

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

March 28, 2017

CALENDAR

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
Apr	11	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	11	Immediately following	Executive Session, J.C. Rice Educational Services Center
Apr	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	18	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center

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A. CALL TO ORDER/PLEDGE

B. INVITATION TO SPEAK PROTOCOL

C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Central High School  
Memorial High School

D. MINUTES

March 14, 2017 – Public Work Session  
March 14, 2017 – Regular Board Meeting  
March 21, 2017 – Public Work Session

E. SPECIAL RECOGNITION

Defender Award Winners  
Move2Stand – Anne Frank Exhibit Docents

F. BUILDING REPORT

Building Energy Report – Jeff Komins  
Memorial Principal – Cary Anderson

G. 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 – February 28, 2017

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

H. UNFINISHED BUSINESS

Board Policy 3120.01S – Employment of Support Staff - The administration presents proposed revisions to Board Policy 3120.01S Employment of Support Staff, as initially considered at the March 14<sup>th</sup> regular Board meeting.

I. NEW BUSINESS

Amendment Three to Interlocal Agreement Head Start Consortium – The administration recommends approval of a proposed amendment to the Head Start Interlocal Agreement.

Board Policy 3422.06 – Secretarial/Business Compensation Plan - The administration presents proposed revisions to Board Policy 3422.06 – Secretarial/Business Compensation Plan, for initial consideration.

Board Policy 3422.07 – Executive Assistant Compensation Plan - The administration presents proposed revisions to Board Policy 3422.07 – Executive Assistant Compensation Plan, for initial consideration.

Reorganization of Attendance Areas – The administration presents proposed changes to the following elementary school attendance areas: Beardsley, Hawthorne, Mary Beck, Riverview and Roosevelt, for initial consideration.

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.

J. 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.

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

March 14, 2017

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

Time/Place

Board Members  
Present:

Susan C. Daiber  
Karen S. Carter

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

Roll Call

Absent:

Douglas K. Weaver

ECS Personnel Present:

Tony England  
Tony Gianesi  
Rob Haworth  
Dawn McGrath

Kevin Scott  
Doug Thorne  
Bob Woods  
Cheryl Waggoner

The Board heard of potential legislative changes to existing petition-remonstrance policies. The Board discussed possible locations for upcoming work sessions to walk through buildings considered for construction projects as a result of the Strategic Plan, and expectations regarding appearance and use of those buildings. The Board also discussed agenda items for the regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 6:30 p.m.

Adjournment

APPROVED:

Signatures

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

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Rodney J. Dale, Member

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Karen S. Carter, Vice President

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

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

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Carolyn R. Morris, Member

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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
March 14, 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	Rodney J. Dale Glenn L. Duncan Carolyn R. Morris Jeri E. Stahr
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Roll Call

Absent: Douglas Weaver

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: Giovanni Parga, a senior from Central High School (CHS) and Brooke Troyer, a junior from Memorial High School (MHS). Brooke Troyer announced the presentation of Willy Wonka based on Charlie and the Chocolate Factory opens Saturday, March 18<sup>th</sup>. Ms. Troyer reported the jazz band, jazz strings and vocal jazz all received gold ratings and high scores at the recent ISSMA Jazz Festival and Maddie Crosbie performed with the Indiana Bandmasters Association All-State Band last weekend. In sports the following athletes competed at the state level: three wrestlers, Christian Mejia, Tristan Goering and David Eli; swimmer Mitchell Rockrohr; and the bowling team with Brooklyn Schutz being named Indiana's High School Bowler of the Year. The awards program for winter sports is Wednesday, March 22<sup>nd</sup>. In academics, Ms. Troyer reported students have enjoyed the new electives of jewelry making and American Sign Language this year. Also, SSAC is continuing to work on two projects: helping incoming freshmen gain school spirit with the annual class Olympics, and the multicultural cook off scheduled for May 7<sup>th</sup>. In addition to SSAC, Giovanni Parga participates in symphony orchestra, PEERS teaching, is president of Key Club, Early College program, and is co-president of the National Honor Society (NHS). Mr. Parga reported on the recent success of the production of Hairspray; ISSMA competition results; the NHS sponsored blood drive, mock exams, ISTEP testing, the start of spring sports; and invited the Board to Blazerfest scheduled for April 13<sup>th</sup>.

SSAC Representatives

By unanimous action, the Board approved the following minutes:  
January 10, 2017 – Regular Board Meeting - revised  
February 28, 2017 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$2,692,004.92 as shown on the March 14, 2017, claims listing. (Codified File 1617-121)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools: \$750.00 from MOR/ryde International and \$500.00 from Jonathan and Mollie Krider, for the Central/Memorial ElKRobotic team to be used for registration fees and expenses at competitions; and \$500.00 each from Heartland RV, LLC and Elkhart Plastics for Memorial’s volleyball program for lodging, food, transportation and other associated costs.

Gift Acceptance

By unanimous action, the Board approved estimated cash tuition rates for the 2017-2018 school year. For K-12 the 2017-2108 school year, the rate remains the same as the previous year, at \$6,700.00. (Codified File 1617-122)

Cash Tuition Rates

By unanimous action, the Board approved proposed school fundraisers with noted correction in accordance with Board policy. The funds raised through the listed activities are deposited into each school’s extra-curricular fund (Codified File 1617-123)

Fundraiser Approval

Tony England, assistant superintendent of student services, reported on the success of the Anne Frank: A History For Today tours and the presentation by Eva Kor. Continuing with the Elkhart Culture Series, Mr. England provided the schedule of presentations by author, Trudy Ludwig, at the end of this month. Mr. England and Tessa Sutton, supervisor of connective leadership & inclusion, presented information being gathered and the creation of a response planning committee comprised of district staff and many local agencies. The committee will develop protocol to respond to families facing struggles and fears about the national landscape regarding immigration, and to ensure our schools are safe spaces. A parent meeting is scheduled for April 12<sup>th</sup> at 6:30 at Pierre Moran to help answer frequently asked questions.

Student Services Report

The Board was presented proposed revisions to Board Policy 3120.01S – Employment of Support Staff, for initial consideration.

Board Policy 3120.01S

By unanimous action, the Board approved the submission of the following grants: 2017-2018 Adult Education Grant to Indiana Workforce Development (IWFD) for \$800,000 and 2017-2018 Integrated English Literacy and Civics Education Grant to IWFD for \$75,000 from Adult Education, as recommended by the administration. (Codified File 1617-124)

Grant Approval

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the March 14, 2017 listing. (Codified File 1617-125)

Conference Leaves

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

Personnel Report

Agreements regarding unpaid time for two certified staff members. (Codified Files 1617-126)

Consent Agreements

Employment of certified staff member, Katie Green, grade 5 at Pinewood, for the 2016-2017 school year, effective on 3/13/17.

Certified Employment

Retirement of certified staff member, Brett Schuler, grade 5 at Pinewood, effective February 13, 2017 with 15 years of service.

Certified Retirement

Resignation of certified staff member Jennifer Pummill, grade 6 at Roosevelt, effective 5/26/17.

Certified Resignation

Personal leave for certified staff member Lisa Haeck, special education at Roosevelt, beginning 8/15/17 and ending 6/6/18.

Certified Leave

Health leave for certified staff member Judith Bridges at EACC, beginning 8/15/17 and ending 6/6/18.

Parental leave for the following two (2) certified staff members, on dates indicated:

Adria Anderson – Kindergarten at Bristol, beginning 8/15/17 and ending 6/6/18

Brandy Hill – intervention (part-time) at Roosevelt, beginning 8/15/17 and ending 6/6/18

Maternity leave for certified staff member Penelope Clayton, kindergarten at Bristol, beginning 1/13/17 and ending 3/31/17.

Change to maternity leave for certified staff member Alyssa Lanting, special education at Monger, beginning 3/22/17 and ending 4/14/17.

Retirement of classified employee, Maxine Williams, food service at Pierre Moran, effective 3/31/17 with 12 years of service.

Classified Retirement

Regular employment of the following five (5) classified employees, who have successfully completed their probationary periods, on dates indicated:

- Asa Ennis - district wide substitute teacher for ECS, 3/6/17
- Kristie Hess - bus driver unassigned at Transportation, 3/14/17
- Eddie Neal - paraprofessional at Memorial, 3/1/17
- Tameka Pittman - bus driver unassigned at Transportation 3/8/17
- Jeffrey Rohrer - bus driver unassigned at Transportation, 3/6/17

Classified  
Employment

Resignation of the following seven (7) classified employees effective on dates indicated:

- Lori Arisman - food service at Memorial, 3/10/17
- Chatuan Bailey - paraprofessional at Hawthorne, 3/10/17
- Miranda Doolittle - custodian at Roosevelt, 3/3/17
- Lori Elliot - secretary at EACC, 3/10/17
- M. Jayne Hammontree - secretary at Pierre Moran, 3/17/17
- Tamara Robison - paraprofessional at Beck, 3/17/17
- Toya Sheppard - bus helper/food service at Transportation, 3/17/17

Classified  
Resignations

Medical leave for classified employee Kayla Magyar, bus driver at Transportation, beginning 3/6/17 and ending 5/26/17.

Voluntary  
Leave

Board members, Carolyn Morris and Susan Daiber provide a report on the recent trip to Nashville, TN to study their academy and pathways programs. The 12 representatives of the district were part of 400 attendees to participate in school tours and conference sessions led by the leaders of the district. Mrs. Daiber commented on how this program is aligned with our Strategic Plan initiative to prepare all students for careers or college and with community partners' involvement become part of Elkhart's future. Dawn McGrath, deputy superintendent, and Mrs. Diaber commented on how the Career Center's success compares to the Nashville programs and how all students participate in a major project at the end of the year. A recent project mocked a catastrophic event, a bank hold-up taking place at their in-school bank, encompassing all academies such as medical, media, theatrics and news reporting. Dr. McGrath also noted the opportunity to learn about block scheduling and community partner development, and the value of the time the team had together to further develop the ideas of what they saw in the context of the Elkhart vision. The involvement of all students, the engagement of student ambassadors, and the enthusiasm of the team was noticed by all who attended. Board member Glenn Duncan suggested future study trips include middle school staff members.

From the Board

Bob Woods introduced Lamar Chupp who located a 1928 class ring while diving in a nearby Michigan lake. Mr. Chupp opened his remarks by thanking the Board for their efforts and how pleased he is with the education his children are receiving in the district. The ring he located has been added to memorabilia display in the lobby. When asked about other finds, he mentioned locating a lost wedding ring and a buck knife he was able to return to the owners.

From the Staff

The meeting adjourned at approximately 7:50 p.m.

