Lisa Rose - district wide substitute teacher at ECS, 2/28/17
- Michele Salmon - paraprofessional at Riverview, 2/21/17

Revision of the retirement date reported on the February 14th, Board report for James Rowe, head mechanic at Transportation, effective 5/26/17.

Mr. Scott reviewed the petition-remonstrance process and timeline.

Karen Carter announced the March 10th Third House meeting will be held at the Elkhart Public Library and many school-related bills are to be discussed including H.B. 1043 which would amend the thresholds applicable to the petition remonstrance process and the referendum process. Mrs. Carter also discussed the City of Elkhart’s Local Option Income Tax (LOIT) fund for public safety having a \$4.5M balance in respect to the City having adequate resources for the payment of wages for city-employed crossing guards. Mrs. Carter also noted the number of local Tax Increment Financing (TIF) funds which divert any economic increases to the city TIF districts, leaving no growth in tax revenue for the schools, libraries, etc.

At this point in the meeting, Board Member Glenn Duncan arrived, approximately 5:25 p.m.

Board Secretary, Doug Weaver, commented on the success of Memorial’s Booster Bash. In response to his inquiry, it was reported approximately \$25,000 was raised.

The Board was informed of the passing of Memorial language arts teacher Elizabeth Fackelman earlier in the day.

Classified  
Employment

Retirement  
Revision

From the Staff

From the Board

Duncan Arrived

From the Board

From the Staff

The meeting adjourned at approximately 5:30 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



**ELKHART CENTRAL HIGH SCHOOL**  
ONE BLAZER BOULEVARD • ELKHART, IN 46516  
PHONE: 574-295-4700



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

DATE: February 28, 2017  
TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Frank Serge

RE: Donation Approval

We are requesting approval to accept a donation from Jonathan and Mollie Krider. The Krider's are donating to the Elkhart Central/Elkhart Memorial Elk Robotics Team Fund for \$500.00. The Elk Robotics Fund will be used for registration fees and expenses occurred at high level competitions.

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:

Jonathan and Mollie Krider  
311 River Pointe Dr  
Elkhart IN 46514

cc:Ted Elli  
Nick Siedl



**ELKHART CENTRAL HIGH SCHOOL**  
ONE BLAZER BOULEVARD • ELKHART, IN 46516  
PHONE: 574-295-4700



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

DATE: February 28, 2017  
TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Frank Serge

RE: Donation Approval

We are requesting approval to accept a donation from MOR/ryde International. MOR/ryde is donating to the Elkhart Central/Elkhart Memorial Elk Robotics Team Fund for \$750.00. The Elk Robotics Fund will be used for registration fees and expenses occurred at high level competitions.

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:

MOR/ryde International  
Attn: *Debbie Kauffman*  
PO Box 579  
Elkhart IN 46515-0579

cc: Ted Elli  
Nick Siedl





**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: March 2, 2017  
TO: Dr. Rob Haworth  
Board of School Trustees  
RE: Donation Approval

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

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

Elkhart Plastics  
c/o Jack and Angie Welter  
21560 CR 10  
Elkhart, IN 46514



**ELKHART MEMORIAL HIGH SCHOOL**

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: February 28, 2017  
TO: Dr. Rob Haworth  
Board of School Trustees  
RE: Donation Approval

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

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

Heartland RV, LLC  
2831 Dexter Drive  
Elkhart, IN 46514



BUSINESS OFFICE

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

---

---

## INTEROFFICE MEMO

---

---

DATE: MARCH 8, 2017

TO: KEVIN E SCOTT, CFO

FROM: DEBORAH S. SHOUP, CPA

SUPERVISOR OF ACCOUNTING, AUDITING, & INVESTMENT

RE: TRANSFER TUITION RATE FOR 17-18 SCHOOL YEAR

---

Attached are the completed worksheets showing cash tuition estimates for the board. In March 22, 2016, the board set the transfer tuition rate at \$6,700. The actual tuition rate for 2016-17 will probably be closer to \$6,600. The state reimbursement rate includes Tuition Support and the Complexity Grant and has not been adjusted for "Other" spending reductions on the form SA545. State support is \$6,250 for 2016-17.

I would **recommend a tuition rate** for students in **grades K-12 to remain at \$6,700**. Last year only school corporations sending students to ECS were billed as usual. No parents or foreign exchange students were billed.

