

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

November 14, 2017

CALENDAR

Nov	14	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	14	immediately following	Executive Session, J.C. Rice Educational Services Center
Nov	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Nov	21	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	28	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Dec	12	5:30 p.m.	Public Work Session, North Side Middle School, 300 Lawrence St.
Dec	12	7:00 p.m.	Regular Board Meeting, North Side Middle School, 300 Lawrence St.

- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Memorial High School
Central High School
- E. STUDENT PRESENTATIONS
Memorial High School
North Side Middle School
- F. MINUTES
October 24, 2017 – Public Work Session
October 24, 2017 – Regular Board Meeting
- G. TREASURER'S REPORT

Consideration of Claims

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

Banking Services – The Business Office recommends Board approval of a proposal to provide banking services for a two year period.

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

H. NEW BUSINESS

College and Career Readiness – Dual Credits

Partnerships Update

Board Policy 3419ACS - The administration presents proposed revisions to Board Policy 3419ACS – Group Health Plans, for initial consideration.

Board Policy 3419.01ACS – The administration presents proposed revisions to Board Policy 3419.01ACS – Privacy Protections of Self-funded Group Health Plans, for initial consideration.

Board Policy 3419.02ACS – The administration presents proposed revisions to Board Policy 3419.02ACS – Privacy Protections of Fully Insured Group Health Plan, for initial consideration.

Board Policy 3419.03ACS – The administration presents proposed revisions to Board Policy 3419.01ACS – Patient Protection and Federal Law, for initial consideration.

Board Policy 3422.01S – The administration presents proposed revisions to Board Policy 3422.01S – Food Services Employees’ Compensation Plan, and asks to waive 2nd reading.

Elkhart Area Career Center Agreements – The administration recommends Board approval of the Elkhart Area Career Center agreements with its feeder schools.

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

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

I. PERSONNEL

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

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

October 24, 2017

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

Time/Place

Board Members
Present:

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

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

Roll Call

ECS Personnel Present:

Jill Balcom
Tony England
Gary Gardner
Tony Giansi
Rob Haworth
Maggie Lozano

Dawn McGrath
Gary Sawtelle
Kevin Scott
Doug Thorne
Kris Weimer
Bob Woods

The Board heard School Improvement Plans for Osolo Elementary from Gary Gardner and Chris Weimer and for Bristol Elementary from Jill Balcom. Tony Giansi, Chief Operating Officer, provided an update on building projects. In response to Board inquiry, Gary Sawtelle, Director of Technology, presented a 1:1 equipment report including collateral damage numbers regarding iPads and Chromebooks.

Topics
Discussed

The Board also discussed agenda items for the regular Board meeting.

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

Adjournment

APPROVED:

Susan C. Daiber, President

Rodney J. Dale, Member

Karen S. Carter, Vice President

Glenn L. Duncan, Member

Douglas K. Weaver, Secretary

Carolyn R. Morris, Member

Jeri E. Stahr, Member

Signatures

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
October 24, 2017

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

Place/Time

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

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

Call to Order

Board member Glenn Duncan recited the Elkhart Promise.

The Elkhart Promise

Mrs. Daiber discussed the invitation to speak protocol.

Superintendent's Student Advisory Council (SSAC) representatives from both high schools introduced themselves: Sydney Bias, a junior from Central High School (CHS) and Olivya Bethea, a senior from Memorial High School (MHS). In addition to SSAC, Sydney Bias is on the yearbook staff, plays in the symphony orchestra and participates in the PEERS project. Ms. Bias reported on recent sports activities, invited the Board to the Central vs. Goshen football game on Friday, and the Fall Sports Recognition on November 1st. Ms. Bias also reported on: the marching band's participation at Bands of America Super Regionals last weekend; the guidance office is sponsoring college trips; student council members took a leadership trip today; track or treat at Rice Field on Halloween; and the Fall play, A Midsummer Night's Dream, will be on November 10, 11, and 12. Olivya Bethea is in her third year of SSAC, as well as volleyball, Woodland mentoring, National Honor Society, Rotary Club, ski club, and is vice present of student government. Ms. Bethea reported on Memorial's athletes and invited all present to attend the send off for Morgan Dyer, who will be competing at the state level this weekend, Friday's home football game against Concord, and also invited the Board to Memorial's Fall Sports Recognition on November 1st. In music activities, Ms. Bethea stated Julia Axom was recently awarded the opportunity to use the 'Robert Monger' cello donated by the Monger family and is awarded to a high school student each year. Also, Madeline Crosbie, Cadence Lee, and Logan Whitmer were selected for the Indiana Choral Directors Association (ICDA) All State Honors Choir's performance in January, and Alex Kratzer and Cecilia Macedo-Perez were selected for the All-Region Band who will also perform in January.