Adjournment

APPROVED:

Signatures

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

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Karen S. Carter, Vice President

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Douglas K. Weaver, Secretary

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Rodney J. Dale, Member

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

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

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



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

Elkhart Community Schools  
Elkhart, Indiana

March 21, 2017

Pierre Moran Middle School, 200 West Lusher Avenue, Elkhart – 7:00 a.m.

Time/Place

Board Members  
Present:

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

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

Roll Call

Absent:

Glenn L. Duncan

ECS Personnel Present:

Tony England  
Tony Gianesi  
Rob Haworth  
Dawn McGrath

Pam Melcher  
Carl Rust  
Kevin Scott  
Doug Thorne

The Board heard an update on K-8 alternative education and long-term solutions presented by Tony England, Assistant Superintendent of Student Services, and Carl Rust, Elkhart Elementary Academy Director. Tony Gianesi, Chief Operating Officer, guided a walk-through of the building taking into consideration the construction project possibilities as a result of the Strategic Plan, and discussed expectations regarding appearance and use of the building.

Topics  
Discussed

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

Adjournment

APPROVED:

Signatures

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

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Rodney J. Dale, Member

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Karen S. Carter, Vice President

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Glenn L. Duncan, Member

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

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

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

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

3/22/2017

(Date)

TO: Board of School Trustees  
FROM: Dr. Robert Haworth, Superintendent of Schools  
SUBJECT: Profile of Memorial High School  
(Name of School)

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Number of Staff: 5 Administrators 108 Certified Staff 64 Classified Staff

Enrollment: 1,555 Total 48 %White 14 %Black 28 %Hispanic 2 %Asian 0 %Amer. Indian 7 %Multi Racial 2 %Pac. Island /Hawaiian 3/23/17 As of Date

Previous Year Stability Rate: 64  
Stability percentage is calculated by dividing the number of students who attended one school all year by the number of students who attended at any point.

Parent Involvement: 2  
% of Families Represented PPAC or Booster Club

Special Education:  
See Attached

% on Free Lunches: 45% % with Reduced Lunches: 11%

Breakfast Program: 259  
Average Daily Participation

See Attached

- Special Programs
- Special curriculum features
- Awards/honors

Attachments: School Improvement Plan Information and Graduation Rate History

### Special Education:

EMHS is very proud of our special education program. It is important for us to have an inclusive educational environment. We offer Unified Track, Adaptive PE, hold Special Ed Dances with general ed students and include many of our Intense Special Education students in our elective courses as we can. Our Intense Classrooms connect with our school in various ways, including the recycling program, help clean the cafeteria, and they hold special events for our staff. Most recently the Intense Classrooms developed a Valentine's Day lunch for our staff as they collected money, made the food and distributed the food to the staff. We are very proud of the many community connections and businesses our students are involved in. They do community service and are involved in school-to-work opportunities and internships.

### Special Programs:

Early College

Air Force ROTC

Mentoring Program-EMHS Athletes mentor West Side Middle School students and at Woodland Elementary

Freshmen Academy

Senior Intervention Specialist Team

Advanced Placement Specialist and incentive programs

Athletic Eligibility Specialist

Leadership Series for Athletes - Community Leaders speaking to our Athletes

### Special Curriculum:

Science Research Class

Development of new classes, such as AFROTC, Digital Design, AP Computer Science, ASL

### Awards/Honors:

ISSMA State Vocal Jazz Finalist (State Finals this weekend-only 8 schools)

Dozens of students recognized at recent ISSMA events

Many students recognized as winners at the recent Notre Dame Science Fair

2 Students Advanced to State Speech Meet

Various Athletic Awards

2017 State of Indiana Female Bowler of the Year

**ELKHART MEMORIAL HIGH SCHOOL**  
2608 California Road, Elkhart, 46514  
Phone: 262-5600  
Fax: 262-5625

Principal's Office

Cary Anderson  
Deb Keller

Principal  
Secretary/5636

LaTosha Bonds  
Darlene Ballard

Assistant Principal  
Secretary/5620

Frank Kurth  
Audriana Coleman

Assistant Principal  
Secretary/5689

Skip Smeltzer  
Audriana Coleman

Assistant Principal  
Secretary/5689

Denny Trigg  
Audriana Coleman

Assistant Principal  
Secretary/5689

Athletic Office 262-5633  
Athletic Office Fax 262-5925

Jacquelyn Rost  
Phyllis Tubbs  
Rose Bloss

Athletic Director  
Assistant Athletic Director  
Secretary/Ticket Manager

Boys' Head Coaches

Scott Rost  
Kyle Sears  
Adam Homo  
Scot Shaw  
Ryan Wixon  
Todd Sheely  
Nick DeJong  
Joe Rallo  
Brian Weaver

Baseball  
Basketball  
Cross Country/Track  
Football  
Golf  
Soccer  
Swimming  
Tennis  
Wrestling

Girls' Head Coaches

Steven Scott  
Courtney Kipker  
Adam Homo  
Todd King  
Don Knowlton  
Craig Sears  
Nick DeJong  
Alex Holtz

Basketball  
Cheerleading  
Cross Country  
Golf  
Soccer  
Softball  
Swimming  
Tennis

**ELKHART MEMORIAL HIGH SCHOOL - Continued**

Adam Homo  
Jacqueline Rost

Track  
Volleyball

Guidance Office 262-5628  
Guidance Office Fax 262-5698

Michelle Kessler  
Adrienne Bashore  
Camille Evans  
Larry Fielstra  
Allison Makowski  
Summer Runyan

Chairperson/5623

**Secretarial Staff**

Maritza Banuelos  
Janine Deshone  
Tracey Donati  
Sandy Iavagnilio  
Sara Valencia  
Michelle Yoder

Registrar/5645  
Receptionist/5600  
Media Secretary  
Music Secretary  
Student Office  
Guidance Secretary/5628

**AF JROTC**

Scott Rutledge

**Art**

Matt Hartman  
Whitney Goeglein  
Kevin Hartman  
Alia Munley

Chairperson

**Business Education**

Rodney Donigan  
Bruce Baer  
Sarah Bowerman

Chairperson

Community Liaison 262-5600/2154

Sarah Miles

**ESL**

Elizabeth Brenneman  
Adriana Don  
Maria Hernandez

## ELKHART MEMORIAL HIGH SCHOOL - Continued

### Family & Consumer Science

Rachael Meyers  
Ann Jagla  
Kara Sears

Chairperson

### Industrial Technology

Nicholas Seidl  
Brad Robertson

Chairperson

### Language Arts

Kerry Leader  
Jean Clements  
Todd Efsits  
Sherri Greenfield-Ludwig  
Jeffrey Hemmerlein  
Michael Henderson  
Adam Homo  
Kathryn Lane  
Megan Lewis  
Kasey Lutrell  
Jeff Miller  
Eileen Misener  
Corin Sailor  
Heather Walker

Chairperson

### Mathematics

Alex Holtz  
Kathleen Bain  
Lori Booker  
Lance Carter  
Gayle Davidhizar  
Tina Davidhizar  
Stephanie Doncilovic  
Elaine Dulaney  
Susan Efsits  
Sarah Horn  
Amanda Reichler  
Kyle Sears  
Amy Semancik  
Stacy Shields  
Julie Tyrakowski  
Julie Willard

Chairperson/5602

**ELKHART MEMORIAL HIGH SCHOOL - Continued**

Media Services

Colleen Shook

Media/5621

Music

Kurt Weimer  
David Brennan  
Joshua Hren  
Molly Kellner  
Jacob Robaska  
Rebecca Yoder

Chairperson/Band/5644  
Music  
Choir  
Music  
Assistant Band  
Orchestra

Nurse/5607

Deborah Canfield

Physical Education and Health

Janie Boyden  
Jon Cook  
Darlene Owings  
Scott Rost  
Scot Shaw

Chairperson/5613

Psychologist

Lisa Ward

School-To-Work/5842

Dana Soptich

Science

Edward Hibshman  
Jon Cerling  
Heather Fellows  
Geetha John  
Heidi Krusenklous  
Rebecca Loar  
Brenda Mueller  
Erica Shannon  
Eric Shipp  
Ryan Strozier  
Jennifer Summers  
John Taylor

Chairperson/5641

## ELKHART MEMORIAL HIGH SCHOOL - Continued

### Social Studies

Sonya Harrington  
Stephen Asbury  
Stefanie Foster  
Bryan Hunter  
Adam Meyers  
Brandon Miller  
Marshall Sheely  
Andre Tchakerian  
Joseph Waltz  
Bryon Whitten

Chairperson/5639

### Social Worker

Dave Repogle

### Special Education

Kristina Thomas-Bartley  
Denise Downing  
Franchesca Hawkins  
John Himschoot  
Don Knowlton  
Linda Ogle  
Tracy Sanders  
Steve Scott  
Dana Soptich  
Jana Spears

Chairperson  
Mild Interventions  
Mild Interventions  
Mild Interventions  
Intense Interventions  
Intense Interventions  
Intense Interventions  
Intense Interventions  
Intense Interventions  
Mild Interventions (Job Coordinator)  
Intense Interventions

### Speech and Hearing Pathologist

Nancy Harper

### World Languages

Stephanie Scalise  
Mary Boehman  
Jodi Buoscio  
Tami Eder  
Hiromi Hollett  
Laura Stauffer

Chairperson/5638

### Paraprofessionals/Technical Assistants

JoAnn Adams  
Donna Banks  
Cherie Books

Mild Interventions Paraprofessional  
Intense Interventions Paraprofessional  
School Safety Paraprofessional



## ELKHART MEMORIAL HIGH SCHOOL - Continued

Debra Cogswell  
Amanda Fisher  
Denise Harris  
Angela Hubbard  
Michael Johnson  
Sherry Krask  
Teri Liponoga  
Janell Lunsford  
Seth Miller  
Brenda Rogers  
Kirsten Smith  
Zachary Stone  
Cynthia Thompson  
Kristine VanZile  
Laura Walterhouse  
Nina White  
Ashley Johnson  
Tami Zonker

Mild Interventions Paraprofessional  
Mild Interventions Paraprofessional  
Intense Interventions Paraprofessional  
Mild Interventions Paraprofessional  
Study Hall Paraprofessional  
Intense Interventions Paraprofessional  
Intense Interventions Paraprofessional  
Mild Interventions Paraprofessional  
Intense Interventions Paraprofessional  
Job Coach Paraprofessional  
Music Technical Assistant  
Intense Interventions Paraprofessional  
Mild Interventions Paraprofessional  
Mild Interventions Paraprofessional  
Mild Interventions Paraprofessional  
Intense Interventions Paraprofessional  
ISS Paraprofessional  
Intense Interventions Paraprofessional

### Cafeteria

Donna Karacson  
Lori Arisman  
Teresa Byrkett  
Timary Dupree  
Elizabeth Elkins  
Brenda Goethals  
Patricia Goins  
Jenny Green  
April Hunt  
Stacey Ilnicki-Weaver  
Christy Jackson  
Sara Lewter  
Stella McClinton  
Kelly Myers  
Deb Simons  
Kristin Thalheimer  
Rosie Washington  
Barbara Wolf