**CASH TUITION ESTIMATES  
2015-16**

**Actual Cost:**

	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	
\$	6,773	\$ 6,339	\$ 6,885	\$ 7,059	\$ 7,346	\$ 7,189	\$ 6,929	6,802	6,625	6,700	6,600	
		(\$434)	\$546	\$174	\$287	(\$157)	(\$260)	(\$127)	(\$177)	\$75	(\$100)	

**Projected Cost:**

**State Support:**

			*		⊗					Est.	
	\$3,632	\$3,782	\$6,089	\$6,150	\$5,940	\$5,949	\$6,131	\$6,215	\$6,159	\$6,250	
						Tuition Support	\$4,569	\$4,587	\$4,967	\$5,088	
						Complexity Grant	\$1,562	\$1,628	\$1,192	\$1,162	

\* - In January 2009 the State of Indiana began funding the General Fund for Tuition Support.

⊗ - State support was calculated including cuts made to funding by the legislature; did not just average the state support listed on the SA545

**Refunds for 2015-16 Actual Results**

Full tuition with State Support	\$	75								
	\$	541	Tuition Estimate							
	\$	466	Actual Tuition Cost							
	\$	75	Tuition Refunded							
Full tuition without State Support	\$	75								
	\$	6,700	Tuition Estimate							
	\$	6,625	Actual Tuition Cost							
	\$	75	Tuition Refunded							

**Actual costs with State Support:**

	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	Est.
	\$3,114	\$1,163	\$1,076	\$1,119	\$1,349	\$1,428	\$ 829	\$ 587	\$ 541	\$	450

**Projection for 2017-18**

Est. Tuition Spring 2018	\$	6,250	State Support	Estimated Tuition	\$	350	*** With State Support
Est. Cost Spring 2018		6,600		Actual est.		305	
Estimated Refund	\$	(350)		Estimated Refund	\$	45	

**PROPOSED TUITION FOR 2017-18**

				<i>Kindergarten</i>		(Receives full tuition starting Fall 2015)
\$	6,555	Pupil Cost	\$	6,250	Pupil cost	
	5,088	State Tuition Support		5,088	State Tuition Support	
	1,162	Complexity Grant		1,162	Complexity Grant	
\$	305	School's cost after state support		-	Full Day K Grant Discontinued funding	
\$	-	School's cost after state support		-	School's cost after state support	



# policy

## EMPLOYMENT OF SUPPORT STAFF

The Board recognizes that it is vital to the successful operation of the Corporation that support staff positions be filled with qualified and competent staff.

The Board shall approve the employment of each support staff member employed by this Corporation.

All support staff employees are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

All support staff have the responsibility to make themselves familiar with, and abide by, the laws of the State of Indiana as they affect their work, the policies and decisions of the Board, and the administrative guidelines designed to implement them. All support staff shall be expected to carry out their assigned duties, support and enforce Board policies and administrative guidelines, submit required reports, protect district property, oversee students, and contribute to the education and development of the district's students. All support staff shall obey the rules and decisions of their supervisors.

Individuals employed in the following categories shall be considered members of the staff:

- A. food services
- B. mechanics
- C. custodians
- D. bus drivers
- E. bus helpers
- F. maintenance personnel

# policy

- G. therapists
- H. secretary/business staff
- I. executive assistants
- J. paraprofessionals
- K. technical assistants
- L. registered nurses
- M. social workers
- N. miscellaneous workers
- O. technology services

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment.

Should the Board choose to employ a family member as herein defined, both the family member and the Board member must file a conflict of interest statement.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised by the relative staff member.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification.

The Personnel Department will verify all new employee's and substitute's right to work in the United States.

# policy

## VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the School Corporation in writing that s/he is a volunteer firefighter, the School Corporation may not discipline the staff member for being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty or for leaving his/her duty station to respond to a fire or an emergency call if s/he has authorization from his/her supervisor to leave duty in response to a call received after s/he has reported to work.

The School Corporation shall require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the staff member was engaged in an emergency call at the time of his/her absence.

## **REQUIREMENTS FOR TITLE I AND OTHER PARAPROFESSIONALS**

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education;  
or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
  2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program must:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly



# policy

hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide assistance in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