SSAC Representatives

Gail Draper, supervisor of early college, introduced Emily Burke, Early College High School Director of The Center of Excellence in Leadership of Learning (CELL) at the University of Indianapolis. Mrs. Burke recognized the Elkhart Area Career Center (EACC), Central High School and Memorial High School, each awarded the distinction of being named fully Endorsed Early College High Schools and presented each with a banner. Elkhart has 3 of the 15 schools who have earned the distinction in the State of Indiana. Endorsed Early College High Schools exemplify the commitment, collaborations and connections necessary to equip students with the attitude and aptitude for college success.

Special
Presentation

By unanimous action, the Board approved the following minutes:

- October 10, 2017 – Public Work Session
- October 10, 2017 – Regular Board Meeting
- October 17, 2017 – Public Work Session

Approval of
Minutes

By unanimous action, the Board approved payment of claims totaling \$2,483,743.60 as shown on the October 24, 2017, claims listing. (Codified File 1718-48)

Payment of
Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$100 from Martin and Nancy Alig, through their work with Trinity United Methodist Church – Small Groups to Riverview for student needs; a Gemeinhardt flute valued at \$150 from Jessica Shandler to ECS; \$500 from Old National Bank to ECS to engage staff, students, and community in cultural experiences; and 5 cases of healthy snacks to Roosevelt and Pierre Moran for students in the 21st Century Community Learning Center Before/After school program from The Snack Box, this donation will continue on a monthly basis.

Gift Acceptance

The Board received a financial report for the period January 1 – September 30, 2017, and found it to be in order.

Financial
Report

By unanimous action, the Board approved the 2018 Budget, 2018 Capital Projects Fund, and 2018 Bus Replacement Plan as presented by Kevin Scott, chief financial officer, at the September 26th regular meeting and the October 10th public hearing. (Codified File 1718-49)

2018 Budget,
Capital Projects
and Bus
Replacement
Plans

By unanimous action, the Board adopted the Tax Neutrality Resolution, the Resolution to Reduce Proposed Budget, and the Resolution for a Transportation Levy Appeal, presented by Kevin Scott. (Codified File 1718-50)

Resolutions

By unanimous action, the Board authorized the administration to enter into an agreement with CVS/Caremark, through a membership with the Employers' Health Coalition, for prescription drug management services. (Codified File 1718-51)

Employers
Health/ CVS
Agreement

By unanimous action, the Board approved an extra-curricular purchase of shooting shirts and travel attire for the boys' basketball program for West Side Middle School in the amount of \$3,295.00.

Extra Curricular Purchase

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1718-52)

Fundraisers

Kevin Scott provided the current insurance report including medical plan experience costs noting the year to date costs are slightly lower than projected.

Insurance Report

By unanimous action, the Board awarded the bid for the 2017-2018 Addition to Commissary Building to Brown & Brown General Contractors of Wakarusa, as the lowest and best, most responsive and most responsible bidder. (Codified File 1718-53)

Award of Commissary Bid

The Board was presented additional revisions to Administrative Regulation IKE – Retention of Students in Grades K-8, as initially presented at the September 26th regular Board meeting. Doug Thorne, district counsel/chief of staff, stated the revisions to the regulation address previously expressed concerns of the Board regarding parent involvement.

Administrative Regulation IKE

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan. Mr. Thorne noted the two revisions are a change in pay for security officers and title change to Digital Communication Specialist.