Manager

### Custodial and Maintenance

Willie (Dean) Coleman  
Mike Weaver  
Thomas Doke  
Monty Donathen  
Anthony Bailey  
Betty Beadin  
Victoria Cockerham

Head Custodian  
Night Supervisor  
Building Engineer  
Head Grounds

**ELKHART MEMORIAL HIGH SCHOOL - Continued**

Audrey Dalton  
Janie Halliburton  
Maurice Johnson Sr.  
Robert Myers  
Kim Raymond  
Belinda Siler

# Elkhart Community Schools Graduation Rate History\*

Year	Elkhart Central HS		Elkhart Memorial HS		ECS		Indiana	
	# Grads	Rate	# Grads	Rate	# Grads	Rate	Rate	Rate
2005-06	252	58.9	307	66.7	559	62.1	76.5	
2006-07	301	68.3	318	64.6	619	66.3	78.4**	
2007-08	288	61.9	309	63.3	597	62.7	79.7**	
2008-09	299	68.8	339	71.8	638	70.4	83.3**	
2009-10	278	74.1	324	76.6	602	75.4	85.9**	
2010-11	288	86.7	327	80.0	615	83.0	87.1**	
2011-12	298	84.7	308	84.4	606	84.5	88.7**	
2012-13	334	85.0	331	84.3	665	84.6	88.6**	
2013-14	335	87.2	320	86.5	655	86.9	90.0**	
2014-15	321	87.7	350	88.4	671	88.1	88.9**	
2015-16	321	90.2	375	87.4	696	88.7	89.1	

\*Graduation rate calculations changed substantially for the Class of 2006. The current formula is a 4-year, on-time rate for earning diplomas (not certificates).

\*\* Statewide rates currently published on the IDOE website are different than those previously published. This table provides the updated figures. Statewide rates include both public and non-public schools.

ACCOUNT BALANCES/INVESTMENT DETAIL  
February 2017

PETTY CASH	\$	500.00
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GENERAL ACCOUNTS:

Lake City Bank		19,998,819.93
Lake City Bank – Merchant Account		-
Teachers Credit Union		2,894,618.60
BMO Harris Bank (UMR insurance)		407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank		(964,048.44)
Change Fund		2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank		2,049,426.53
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PAYROLL ACCOUNTS:

Lake City Bank – Payroll Account		-
Lake City Bank – Flex Account		51,713.85
Teachers Credit Union-Payroll Account		-
Teachers Credit Union - Flex Account		11,799.13

INVESTMENTS:

Certificate of Deposit		-
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	\$	24,452,259.60
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ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DAVID BENAK** *ARB*

**DATE: MARCH 8, 2017**

**RE: DONATION APPROVAL – EACC FFA EXTRA CURRICULAR FUND**

We are in receipt of a generous extracurricular donation in the amount of \$1845.40 for the EACC FFA program. This donation will go towards contest fees, supplies, members' shirts, convention fees, and 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:

HF Restaurants, LLC  
DBA Culver's of Elkhart  
2726 Emerson Drive  
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: March 13, 2017  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Jacquie Rost  
Elkhart Memorial, Athletic Director  
RE: Donation Approval

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

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

Stahl Heating & Air Conditioning  
53863 Co Rd 17  
Bristol, IN 46507



**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 13, 2017

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Jacquie Rost  
Elkhart Memorial, Athletic Director

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 tournaments, team posters, and senior banners as well as other miscellaneous costs associated with this program.

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

Patrick Industries, Inc.  
107 West Franklin St. P.O. Box 638  
Elkhart, IN 46515



**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 22, 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:

Vaughn and Cindy Nickell  
51147 Maplewood Drive  
Elkhart, IN 46514





**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:** March 10, 2017  
**RE:** Donations for West Side Memorial Bench and Garden

West Side Middle School would like to graciously acknowledge the donation of \$1500 from Kerry & Gail West and Family to be used in purchasing the West Side Memorial Bench. The staff and students are very appreciative of this kind donation which will allow us to not only purchase the bench, but to also landscape the area around the bench.

Mr. & Mrs. Kerry West and Family  
58299 Randy Dr.  
Goshen, IN 46528

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
March 28, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Feeser Student Council	Students will participate in Penny Wars for Riley's Children's Hospital. All proceeds will be donated to Riley's.	5/1/2017-5/5/2017	3/20/2017	Daleanne Woods
North Side Jr. Honor Society	Students will pay to participate in several activities: break the dress code; purchase positive messages at lunch hour, and participate in a dodge ball tournament. Proceeds will be used for the induction ceremony and other NJHS activities.	4/10/2017-4/28/2017	3/15/2017	Jennifer Smith
Central Girl's Tennis	Students will sell advertising banners to hang on tennis court fence during the tennis season. Proceeds will be used to purchase spirit wear, tennis balls and indoor court time.	4/1/2017 - 4/14/2017	3/20/2017	Ric Wiskatoni
Central Boy's Golf Team	Athletes will participate in a Drive-A-Thon. The athletes will collect donations on the basis of the best 5 drives out of 10. Proceeds will be used for uniforms and equipment.	4/14/2017	3/15/2017	Scott Sekal
Central Girl's Tennis	Hacienda will host a Give Back Night. Proceeds will be used for uniforms, tennis balls, and indoor court time.	4/17/2017	3/20/2017	Ric Wiskotoni
Central Future Problem Solvers	Panda Express on Cassopolis Street will host a Give Back Night. Proceeds will be used for registration for state competition.	4/17/2017	3/15/2017	Jessica Schibley
Central Key Club	A Nelson's Chicken sale will be held. Proceeds will be used for operating costs and fees to attend the District Leadership Convention in Muncie.	4/30/2017	3/20/2017	Krista Riblet
Memorial Military Club	Club members will photograph students and staff at MHS and then positive messages will be posted on social media for military personnel. Donations will be received through a GoFundMe site. Money raised will be used to purchase Wall of Heroes plaques and for materials associated with upkeep of the wall.	3/29/2017 - 5/10/2017	3/20/2017	Andre Tchakerian
Memorial Jr. ROTC	Students will take the attached donation request letter to area businesses asking for funds to offset the costs of holding an AFJROTC Military Ball. Funds raised will be used to cover the cost of the ball.	4/1/2017 - 4/30/2017	3/16/2017	Scott Rutledge

	<b>Please note the following fundraisers are presented for confirmation only.</b>			
Pierre Moran Girl's Basketball	Athletes received pledges for every free throw made out of 100 attempts. Proceeds were used toward the purchase of warm-up pants and team socks.	3/13/2017	3/21/2017	Michael Mitchell & Jen Lemunyon

To Whom It May Concern:

14 March, 2017

Elkhart Memorial High School Air Force Junior ROTC will hold their first annual Military Ball on 15 April, 2017. To help defray the costs associated with food, drink, and decorations, we are seeking voluntary donations. A donation from your organization for any amount would be greatly appreciated, and used to defray the cost per cadet.

An Air Force Junior ROTC Military Ball is historically a formal event designed to promote esprit de corps among the cadets and their guests. The ball works to introduce the cadets to the formal ceremonies that take place at military installations around the world, and acts as a reward for a school year filled with hard work, and dedication to the school and community. From the National Anthem, to the final dance of the evening, these young future leaders will be parts of something most never get the opportunity to experience. Thank you in advance for any help you can provide to help make this an exceptional evening.

Scott R. Rutledge

SMSgt., USAF (ret)

Senior Aerospace Science Instructor

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3120.01S/page 1 of 5  
*(as presented during the 3/14/17 BST meeting)*

## 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

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed Revised** 3120.01S/page 2 of 5  
*(as presented during the 3/14/17 BST meeting)*

- F. maintenance personnel
- 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

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3120.01S/page 3 of 5  
*(as presented during the 3/14/17 BST meeting)*

## 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;

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed Revised** 3120.01S/page 4 of 5  
*(as presented during the 3/14/17 BST meeting)*

- B. not later than January 8, 2006, meet the requirements for newly 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.



# policy

BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS

PERSONNEL  
**Proposed Revised** 3120.01S/page 5 of 5  
*(as presented during the 3/14/17 BST meeting)*

© NEOLA 2006/**March 28, 2017**

## HEAD START CONSORTIUM

### AMENDMENT THREE TO INTERLOCAL AGREEMENT

This Amendment Three (“Amendment”) amends the Head Start Consortium Interlocal Agreement (“Agreement”) dated July 23, 2004, entered into by and between: Baugo School Corporation, the Concord Community School Corporation, Elkhart Community Schools, the Goshen Community School Corporation, the John Glenn School Corporation, the Middlebury Community School Corporation, School City of Mishawaka, the Penn-Harris-Madison School Corporation, the South Bend Community School Corporation, Wa-Nee Community Schools, Union-North United School Corporation. Capitalized terms not defined herein shall have the meanings given to them in the Agreement. The parties hereby amend the Agreement as follows:

1. Joint Board of Directors and Its Powers. Subsection (2) of Section 3.01, Members of Joint Board, is hereby deleted and replaced in its entirety with the following:

“Voting members of the Joint Board will consist of the persons who from time to time serve as either the Ssuperintendents of each Participation Corporation or, if not the Superintendent of a Participating Corporation, then a single designees of ~~each of the that~~ Participating Corporations who has been appointed to represent the Participating Corporation by its Board of School Trustees and one parent of a child who is currently enrolled in the Head Start Consortium. A designee appointed by a Participating Corporation shall be appointed for a period of no less than one academic year (absent extenuating circumstances) and must possess qualifications of a “district level administrator: superintendent” as set out in Indiana Administrative Code. In addition, one parent of a child who is currently enrolled in the Head Start Consortium may serve as a voting member of the Joint Board.”