I.C. 20-26-5-4, 20-26-9-12, 35-44-1-3, 36-8-12-10.5  
20 U.S.C. 6319

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.
2017-2018 Adult Education Grant	State of Indiana, Dept of Workforce Development	Adult Education	Darcey Mitschelen	\$800,000	The funds will be used for instructional and support staff wages/benefits, materials, technology, and equipment. Funds will be managed by Darcey Mitschelen	ECS has outlined in its Strategic Plan its goals for not only students and staff, but for the community as well. Adult Education programming not only supports the identified goals for the community, but provides opportunities for literacy, family literacy, English language acquisition , remediation/skill brush up/basic education, high school equivalency diploma, and civics/citizenship. Adult Education has developed relationships with community organizations and industry partners to bring the best possible experiences to adult learners and has connected its adult learners to community service through participation in "Give Back" food drive and "It's a Mitten in Time" program.	Instruction Wages/Benefits \$ 555,340 Materials/Supplies \$ 53,000 Equipment \$ 47,800 Purchased Services \$ 32,450 Administrative \$ 111,410
2017-2018 Integrated English Literacy & Civics Education	State of Indiana, Dept of Workforce Development	Adult Education	Darcey Mitschelen	\$75,000	This grant in previous years has been written in collaboration with Plymouth Community Schools and South Bend Community Schools to provide both instruction and resources for English language acquisition covering skills, civics, and citizenship. It is in this vein that the 2017-18 grant is also being written. Elkhart Community Schools will continue to be the fiscal agent for this effort with Darcey Mitschelen managing the grant.	As outlined in the Strategic Plan's goals for the community, these funds address community need for English skills and citizenship.	ESL Instruction Staff \$75,000

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: February 28, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 March 14, 2017 - Board of School Trustees Meeting**

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>ADI NATEF Automotive Training Seminar</b></p> <p>This training will specifically enhance curriculum with new techniques and detailed current technology that I will pass on to students to improve their college/career readiness</p> <p>Baker College Owosso, MI                      March 30, 2017</p> <p>Jaime Stith (0-0) 1 day absence</p> <p>Program/Industry Specific</p>	\$253.30	\$95.00
<p><b>Hot Rodders of Tomorrow State Event</b></p> <p>This is state qualifying event for the students to earn scholarship money. Students will also be able to attend training classes and job shadow with industry leaders.</p> <p>Cleveland OH                      March 17 &amp; 18, 2017</p> <p>Ryan Gortney (1-4) 1 day absence</p> <p>Career &amp; Technical Student Organization</p>	\$655.20	\$95.00
<p>2016-17 YEAR-TO-DATE PERKINS FUNDS</p>	\$21,468.00	\$3,570.00
<b>GRAND TOTAL</b>	<b>\$22,376.50</b>	<b>\$3,760.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: March 9, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**March 14, 2017 - Board of School Trustees Meeting**

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

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>JOSTEN'S SPRING PREMIERE</b>                      This conference is an opportunity for advisers to stay current on yearbook trends and issues.                      Fishers, IN                      March 17, 2017 (1 day's absence)                      SHERRI GREENFIELD - MEMORIAL (0-0)</p>	\$164.16	\$95.00
<p><b>RISING TO THE CHALLENGE</b>                      This conference will provide information to assist with struggling students, STEAM activities, after-school enrichment, sustainability, grant writing and programming.                      Dallas, TX                      March 20 - 23, 2017 (4 day's absence)                      NINA SWARTZLANDER - MONGER (4-10)</p>	\$1,661.87	\$380.00
<p><b>NATIONAL SCIENCE TEACHER'S ASSOCIATION - NSTA</b>                      This conference will provide information to improve instruction in science, math and language arts.                      Los Angeles, CA                      March 29 - 31, 2017 (4 day's absence &amp; 3 day's absence)                      DOUGLAS HUNNINGS - RIVERVIEW (0-0)                      HOLLY O'CONNELL - PINWOOD (2-3)</p>	\$4,446.85	\$665.00
<p><b>2017 INDIANA EARLY CHILDHOOD CONFERENCE</b>                      This conference will provide ways to learn and gather new ideas and techniques to apply to The Elkhart Academy to move forward in meeting goals of the strategic plan.                      Indianapolis, IN                      April 7, 2017 (1 day's absence)                      ANTHONY ENGLAND - ESC (2-4)</p>	\$205.40	\$0.00
<p><b>INDIANA YOUTH SUMMIT ON OUT-OF-SCHOOL LEARNING</b>                      This conference will provide workshops for linking in and out of school procedures, policies and curriculum for 21CCLC programs. Required professional development for grant award.                      Indianapolis, IN                      April 10 - 11, 2017 (2 day's absence)                      TONDA HINES - ROOSEVELT/HAWTHORNE (0-0)                      LORI REYES - MONGER (2-5)</p>	\$2,384.10	\$380.00