Board Policy 3422.12S

The Board reviewed the following new course offerings: Advanced Life Science/HS5071A and HS5072B for the 2018-2019 school year, and Natural Resource Management/HS5181A and HS4182B for the 2019-2020 school year. (Codified File 1718-54)

New Course Offerings

The Board heard of potential conflict of interest for administrator, Barbara Cripe. (Codified File 1718-55)

Conflict of Interest

By unanimous action, the Board approved overnight trip requests for the Memorial wrestling team to travel to New Castle, IN on November 17 - 18 for a tournament; February 9 - 10, 2018 to travel to Fort Wayne for the IHSAA semi-state wrestling tournament; and to travel to Indianapolis on February 16 - 18, 2018 for the IHSAA wrestling state finals.

Overnight Trip Requests

By unanimous action, the Board approved submission of the following grants: Write for Change Book project to The Little BIG Idea Grant in the amount of \$2,000 from ECS Student Services; Skating Around Grant to the Roller Skating Foundation in the amount of \$500 from Bristol; Skating for Life to DonorsChoose for \$500 from Bristol; and an Elkhart Culture Series to Community Foundation of Elkhart County in the amount of \$5,000 from ECS Student Services.. (Codified File 1718-56)

Grant Approvals

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the October 24, 2017 listings. (Codified File 1718-57)

Conference Leaves

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

Personnel Report

Agreements regarding unpaid time for three (3) certified staff members. (Codified Files 1718-58)

Consent Agreements

Employment for certified staff member, Julia Johnson, media specialist at Roosevelt for the 2017-2018 school year.

Certified Employment

Resignation of the following two (2) certified staff members:

Teresa Hill - language arts at Central, effective 12/21/17

Jason Miller - behavior support at Pierre Moran, 10/25/17

Certified Resignations

Adoption leave for certified staff member, Amanda Balk, grade 5 at Bristol, beginning 10/25/17 and ending 11/14/17.

Adoption Leave

Employment of the following thirty seven (37) classified employees who have successfully completed their probationary period on dates indicated:

Classified Employment

Dionne Acker - food service at Memorial, 10/10/17

Mayra Aguilar Zavala - paraprofessional at Hawthorne, 10/12/17

Bianca Avendano - bus driver at Transportation, 10/4/17

Debra Bice - secretary at Pierre Moran, 9/26/17

Richard Choler - bus driver at Transportation, 10/12/17

Nathashia deJesus - bus driver at Transportation, 10/12/17

Shawna Dickerhoof - food service at Memorial, 10/12/17

Miranda Doolittle - food service at Central, 10/12/17

Kaley Foley - bus driver at Transportation, 10/13/17

Anita Frankenberger - bus driver at Transportation, 10/9/17

Erica Gaffney - speech therapist at Bristol, 10/11/17

Victor Gaucin - bus driver at Transportation, 10/12/17

Tammie Gonzalez - food service at Osolo, 10/12/17

Jocelyn Gordan - food service at Memorial, 10/9/17

Katie Gotfried - occupational therapist, 10/10/17

Robert Gray - food service at Hawthorne, 10/13/17

Gloria Hudak - bus driver at Transportation, 10/12/17

Cheserie Huston - paraprofessional Eastwood, 10/12/17

Sheila Jackson, food service at Woodland, 10/12/17

Stefani Jenkins - food service at Osolo, 10/9/17
Betty Kline - secretary at Central, 10/12/17
Lindsay Lucchese - paraprofessional at Central, 10/12/17
Immeseya Malone - bus driver at Transportation, 10/16/17
Natalie Murphey - social worker at Eastwood, 10/9/17
Elizabeth Niemeyer - food service at Pinewood, 10/18/17
LeDeana Owens - bus driver at Transportation, 10/12/17
Rochelle Peete - food service at Pierre Moran, 10/12/17
Beth Porter - food service at Feeser, 10/11/17
Heather Rhodes - food service at Memorial, 10/9/17
Angel Rupard - food service at North Side, 10/11/17
Brittney Shipe - paraprofessional at Hawthorne, 10/12/17
Teresa Sims - bus driver at Transportation, 10/12/17
Reesha Smith - food service at Central, 10/11/17
Leann Sullivan - paraprofessional at Memorial, 10/11/17
Joann Williams - secretary at Bristol, 9/26/17
Nakia Williams - food service at Memorial, 10/18/17
Amber Young - bus driver at Transportation, 10/12/17

Retirement of classified employee, Heidi Compton, custodian at Building Services, effective 1/9/18, with 25 years of service.