2. Effect of Amendment. Subject to the above modifications, the Agreement remains in full force and effect.

3. Effective Date. Under Section 6.04, Amendment to Agreement, this Amendment becomes effective upon the approval of a simple majority of the governing bodies of the Participating Corporations

BAUGO SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

CONCORD COMMUNITY SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

ELKHART COMMUNITY SCHOOLS

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

GOSHEN COMMUNITY SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

JOHN GLENN SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

MIDDLEBURY COMMUNITY SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

SCHOOL CITY OF MISHAWAKA

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

PENN-HARRIS-MADISON SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

SOUTH BEND COMMUNITY SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

WA-NEE COMMUNITY SCHOOLS

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

UNION-NORTH UNITED SCHOOL CORPORATION

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3422.06S/page 1 of 18

## SECRETARIAL/BUSINESS COMPENSATION PLAN

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

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

\*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed Revised** 3422.06S/page 2 of 18

## Secretarial Classifications

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

## Classifications

<u>IV-V</u>		<u>Secretarial</u>	<u>Business</u>
			<u>Certified Payroll Assistant</u> <u>Classified Payroll Assistant</u> <u>Classified Human Resources Assistant</u>
<u>IV.</u>		<u>Secretarial</u>	<u>Business</u>
<del>Personnel (Certified)</del> <del>Personnel (Classified)</del> <del>Director of Student Services</del> Director of Career & Technical Ed. High School Principal <del>Instruction &amp; Learning</del>			<u>Certified Payroll</u> <u>Classified Payroll</u> <u>Building Services Office Manager</u> <u>Payroll Assistant</u> Director of Business Operations Insurance <u>EACC - WVPE Office Manager</u> Director of Transportation Mail Room/Duplicating <i>** (effective January 1, 2013)</i>
<u>III.</u>		<u>Secretarial</u>	<u>Business</u>
<del>C &amp; I Secretary</del> EACC Director of Community Ed EACC Principal EACC Central Office/Guidance/Accounting <del>EACC - WVPE</del> Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals <del>LIFE Program</del> <u>Elkhart Academy</u> <del>Building Services - Clerical Assistant</del> Student Services Secretary (5 positions) Secretary/ <del>Personnel</del> <u>Human Resources</u> <del>Sr. Director of</del> Data & Communications <del>Switch Board/Personnel Assistant</del> <u>Receptionist</u> Library Services (CO) *Federal Programs			Business Office/Purchasing Cafeteria <u>Payroll Assistant</u> Computer Operator/Bus Garage Building Services-Textbook Coordinator Director of Food Services



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed Revised** 3422.06S/page 3 of 18

II. Secretarial	Business
Board of School Trustees Assistant Adult & Community Ed. Data Entry Adult & Community Ed. Receptionist Office Assistants High School Assistant Principal High School Media Center Middle School Assistant EACC Supervisor of Career & Technical Education	EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS)

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

There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

~~January 10, 2017~~ March 28, 2017

# policy

BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS

PERSONNEL  
Proposed Revised 3422.07S/page 1 of 24

## EXECUTIVE ASSISTANTS' SALARY SCHEDULE

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

### Annual Base Salary Amount

Each year the Superintendent and/or his/her designee(s), and the Executive Assistants on this schedule shall meet and determine a recommendation to the Board regarding the annual base salary and policy changes affecting these staff members. The year shall be January 1 to December 31.

# policy

## Salary Factor Range and Review

- A. Each Executive Assistant shall be assigned a salary factor range which shall serve as a range for salaries applicable to that given position. This salary factor range is intended to reflect the actual degree of responsibility in a particular assignment, as well as the expected minimal amount of time required to perform the responsibilities. Such salary factor range takes into account both qualitative and quantitative aspects of a particular assignment.

Salary Factor Range*	Assignment
.92 - 1.09	Executive Assistant to Superintendent of Schools
.80 - .97	Executive Assistant to Chief Financial Officer and Chief Operating Officer
.80 - .97	Executive Assistant to District Counsel/Chief of Staff
.80 - .97	Executive Assistant/Human Resources
<u>.80 - .97</u>	<u>Executive Assistant/Student Services</u>
<u>.80 - .97</u>	<u>Executive Assistant/Instructional Leadership</u>

\* Apply factor to base amount of \$54,950

~~January 1, 2017~~ March 28, 2017



DISTRICT COUNSEL/  
CHIEF OF STAFF

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**

**DR. ROB HAWORTH  
SUPERINTENDENT**

**FROM: W. DOUGLAS THORNE**

**DISTRICT COUNSEL/CHIEF OF STAFF**

**DATE: MARCH 23, 2017**

**RE: PROPOSED BOUNDARY CHANGES**

Attached to this memorandum are the proposed written boundary changes, current boundary maps, and proposed boundary maps for the following elementary schools:

Beardsley Elementary School  
Hawthorne Elementary School  
Mary Beck Elementary School  
Riverview Elementary School  
Roosevelt Elementary School

These proposed changes provide attendance boundaries for the Mary Beck - IUSB Lab School which will result in the school becoming a "walk zone" for all students. I would like to bring this to the Board for its first reading on March 28, and again on April 11 for board consideration. On March 28, I will provide each of you with a hard copy of the attached descriptions and maps to make it easier for you to review.

The Instructional Leadership Department has scheduled a parent meeting on March 30 at Mary Beck to discuss the proposed attendance boundary.

Should you have any further questions, please feel free to call.

WDT/dls

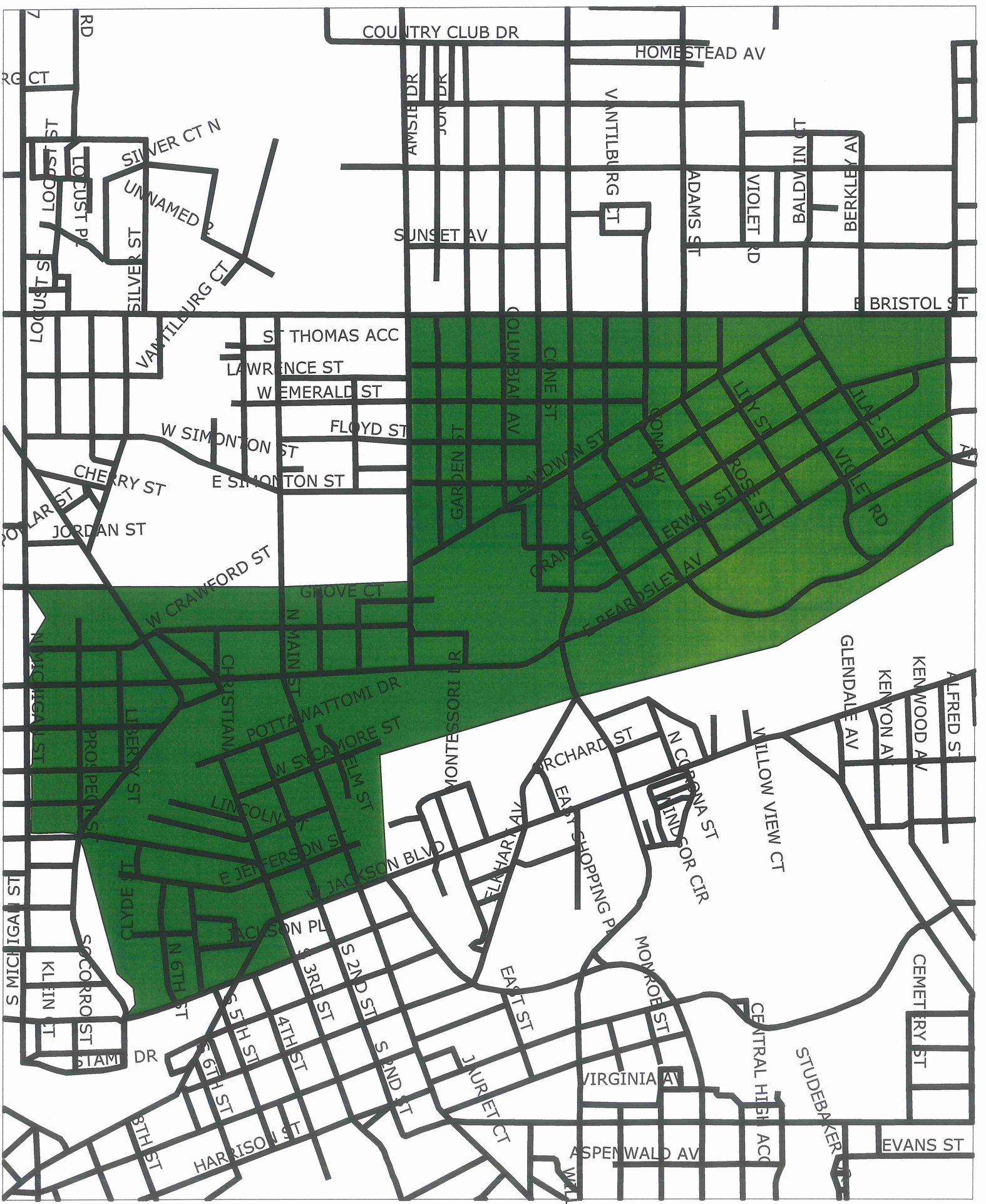
**BEARDSLEY**

North: East on Bristol Street from Cassopolis Street to Independence Street.

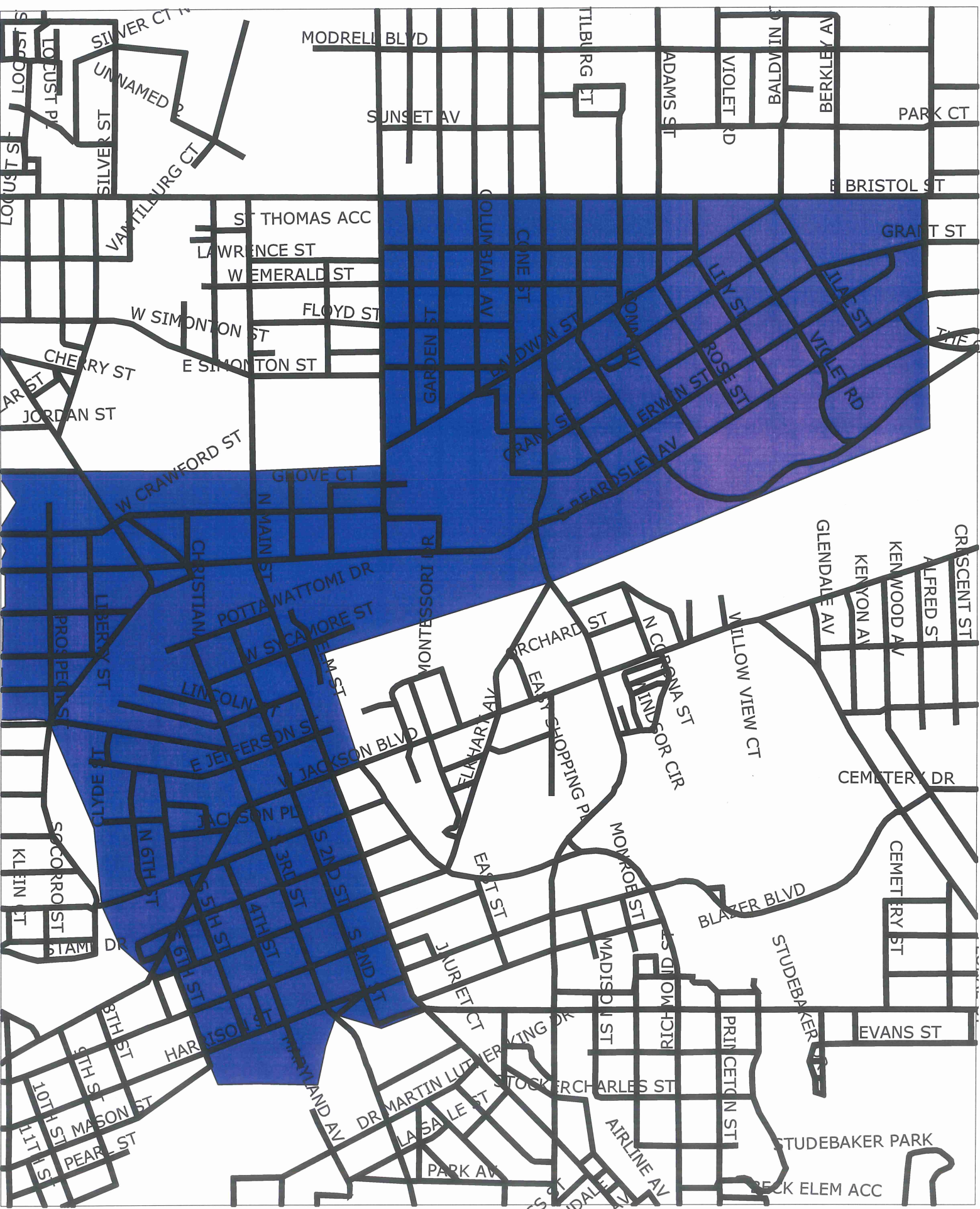
East: South on Independence Street extended (both sides) to the St. Joseph River.