<b>2016 - 2017 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
NINA SWARTZLANDER - MONGER (5-14) BETH WILLIAMS - ESC (2-7)		
<b>ACP ECONOMICS REVIEW SESSION</b> This conference will provide discussion regarding best practices in Economics, and current theory/curriculum updates. Attendance is required to maintain Dual Credit Certification with IU. Bloomington, IN April 21, 2017 (1 day's absence) ERIN HARTMAN - SCHOOL WITHOUT WALLS (0-0)	\$263.96	\$0.00
<b>ANNUAL CAPACITY BUILDING INSTITUTE</b> This conference will provide information on best practices in transition for students with disabilities and how to strengthen structures. Indianapolis, IN April 27, 2017 (1 day's absence) VICTORIA TONEY - ESC (1-2)	\$70.00	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>PLTW INDIANA STATE CONFERENCE</b> This conference will provide an opportunity to collaborate with other teachers and learn tips and tricks for the best way to implement activities to increase student achievement. Indianapolis, IN March 13 - 14, 2017 (2 day's absence) DAN LOTH - CENTRAL (0-0)	\$424.00	\$190.00
	<b>\$5,471.72</b>	<b>\$665.00</b>
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$4,234.87	\$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	\$36,095.53	\$5,005.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
<b>GRAND TOTAL</b>	<b>\$250,292.86</b>	<b>\$31,150.00</b>

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



**HUMAN RESOURCES**

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: MARCH 14, 2017**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

**Katie Green                      Osolo/Grade 5**

- c. **Retirement** – We report the retirement of the following employee effective February 13, 2017:

**Brett Schuler                      Pinewood/Grade 5      15 Years of Service**

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

**Jennifer Pummill                  Roosevelt/Grade 6**  
Began: 1/28/13                      Resign: 5/26/17

- e. **Personal Leave** – We recommend a personal leave for the following employee:

**Lisa Haeck                          Roosevelt/Special Education**  
Begin: 8/15/17                      End: 6/6/18

- f. **Health Leave** – We recommend a health leave for the following employee:

**Judith Bridges                      Career Center**  
Begin: 8/15/17                      End: 6/6/18

- g. **Parental Leave** – We recommend a parental leave for the following employees:

**Adria Anderson                      Bristol/Kindergarten**  
Begin: 8/15/17                      End: 6/6/18

**Brandy Hill                          Roosevelt/Intervention (part-time)**  
Begin: 8/15/17                      End: 6/6/18

h. **Maternity Leave** – We recommend a maternity leave for the following employee:

<b>Penelope Clayton</b> Begin: 1/13/17	<b>Bristol/Kindergarten</b> End: 3/31/17
---	---

i. **Change to Maternity Leave** – We recommend a change to a maternity leave for the following employee:

<b>Alyssa Lanting</b> Begin: 3/22/17	<b>Monger/Special Education</b> End: 4/14/17
---	---

**CLASSIFIED**

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

<b>Maxine Williams</b> Began: 9/8/04	<b>Pierre Moran/Food Service</b> Retire: 3/31/17 YOS: 12
---	--

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

<b>Lori Arisman</b> Began: 11/18/09	<b>Memorial/Food Service</b> Resign: 3/10/17
<b>Chatuan Bailey</b> Began: 8/4/16	<b>Hawthorne/Paraprofessional</b> Resign: 3/10/17
<b>Miranda Doolittle</b> Began: 8/4/16	<b>Roosevelt/Custodian</b> Resign: 3/3/17
<b>Lori Elliot</b> Began: 8/29/16	<b>Career Center/Secretary</b> Resign: 3/10/17
<b>M. Jayne Hammontree</b> Began: 8/19/13	<b>Pierre Moran/ Secretary</b> Resign: 3/17/17
<b>Tamara Robison</b> Began: 3/21/16	<b>Beck/Paraprofessional</b> Resign: 3/17/17
<b>Toya Sheppard</b> Began: 8/6/15	<b>Transportation/Bus Helper ~Food Service</b> Resign: 3/17/17

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

<b>Asa Ennis</b> Began: 1/9/17	<b>ECS/District Wide Substitute Teacher</b> PE: 3/6/17
-----------------------------------	---



**Kristie Hess**  
Began: 1/4/17

**Transportation/Bus Driver Unassigned**  
PE: 3/14/17

**Eddie Neal**  
Began: 1/11/17

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

**Tameka Pittman**  
Began: 2/13/17

**Transportation/Bus Driver Unassigned**  
PE: 3/8/17

**Jeffrey Rohrer**  
Began: 1/9/17

**Transportation/Bus Driver Unassigned**  
PE: 3/6/17

d. **Medical Leave** – We recommend an unpaid medical leave for the following employee:

**Kayla Magyar**  
Begin: 3/6/17

**Transportation/Bus Driver**  
End: 5/26/17