Classified Retirement

Resignation of the following three (3) classified employees effective on the dates indicated:

Classified Resignation

Mayra Adame - food service at Monger, 10/12/17
John Smerekanich, Jr. - mechanic II at Transportation, 10/17/17
Melody Riley - food service at Beardsley, 10/20/17

The Board heard audience member, Rev. Dannell Brown, thank the Board for their vision and efforts to bring the community together for the future of children, and support of the 21st Century Community Learning Center Before/After school program.

From the Audience

The meeting adjourned at approximately 7:45 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



CLEVELAND ELEMENTARY

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: MRS. KELLY CARMICHAEL

DATE: NOVEMBER 7, 2017

RE: DONATION APPROVAL

On behalf of Cleveland Elementary School, I am requesting Elkhart Community School's Board of School Trustees approve the acceptance of the donations as Robotic Club sponsors and that an appropriate acknowledgement and appreciation be sent.

\$500

Kem Krest
David Weaver
29080 CR 10
Elkhart, IN 46514

\$200

Walters Auto Sales
Steve Lewis
28080 CR 20
Elkhart, IN 46517

Mr. & Mrs. Neal Allen
51666 Robin Nest Drive
Granger, IN 46530

Mr. Andrew Farmer
29156 CR 12
Elkhart, IN 46514

Dynamic Metals, LLC
54347 Highland Blvd.
Elkhart, IN 46514

\$50

Lochmandy Motors
Steve Reynolds
PO Box 3008
Elkhart, IN 46515

WHERE LEARNING HAS NO LIMITS



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK *DRB*

DATE: OCTOBER 23, 2017

RE: DONATION APPROVAL - EACC

Monte Gene Marbach has donated a 1995 Toyota Tacoma Extended Cab pick up truck (VIN# 4TAUN53B1SZ036285) with an owner estimated approximate value of \$3,410.00 to be used in our Automotive cluster.

Mike Maloney, Collision Repair instructor, reports this vehicle will be useful in our Automotive cluster as it will be used by students for training purposes.

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:

Monte Gene Marbach
70535 Southfork Dr.
Edwardsburg, MI 49112



EASTWOOD ELEMENTARY SCHOOL

2605 COUNTY ROAD 15 • ELKHART, IN 46514

PHONE: 574-262-5583



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 10/20/2017
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Kevin Beveridge, Principal
RE: Donation Approval

Eastwood Elementary received \$150.00 from Noah's Landing for Eastwood's Robotic Club.

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:

Noah's Landing
3929 East Jackson Blvd
Elkhart, IN 46516



PIERRE MORAN MIDDLE SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROB HAWORTH
BOARD OF SCHOOL TRUSTEES
FROM: CYNTHIA BONNER *CB*
DATE: OCTOBER 19, 2017

RE: DONATION APPROVAL

Re: Northern Indiana Volleyball Association has made a donation of one thousand dollars (\$1000.00)

For Pierre Moran Middle School athletics department to help purchase volleyball equipment and other athletic needs.

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:

Re: Niva

10100 Billet Ct.

Granger, IN 46530

Elkhart Community Schools
Proposed School Fundraising Activities
Nov. 14, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Beck Student Council	Students will host a Penny War. Proceeds will be given to Riley Children's Hospital.	11/20/2017 12/8/2017	11/7/2017	Maria Garcilazo
Central CHAMPS	CHAMPS members will collect loose change during lunch for the Salvation Army Adopt A Family program.	11/30/17 - 12/8/2017	10/24/2017	Missie Dickerson
Central Key Club	Patrons will use coupons when eating at Buffalo Wild Wings and a portion of the sales will be given to the Key Club. Proceeds will be used to help defray the cost of club expenses and pay for members to attend a convention.	11/20/2017 - 12/22/2017	11/9/2017	Krista Riblet
EMHS Choirs	A Hacienda Give Back Night will be hosted. 20% of meal and gift card purchases will be given to the choir program. Proceeds will be used for scholarships, fees, trips and lessons.	11/15/2017	10/19/2017	Joshua Hren
EMHS Girls Basketball	Members of the girl's basketball program will make telephone calls for one hour (6:00 pm - 7:00 pm) and sell candles to community members.	11/15/2017	11/1/2017	Jeff Wallace
EMHS Class of 2018	Students will be able to purchase apparel online at an apparel store of seniors. Profit will be given to the Class of 2018 for Senior Picnic and Class of 2018 gift.	11/15/2017 - 11/24/2017	11/3/2017	Jeff Miller
EACC CSI Classes	Stuffed animals/toys and hats and mittens will be collected for children in need.	11/15/2017 - 11/22/2017	10/20/2017	Nicole Dyer
	Please note the following fundraiser is presented for confirmation only.			
International Club	Sugar Skull Cookies will be sold during lunch. Proceeds will be used to cover the cost of the "Day of the Dead" display.	11/2/2017	10/30/2017	Faith Grubaugh
Central HS/EFF5 Robotics	Team members will participate in Barnes & Nobel's Maker Fair 3 D printing book fair. Proceeds will be used to purchase materials and help with team expenses.	11/11/2017	10/24/2017	Tracy Korn

policy

BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS

PERSONNEL
Proposed Revised 3419ACS/page 1 of 1

GROUP HEALTH PLANS

The Board shall have discretion to establish and maintain group health plans for the benefit of eligible employees. ~~These group health plans may provide health benefits through insurance or otherwise as permitted by law.~~ Group health plans, as the term is used in this policy, may include but would not be limited to, major medical, prescription drug, dental and/or vision plans. These group health plans may provide certain health benefits to employees and eligible dependents as permitted by law.

The Board has elected to provide major medical coverage which provides minimum value coverage under Federal Law for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.

42 U.S.C. 18001 et seq.

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~~January 1, 2017~~November 14, 2017

policy

BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS

PERSONNEL
Proposed Revised 3419.01ACS/page 1 of 3

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- A. Medical Plan
- B. ~~Dental Plan~~Prescription Drug Plan
- C. ~~Health Flexible Spending Accounts (FSA) for Medicare eligible classified staff~~

The Board acknowledges ~~that~~ these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints ~~Executive Director of Support Services/Assistant Superintendent for Business~~District Counsel/Chief of Staff to serve as the Privacy Official of the group health plans. ~~The Board delegates authority to the Privacy Official to develop and implement the internal policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is authorized to make necessary amendments to the internal policies and procedures.~~ The Privacy Official shall develop; propose to the Board; and implement, after adoption, policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. The Privacy Official shall verify the policies and procedures are current and comply with Federal law.

The Board also acknowledges ~~that~~ the HIPAA Security Rule requires the group health plans to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the ~~Executive Director of Support Services/Assistant Superintendent for Business~~Chief Financial Officer to serve as the Security Official of the group health plans. ~~The Board delegates authority to the Security Official to develop and implement internal policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security~~

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3419.01ACS/page 2 of 3

~~Rule is subsequently amended, the Security Official is authorized to make necessary amendments to the internal policies and procedures.~~

The Security Official is responsible for monitoring Federal law pertaining to HIPAA and recommending any revisions to the policies and procedures needed to comply with Federal law. The Security Official is responsible for conducting a risk analysis as well as developing, proposing to the Board, and implementing policies and procedures adopted by the Board for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. The Security Official is responsible for monitoring Federal law pertaining to HIPAA and recommending any revisions needed to comply with Federal law.

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the Administrative Guidelines HIPAA administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board ~~upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.~~

The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals.

Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent any liability imposed is the result of intentional misconduct or gross negligence, as defined by law.

The group health plans administrator(s) shall provide timely notifications of breaches of unsecured protected health information in accordance with the Health Information Technology for Economic and Clinical Health (HITECH) Act and accompanying regulations.