South: West on the St. Joseph River to the Elkhart River; ~~S~~ south on the Elkhart River to Jackson Boulevard; ~~W~~ west on Jackson Boulevard to ~~3<sup>rd</sup>~~ Main Street; south on ~~3<sup>rd</sup>~~ Main Street to ~~W. Lexington Avenue~~ Tyler Street (both sides); ~~west on W. Lexington Avenue to the St. Joseph River~~ west on the railroad tracks to 6<sup>th</sup> Street; ~~north on the St. Joseph River to the Sherman Street bridge~~; ~~west on Bower Street (neither side) to Michigan Street.~~

West: North on 6th Street to W. Franklin Street; west on W. Franklin Street to Vistula Street; northwest on the St. Joseph River to Bower Street; west on Bower Street (neither side) to N. Michigan Street; ~~North~~ north on N. Michigan Street (neither side) to Mishawaka Street; east on Mishawaka Street extended to Cassopolis Street; north on Cassopolis Street to Bristol Street.



CURRENT BEARDSLEY BOUNDARY



**PROPOSED BEARDSLEY BOUNDARY**

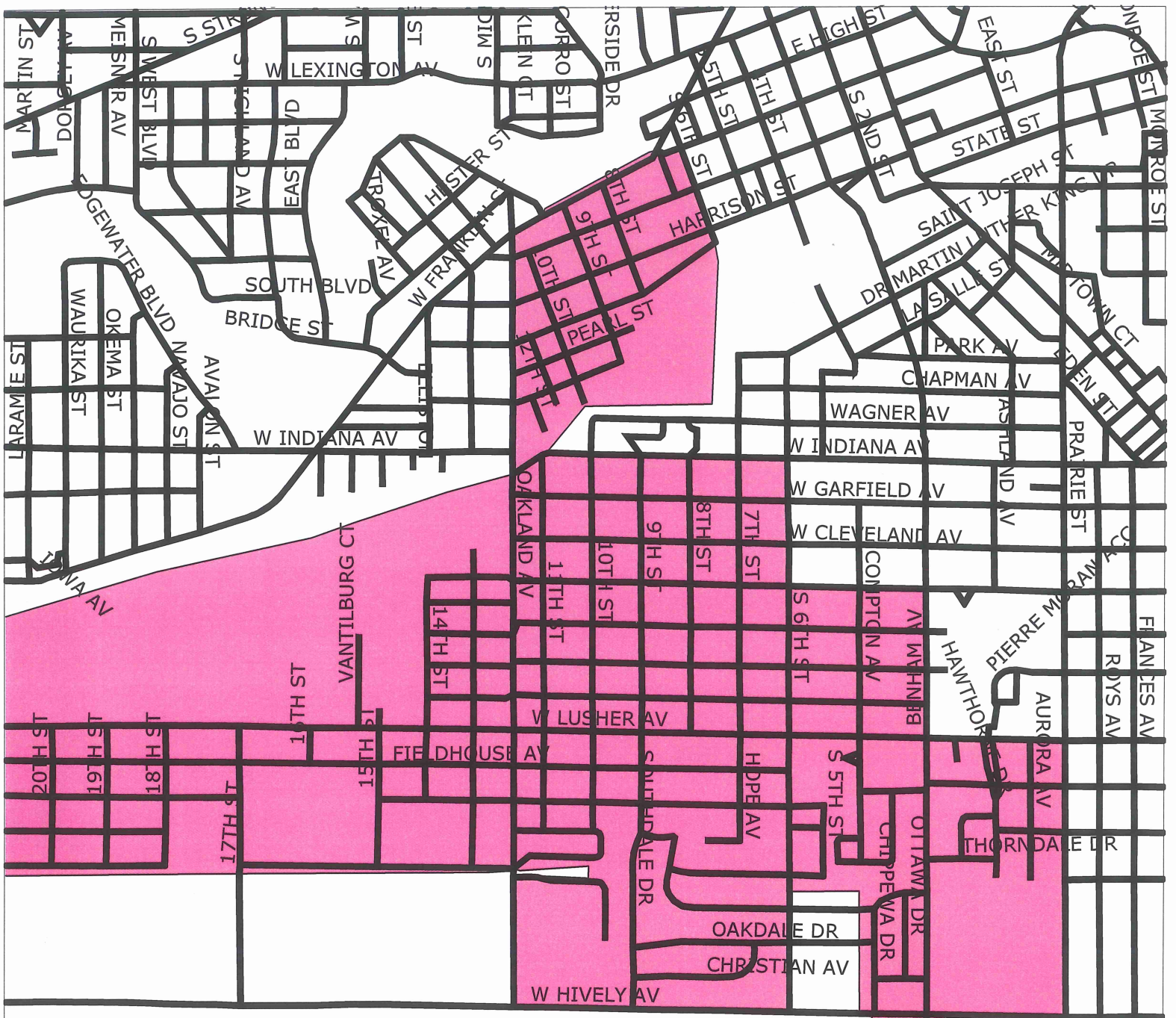
## HAWTHORNE

- North: East on the railroad from Nappanee Street to Oakland Avenue; ~~south on Oakland Avenue to W. Indiana Avenue~~ north on Oakland Avenue to W. Franklin Street; east on W. Franklin Street to South Shore Drive; east on W. Franklin Street (both sides) to Collins Court; east on W. Franklin Street to S. 6<sup>th</sup> Street; south on S. 6<sup>th</sup> Street to the railroad tracks; west on the railroad tracks (north side only) to 11<sup>th</sup> Street extended; east on W. Indiana Avenue to S. 6<sup>th</sup> Street; ~~east on W. Indiana Avenue to S. 6<sup>th</sup> Street.~~
- East: South on S. 6<sup>th</sup> Street to W. Wolf Street; ~~west~~ east on W. Wolf Street to Benham Avenue; south on Benham Avenue to W. Lusher Avenue; ~~west~~ east on W. Lusher Avenue to Prairie Street; south on Prairie Street to Hively Avenue.
- South: West on Hively Avenue to a point 225 feet east of Benham Avenue; south to approximately 425 feet north of Mishawaka Road; west to Benham Avenue, continue west .2 of a mile on a parallel to Mishawaka Road; north and east to Benham Avenue to include the Biblical Seminary; north on Benham Avenue to Hively Avenue; west on Hively Avenue to Compton Avenue extended; north on Compton Avenue extended to Carlton Avenue; west on Carlton Avenue to 6<sup>th</sup> Street; south on 6<sup>th</sup> Street to Hively Avenue; west on Hively Avenue to Oakland Avenue; north on Oakland Avenue to the north property line of Oaklawn Center; east to the west property line of Southdale Drive; north to the south property line of Sunrise Drive (south); west to Oakland Avenue; south on Oakland Avenue to the south property line of the Armory (966 feet north of Hively Avenue); west to 15<sup>th</sup> Street extended; north on 15<sup>th</sup> Street extended to Leininger Avenue; west on Leininger Avenue (both sides) to 17<sup>th</sup> Street; south on 17<sup>th</sup> Street to an east-west alley extended; west on the alley extended to 18<sup>th</sup> Street; north on 18<sup>th</sup> Street to Leininger Avenue; west on Leininger Avenue (both sides) to Nappanee Street.
- West: North on Nappanee Street to railroad.





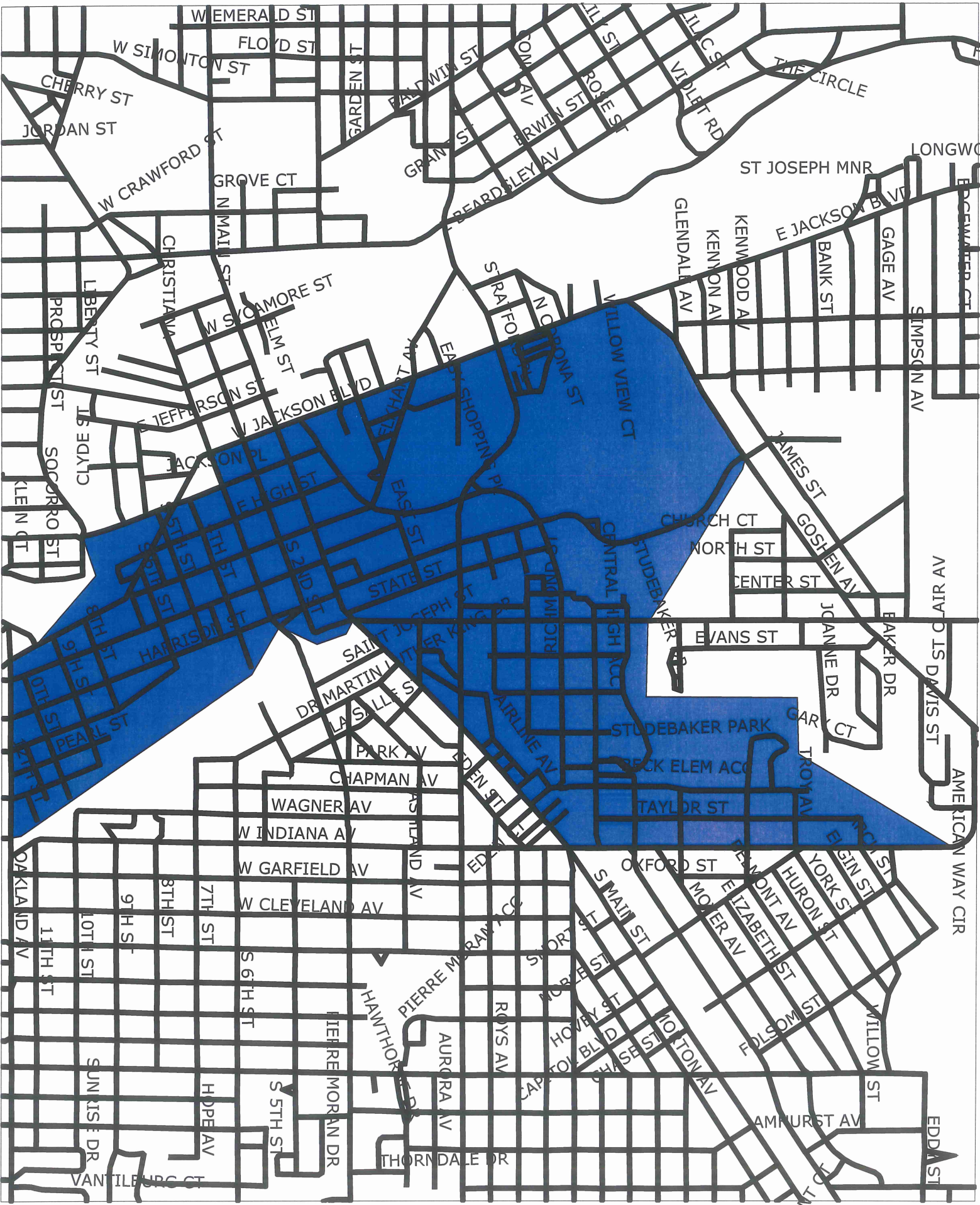
CURRENT HAWTHORNE BOUNDARY



PROPOSED HAWTHORNE BOUNDARY

**BECK**

- North: ~~East on Jackson Boulevard from 3<sup>rd</sup> Street to Goshen Avenue.~~ East on the railroad tracks from Prairie Street to the Elkhart River.
- East: ~~Southeast on Goshen Avenue to the railroad tracks; west on the railroad tracks to the Elkhart River; south and east on the Elkhart River to E. Indiana Avenue.~~ South on the Elkhart River to E. Indiana Avenue.
- South: ~~West on E. Indiana Avenue to S. Main Street; northwest on S. Main Street to the railroad; west on the railroad to Oakland Avenue.~~ West on E. Indiana Avenue to the railroad tracks.
- West: ~~North on Oakland Avenue to W. Franklin Street; east on W. Franklin Street to S. Shore Drive; east on W. Franklin Street from S. Shore Drive to Vistula Street (both sides); west and north on the St. Joseph River to W. Lexington Avenue; east on W. Lexington Avenue from the St. Joseph River to S. 3<sup>rd</sup> Street; north on S. 3<sup>rd</sup> Street to E. Jackson Boulevard.~~ North on the railroad tracks to Prairie Street.



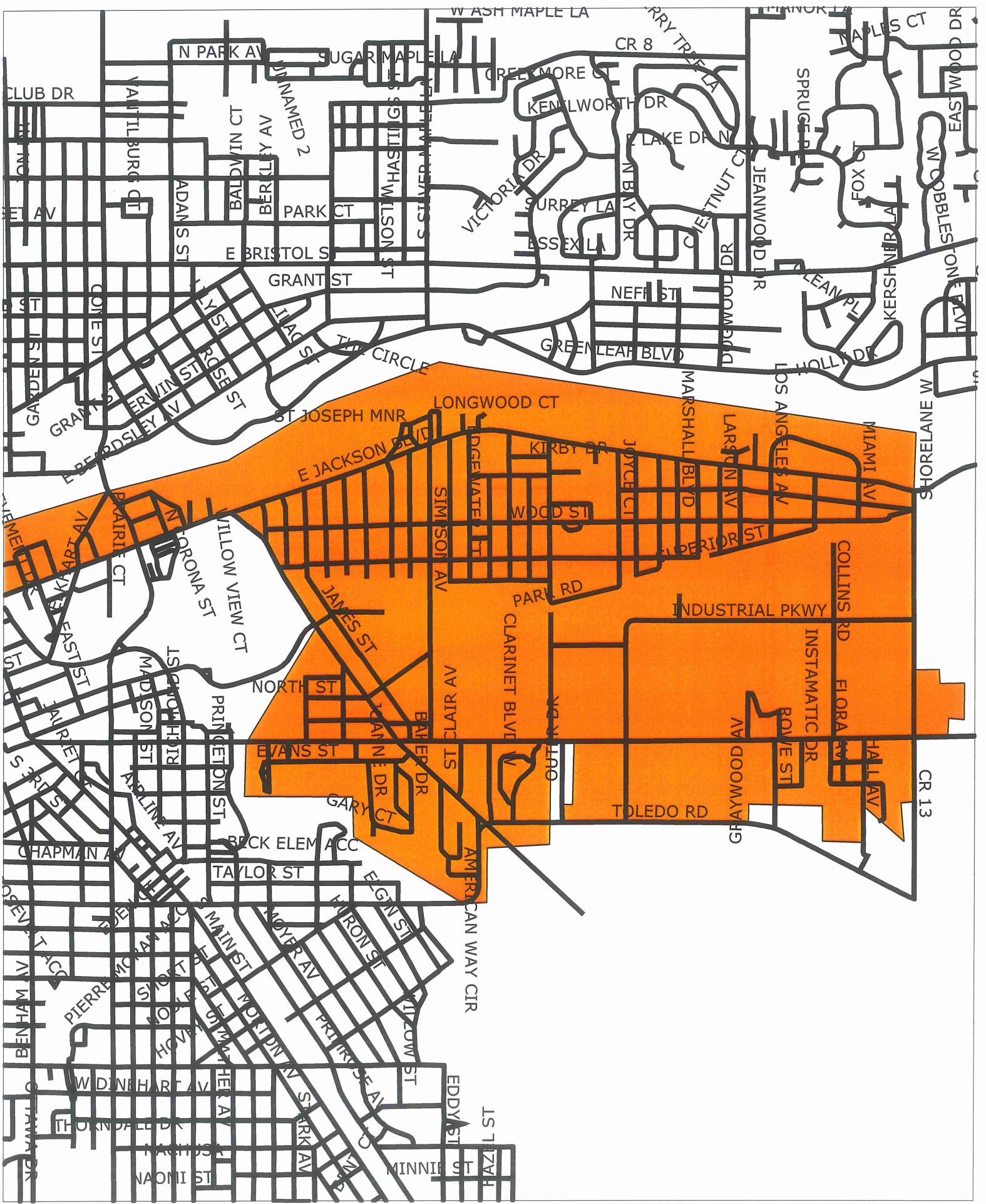
CURRENT MARY BECK BOUNDARY



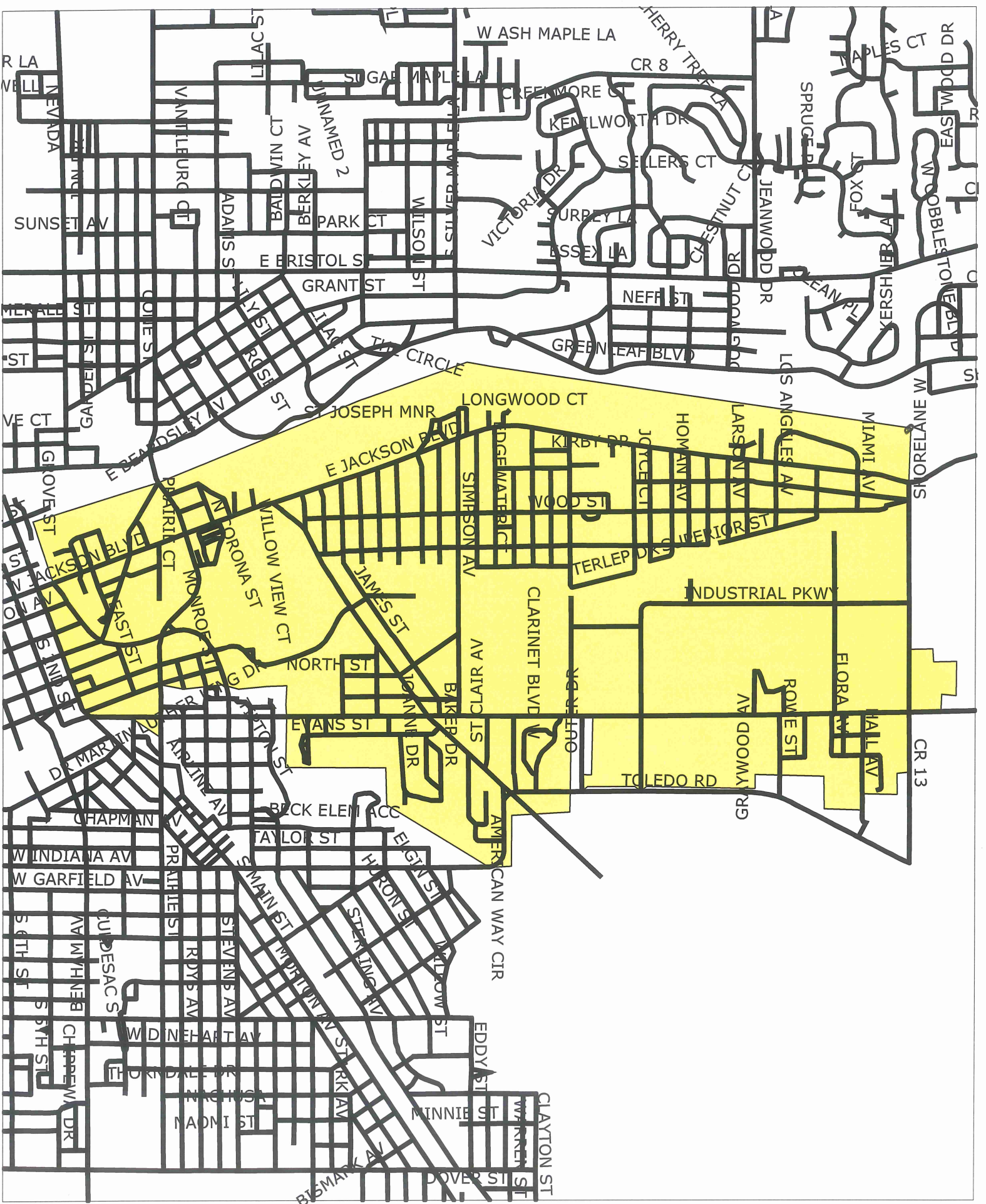
**PROPOSED MARY BECK BOUNDARY**

**RIVERVIEW**

- North: East on the St. Joseph River from the Elkhart River to Middleton Run Road.
- East: South on Middleton Run Road to .14 of a mile north of Middlebury Street; east, south and west on an irregular line back to Middleton Run Road at Middlebury Street, (this includes lot one and part of lot two in Fair Acres Addition, and adjacent land totaling 8.4 acres.); south on Middleton Run Road to .12 of a mile south of Middlebury Street.
- South: West to Hall Manor Addition; south to Bryant Street; west to Hall Avenue; south to .25 of a mile south of Middlebury Street; west .33 of a mile to Toledo Road, (excluding approximately four acres of land on either side of Rowe Street.); west on Toledo Road (neither side) to Outer Drive; north on Outer Drive about 200 feet; east 200 feet and north to Middlebury Street; west on Middlebury Street to the east city limits (approximately in line with Clayton Street and Parker Avenue including Buildings 300, 500, 700, and 900 in the Woodwind community); south to Indiana Avenue extended; west to the Elkhart River; north and west on the Elkhart River to the railroad tracks; west on the railroad tracks to Prairie Street; south on Prairie Street (west side only) to the railroad tracks; west on the railroad tracks to Main Street.
- West: ~~East and north on the Elkhart River to the railroad tracks; east on the railroad tracks to Goshen Avenue; northwest on Goshen Avenue to E. Jackson Boulevard; west on E. Jackson Boulevard to the Elkhart River. North on the Elkhart River to the St. Joseph River.~~ North on Main Street to W. Jackson Boulevard; east on W. Jackson Boulevard to the Elkhart River; north on the Elkhart River to the St. Joseph River.