~~Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intention misconduct or gross negligence by the Privacy Official or Security Official.~~

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3419.01ACS/page 3 of 3

The Board reserves the right to revoke any or all delegations set forth in this policy at any time for any reason.

~~[29 U.S.C. 1181 et seq.](#)~~

~~[42 U.S.C. 300gg](#)~~

~~[42 U.S.C. 300jj et seq.](#)~~

~~[42 U.S.C. 1320d et seq.](#)~~

~~[42 U.S.C. 17901 et seq.](#)~~

~~[45 C.F.R. 160.102\(a\), 164.308\(a\)\(2\), 164.530\(a\), 164.530\(i\)](#)~~

~~[45 C.F.R. 164.308](#)~~

~~[45 C.F.R. 164.530](#)~~

~~[29 C.F.R. Part 1635](#)~~

~~[42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act](#)~~

~~[42 U.S.C. 1320d-5\(a\)\(1\)](#)~~

~~[45 U.S.C. 160.102\(a\), 164.308\(a\)\(2\), 164.530\(a\), 164.530\(i\)](#)~~

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~~January 1, 2017~~**November 14, 2017**

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed New 3419.02ACS/page 1 of 3

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The School Board provides coverage to eligible employees under a fully insured group dental plan.

The Board acknowledges this group dental plan is required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Fully insured group dental plans generally are exempt from many of the requirements imposed upon self-funded group dental plans.

The Board also acknowledges this fully insured group dental plan is required to comply with the HIPAA Security Rule. The group dental plan, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group dental plan's electronic Protected Health Information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Chief Financial Officer to serve as the Security Official of the group dental plan.

The group dental plan's functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group dental plan. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group dental plan shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group dental plan's electronic Protected Health Information.

The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group dental plan.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed New 3419.02ACS/page 2 of 3

except to the extent any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

The fully insured group dental plan established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with HHS, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided the individual has a good faith belief the practice opposed is unlawful.
- B. Not impose a requirement which participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in the dental plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of HHS, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

The fully insured group dental plan established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information summarizing claims history, claims expenses, or type of claims experienced by dental plan participants.
- B. Information on whether an individual is participating in the group dental plan, or is enrolled in or has disenrolled from the dental insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization meeting the requirements of the Privacy Rule.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed New 3419.02ACS/page 3 of 3

42 U.S.C. 1320D-5(a)(1)

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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November 14, 2017

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed New 3419.03ACS/page 1 of 1

PATIENT PROTECTION AND FEDERAL LAW

The School Board acknowledges the Patient Protection and Federal law imposes certain obligations upon the School Corporation.

29 U.S.C. 218B
26 U.S.C. 4980H

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November 14, 2017

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3422.01S/page 1 of 16

FOOD SERVICE EMPLOYEES' COMPENSATION PLAN

Salary Schedule

The Board of School Trustees hereby adopts the following wage and career increment schedule for food service personnel to be effective beginning January 1, 2017.

WAGE SCHEDULE								
STEP	I		II		II.5	III	IV	V
	A	B	A	B	B	B	B	B
Probationary	8.21	8.03	8.54	8.36	9.46	13.66	14.43	14.94
55 days - 1 year	8.97	8.78	9.34	9.13	10.20	14.52	15.26	15.77
1 year - 2 years	9.80	9.56	10.15	9.91	10.99	14.94	16.07	16.59
2 years - 3 years	10.73	10.46	11.10	10.80	11.87	16.09	16.97	17.54
Over 3 years	11.28	10.99	11.64	11.32	13.45	16.83	17.75	18.26

Key: Column A = Less than four (4) hours/day employees
 Column B = Four (4) or more hours/day employees (In addition the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools)

- I - Less than six and one-half (6.5) hour Satellite Employees ~~and~~, Elementary Lunch Paraprofessionals
- II - Commissary and Cafeteria Employees, Secondary Lunch Paraprofessionals
- II.5 - Commissary Line Leader ~~and~~, Elementary Managers, Tipton Manager, Catering Staff/Sub Food Service Truck Driver
- III - Middle School Managers, Assistant Managers
- IV - Allergy Specialist