CURRENT RIVERVIEW BOUNDARY



PROPOSED RIVERVIEW BOUNDARY



**ROOSEVELT**

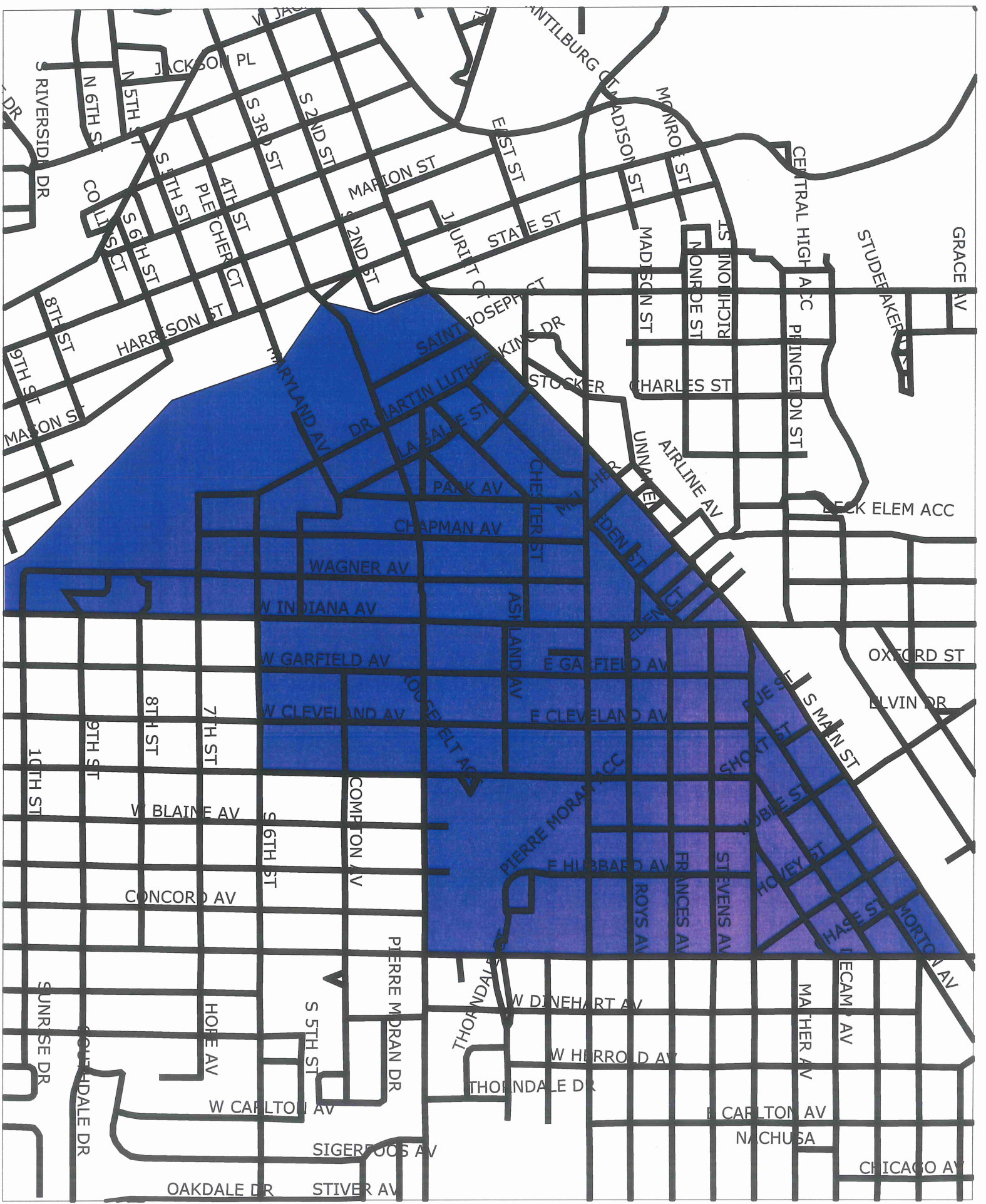
| North: East on the railroad tracks from ~~Oakland Avenue~~ 11th Street extended to Main Street.

| East: ~~Southeast~~ South on S. Main Street to E. Lusher Avenue.

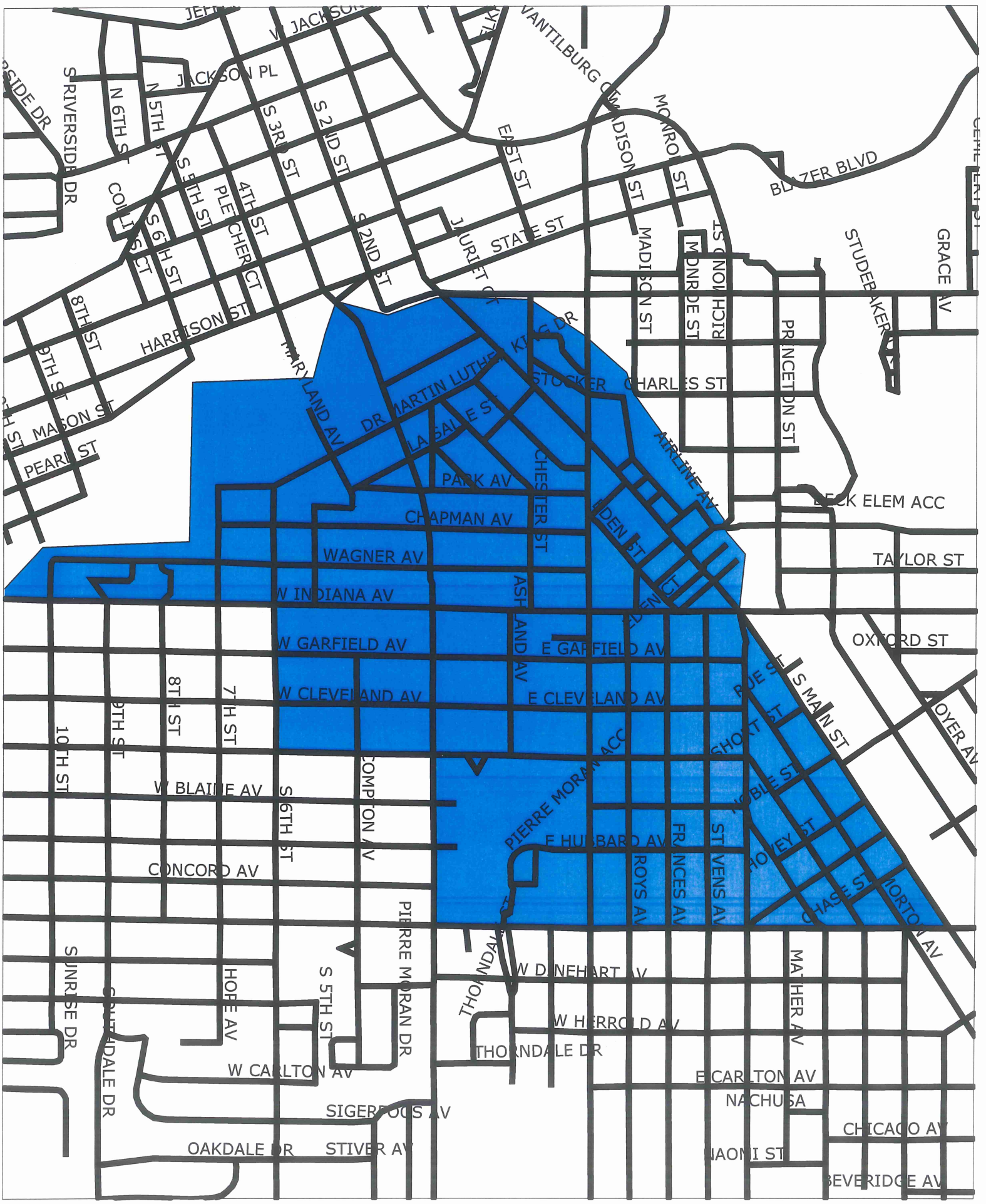
South: West on Lusher Avenue to Benham Avenue.

West: North on Benham Avenue to Wolf Avenue; west on Wolf Avenue to S. 6<sup>th</sup> Street; north on S. 6<sup>th</sup> Street to W. Indiana Avenue; west on W. Indiana Avenue to 11<sup>th</sup> Street extended ~~Oakland Avenue~~; ~~north on Oakland Avenue to the railroad tracks.~~

| ~~August 27, 2013~~ March 28, 2017



CURRENT ROOSEVELT BOUNDARY



**PROPOSED ROOSEVELT BOUNDARY**

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.
School Improvement for Focus & Priority Schools	IDOE	Beardsley, Beck, Roosevelt and Pierre Moran	Beth Williams (in collaboration with building principals)	\$180,000 (\$45,000 per school)	Grant funds will be used to provide professional development to staff and increased learning opportunities for students. The Director of Federal Programs will oversee the management of the grant.	Grant funds will be used to provide professional development to staff and increased learning opportunities for students.	Contracted services for professional development, teacher stipends for professional development, and teacher stipends for increased learning (summer) opportunities for students.
Spread Kindness: Bullying Prevention	Safe Fleet: United Against Bullying	Student Services	Mary Yoder Holsopple	\$5,000	Expenditures will be overseen by Mary Yoder Holsopple. Funds will be used to provide a mid-year booster for the Move2Stand Clubs; provide prizes for the Spread Kindness calendar artwork contest; and print the Spread Kindness calendars.	The Move2Stand mid-year booster helps keep the momentum of the club strong as there is often a slump in the winter. The booster will enhance the students efforts to assist those being mistreated while continuing to grow their message of spreading kindness. The calendar project is designed to capture the creativity of our students in designing artwork with the spread kindness theme. The contest is open to all students K-12. The calendar provides bullying prevention tips, as well as the official school closing and testing dates, all of which parents find useful. Using the artwork of our students, Career Center students create the calendar. This is a learning experience for the second year Graphic Design students as it is a complex process. Both the calendar and the Move2Stand club promote our goal of a bullying-free environment for all students.	Move2Stand mid-year booster--\$3000 for food and substitute teachers. Calendar project--\$2000 for prizes for art contest winners and printing of calendars.
Good Neighbor Grant	Community Foundation of Elkhart Count	District	Kimberly Boynton	\$6,000	The grant funds will utilized to support the costs related to use of the 5 Star Summit Property for the Student Leadership Summit. Kimberly Boynton, Director of Professional Development, Grant Development, and Pre K Services will oversee the grant funds.	Engaging students in this leadership activity supports the work towards strengthened leadership related to school culture and community building. A focus on respect, responsibility, integrity, sacrifice, and courage through team building and independent reflection activities provides students with a foundation to support taking leadership in their buildings and community.	\$6,000 to support the use of 5 Star Summit

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: EACC

Class/Group: Skills USA

Number of Students: 140

Date/Time Departing: 4-21-2017 6:45 am

Date/Time Returning: 4-22-2017 9:00pm

Destination: Indianapolis IN  
City State

Overnight facility: Wyndham, 2544 Executive Dr., Indianapolis, IN 46241

Mode of Transportation: Bus

Reason for trip: State Contest for Skills USA

Names of chaperones:

Ryan Gortney, Angee Gortney, Amy Stutzman, Jon Cheavlier, Ray Collins, Amber Kosar, John Kraus, Jeff Lindke, Tracy Teegarden, Justin Wiard, Mike Youngs, Michele Zachary, Bob Bailly, Marty Hostetler, Mark Hucklerberry, Pete Lestinsky Mike Maloney, Jamie Stith

Cost per student: \$50.00

Describe Plans for Raising Funds or Funding Source:

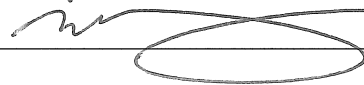
Plans to defray costs for needy students: Student will talk to Advisor

Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor



Signature of Principal:



Date: 3/29/17

\*\*\*\*\*

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

Approval of Assistant Superintendent:



Date: 3/22/17

Approval by Board:

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: EACC  
Class/Group: FIRE FIGHTING  
Number of Students: 5-10  
Date/Time Departing: 11:30 AM FRIDAY, MAY 5, 2017  
Date/Time Returning: 9:00 PM SATURDAY, MAY 6, 2017  
Destination: HERO'S COMPETITION LEBANON, IN  
City State  
Overnight Facility: LEBANON HIGH SCHOOL  
Mode of Transportation: PERSONAL VEHICLE  
Reason for Trip: IUFFA JUNIOR FIREFIGHTER  
COMPETITION

Names of Chaperones: RAY COLLINS, LEAD BEARER

Cost per Student: \$ 0

Describe Plans for Raising Funds or Funding Source: NONE

Plans to Defray Costs for Needy Students: COVERED FUNDS BY IAFF LOCAL 338

Are Needy Students Made Aware of Plans? YES

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 2-15-17

\*\*\*\*\*

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

Approval of Assistant Superintendent: [Signature] Date: 3/22/17

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

# ELKHART COMMUNITY SCHOOLS

**Elkhart, Indiana**

DATE: March 23, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**March 28, 2017 - Board of School Trustees Meeting**

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

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>GREATER CLARK VISIT/BEN DAVIS WORKSHOP</b></p> <p>This opportunity will allow us to see how Greater Clark has organized its Pathways and Work Ethic Certification Program. The Ben Davis workshop will provide information on their Naviance curriculum and how to set up Naviance for scheduling online.</p> <p>Jeffersonville and Indianapolis, IN                      April 10 - 12, 2017 (2 day's absence)                      CAMILLE EVANS - MEMORIAL (2-3)                      SARAH FLAGG - CENTRAL (2-4)                      WILLIAM KOVACH - ESC (4-10)                      ALLISON MAKOWSKI - MEMORIAL (0-0)                      KRISTA RIBLET - CENTRAL (0-0)</p>	\$2,855.48	\$0.00
<p><b>HIGHER EXPECTATIONS - ANNUAL CAPACITY BUILDING</b></p> <p>This conference will provide information about transition services and the process for students and families.</p> <p>Indianapolis, IN                      April 26 - 27, 2017 (1.5 day's absence)                      JENNIFER SAGER - EACC (0-0)</p>	\$547.20	\$0.00
<p><b>AER INTERNATIONAL ORIENTATION &amp; MOBILITY CONFERENCE</b></p> <p>This conference will provide current innovations, strategies and research in the field of O&amp;M in order to advance my skills.</p> <p>Pittsburgh, PA                      July 19 - 23, 2017 (0 day's absence)                      JULENE FITCH - ELKHART ACADEMY (1-1)</p>	\$1,415.00	\$0.00
	<b>\$4,817.68</b>	<b>\$0.00</b>
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$4,782.07	\$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	\$40,366.01	\$5,005.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
<b>GRAND TOTAL</b>	<b>\$255,110.54</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.)*

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: March 20, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 March 28, 2017 - Board of School Trustees Meeting**

\*\*FOR CONFIRMATION ONLY\*\*

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>American Beauty Show</b></p> <p>This is the largest trade show in the midwest which will provide the opportunity of improving my knowledge about the ever changing industry of Cosmetology.</p> <p>McCormick Place, Chicago IL                      March 25 &amp; 26</p> <p align="center">Amy Stutzman (0-0)</p> <p align="center">Program/Industry Specific</p>	\$275.00	\$0.00
2016-17 YEAR-TO-DATE PERKINS FUNDS	\$22,376.50	\$3,760.00
<b>GRAND TOTAL</b>	<b>\$22,651.50</b>	<b>\$3,760.00</b>



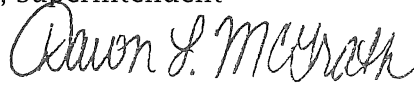
**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

DATE: March 27, 2017

ADDENDUM

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath



RE: **Conference Leave Requests**  
**March 28, 2017 - Board of School Trustees Meeting**

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

2016-2017 CONFERENCES	Expenses	Substitutes
<b>2017 Indiana Early Childhood Conference</b> This conference will present the latest information on early childhood programs, brain research, literacy, and working with families. Indianapolis, IN April 7 - 8, 2017 (0 day's absence) <p style="text-align: center;">ANITA GORDEN - CENTRAL (1-2)</p>	\$701.90	\$0.00
	<b>\$701.90</b>	<b>\$0.00</b>

*(The figures in the parentheses indicate the number of conferences and the number of absence days previously approved for the current school year.)*



**HUMAN RESOURCES**

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: MARCH 28, 2017**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

<b>Zeno Ladas</b>	<b>Career Center/Automotive</b>	<b>19 Years of Service</b>
<b>Denise Ryno</b>	<b>Bristol/Grade 3</b>	<b>30 Years of Service</b>
<b>Sue Studer</b>	<b>Beck/Grade 1</b>	<b>27 Years of Service</b>

- b. **Medical Leave** – We recommend a medical leave for the following employee:

<b>Rose Griffy</b>	<b>Roosevelt/Grade 2</b>
Begin: 3/1/17	End: 5/26/17

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

<b>Renee Ruocco</b>	<b>Daly/Grade 1</b>
Begin: 4/24/17	End: 5/26/17
<b>Paige Walters</b>	<b>Beck/Speech Pathologist</b>
Begin: 4/20/17	End: 4/21/17

- d. **Parental Leave** – We recommend a parental leave for the following employee:

<b>Jill Coffman</b>	<b>Hawthorne/Grade 3</b>
Begin: 8/15/17	End: 6/6/18

- e. **Professional Leave** – We recommend a professional leave for the following employee:

<b>Melissa Jennette</b>	<b>Bristol/Principal</b>
Begin : 8/1/17	End : 6/15/18

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

<b>Lori Hoese</b>	<b>West Side/Business</b>
Began: 8/10/16	Resign: 5/26/17

**CLASSIFIED**

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

<b>Michelle Collier</b> Began: 2/22/16	<b>Transportation/Bus Driver</b> Resign: 3/24/17
<b>Ivy Copeland</b> Began: 9/22/15	<b>Hawthorne/Food Service</b> Resign: 3/24/17
<b>Maria Cortez</b> Began: 8/1/12	<b>Student Services/Secretary</b> Resign: 3/8/17
<b>Elizabeth Delks</b> Began: 9/10/12	<b>Central/Secretary</b> Resign: 4/10/17
<b>Natasha Gawthrop</b> Began: 8/14/13	<b>Beck/Paraprofessional</b> Resign: 3/23/17
<b>Henry Griffin</b> Began: 3/22/16	<b>Pierre Moran/Food Service</b> Resign: 3/31/17
<b>Carina Losa</b> Began: 9/16/08	<b>Tipton/Secretary</b> Resign: 4/14/17
<b>Bill Wooley</b> Began: 3/30/15	<b>Transportation/Bus Driver</b> Resign: 4/14/17

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

<b>Wade Bowser</b> Began: 10/24/01	<b>Beck/Custodian</b> Terminate: 3/28/17 Board Policy 3139.01S, a, c, f, g
<b>Kevin Hilger</b> Began: 10/24/16	<b>Central/Food Service</b> Terminate: 3/28/17 Board Policy 3139.01S a,c,f,g
<b>Jacqueline Robinson</b> Began: 8/6/15	<b>Transportation/Bus Driver</b> Terminate: 3/28/17 Board Policy 3139.01S a, c, f, g

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

<b>Jeffrey DeCook</b> Began: 1/19/17	<b>Tech Services/Support Tech</b> PE: 3/16/17
<b>Helen Hardin</b> Began: 1/24/17	<b>Osolo/Food Service</b> PE: 3/21/17



**Tiffani Imes**  
Began: 1/24/17

**Beck/Food Service**  
PE: 3/21/17

**Lisa Owens**  
Began: 1/30/17

**Bristol/Paraprofessional**  
PE: 3/27/17

**Johnni Toombs**  
Began: 1/23/17

**Transportation/Bus Helper**  
PE: 3/28/17