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3422.01S/page 2 of 16

- V - Memorial High School Manager, Central High School Manager ~~and~~,
Summer Feeding Supervisor
- A. The career increment applies to all food service personnel.
 - B. The career increment takes effect for each regular employee on the anniversary date (5-10-15-20 years). The career increment is not cumulative, but the scheduled amount is added to the employee's regular rate set forth on the Wage Schedule.
 - C. Years of employment will be determined by using the date the employee became regularly employed by the Elkhart Community Schools or by a township school which has since become a part of the Elkhart Community Schools.

Career Increment Schedule

- \$.20 five (5) years, but less than ten (10)
- \$.30 ten (10) years, but less than fifteen (15)
- \$.50 fifteen (15) years, but less than twenty (20)
- \$.70 twenty (20) years and over

~~December 13, 2016~~ November 14, 2017



FOOD SERVICES

1135 KENT STREET • ELKHART, IN 46514
PHONE: 574-262-5551



ELKHART COMMUNITY SCHOOLS

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

11/7/2017

To: Board of School Trustees
From: Pam Melcher
Re: New Positions-Catering and Elkhart Academy

In June, 2017 the Food Service Department presented a plan to reduce costs and return to a zero balance in the Food Service Fund within 2 years. Changes required to reach this goal included the elimination of a number of positions and increased volume in catering. Though it has required patience for the past four months cost reduction is now evident. As of November 6, 2017 Food Service department has reduced 76.1 staff hours per day which totals \$140,024.00 for 184 school days. In addition one half of the cost of lunch room paraprofessionals has also been shifted to the general Fund and the volume of catering has increased.

However, the Food Service Department continues to evaluate the changes and believes two positions need to be added to address needs that have arisen as a result of the cost cutting measures.

Catering:

With a 55% increase in the volume of catering it is apparent that an additional 5 hour per day employee is needed to continue supplying quality services to our clients. The expense incurred from this added position will be covered by the income that is generated from the catering services.

Elkhart Academy:

Two positions existed at Elkhart Academy as recently as three years ago. One position was cut at that time. During the course of this school year we realized that a single food service employee working only three hours per day could not keep up with the volume. Accordingly we would like to create a manager position, working 6 hours per day, for Elkhart Academy.

Thank you for your consideration of this request.



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HAWORTH
FROM: DAVE BENAK *ARB*
DATE: NOVEMBER 1, 2017

SUBJECT: SIGNED AGREEMENTS FROM SENDING SCHOOLS

The enclosed agreements have been signed by our sending schools' superintendents and their Board members. Please include the signed agreements in the Board's packet for review and approval at the next Board meeting.

Agreements for the following sending schools are included in this packet:

Baugo Community Schools
Bremen Public Schools
Concord Community Schools
Edwardsburg Public Schools
Goshen Community Schools
Middlebury Community Schools
Penn-Harris-Madison Schools
School City of Mishawaka
Wa-Nee Community Schools

A blank agreement is also attached for your review.

Thank you.

Elkhart Area Career Center Agreement

THIS AGREEMENT made and entered into this 1st day of August, 201 , by and between the Elkhart Community Schools, Elkhart County, Indiana, and «School Corporation».

WHEREAS, Elkhart Community Schools has constructed a building to provide occupational training for those individuals residing within the school corporation/districts who are desirous and in need of such training, said Center being known as the Elkhart Area Career Center and

WHEREAS, «School Corporation» is desirous as a school corporation/district to participate in their students attending said Career Center,

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, the parties mutually agree as follows:

ARTICLE I. STUDENTS AUTHORIZED TO ATTEND THE CAREER CENTER

Students from participating school corporations/districts may attend the Career Center on a full or partial day basis at the discretion of their own participating school corporation/district, and all credits toward graduation will be issued by the said home corporation/district.

Each student attending the Career Center shall be considered a student of the participating school corporation/district for the purposes of calculating the average daily attendance for the participating school corporation/district, including private, charter, and home schools.

ARTICLE II. ADMINISTRATIVE CONTROL

The Elkhart Area Career Center shall be under the administrative control of the Board of School Trustees, Elkhart Community Schools, Elkhart, Indiana, and said Board shall have authority and responsibility to determine all final decisions concerning the financing and the operation of the Center.

ARTICLE III. LOCAL ADVISORY COUNCIL FOR CAREER AND TECHNICAL EDUCATION (CTE)

A local Career and Technical Education (CTE) advisory council for career and technical education shall be approved by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana, representing broad interests in career and technical education, on an interest basis. The functions of this council shall be to provide recommendations for the operation of the Career Center and to bring these recommendations to the administration of the Career Center and the Board of School Trustees, Elkhart Community Schools. This advisory council, as nearly as possible, should represent the interests of all of the people within the area served by the Elkhart Area Career Center.

This advisory council will meet a minimum of two times each year, and the minutes of those meetings shall be emailed to all participating school corporations/districts and shall be available at the Elkhart Area Career Center at all times.

ARTICLE IV. TRANSPORTATION OF STUDENTS

Decisions regarding transportation of students to the Career Center shall be left to the discretion of the local Boards. No transportation of students to and from the Center will be provided by the Career Center.

ARTICLE V. BUDGET AND ACCOUNTING

The annual budget for the operation of the Career Center shall be prepared in accordance with the policies of the Indiana State Board of Accounts and the Superintendent of Public Instruction. Said budget will be developed on a total project basis and shall first be subject to the final approval by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana. Elkhart Community Schools shall maintain a separate Vocational Fund in the Fund Ledger and Ledger of Receipts, and shall observe all other accounting procedures required by the Indiana State Board of Accounts.

The Elkhart Community Schools, serving as the administering school, is entitled to recover costs incurred for administering the Elkhart Area Career Center program by multiplying their approved federal fund indirect cost rate times the Elkhart Area Career Center fiscal year current expenditures and prorating the costs in accordance with the provisions of ARTICLE IV, as a part of the total cost per pupil enrolled.

A copy of the projected budget shall be submitted to the participating school corporations/districts no later than February 1, for the following school year. At the end of the fiscal year, an expenditure of funds report will be submitted to each school corporation/district.

ARTICLE VI. COST TO PARTICIPATING SCHOOL CORPORATION/DISTRICT

The cost to a participating school corporation/district shall be determined in the following manner: Each participating school corporation/district will pay the net per capita cost for each of its students enrolled in the Career Center program. Said net per capita cost shall be determined on the basis of the following formula:

$$\begin{array}{l} \text{Total operating cost of program} \\ \text{Less state and federal reimbursement} \\ = \text{Net cost per student enrollment in the Career Center} \end{array}$$

Utilizing this formula, the participating school corporation/district shall be billed on a monthly basis on the estimated cost per student. The final billing shall be resolved after the reimbursement is made in July and will be based on the actual net cost per capita for the students enrolled.

Any specific fees, such as book rental or student supplies shall be the responsibility of the student.

ARTICLE VII. STUDENTS TO BE ENROLLED

The following enrollment procedures will be used:

The Guidance Department of the Career Center will provide each participating school corporation/district with a list of CTE programs to be offered during the new school year on or before January 10 of each year.

Applications for enrollment will be supplied to the participating school corporations/districts on or before February 20 and the enrollment process initiated.

On or before March 31, the participating school corporation/district shall have completed the enrollment forms and returned them to the Guidance Department of the Elkhart Area Career Center.

On or before April 5, the Career Center counseling staff shall tabulate the number of applications and initiate the normal balancing procedure working with cooperating school counselors to insure reasonable and cost effective class enrollment numbers. It is understood that some variation in enrollment will take place between this spring balancing and the ADM final count; however, cooperating school agrees to have done the major portion of their screening by May 10 and only minor adjustments should occur from this point to the official ADM day.

On or before the official ADM count day for the school year of this Agreement, the participating school corporation/district does herewith enter into as a part of this contract to provide for the financial costs incurred for those student enrollees whose placement shall be determined in accordance with the procedures herewith defined for the succeeding school year.

ARTICLE VIII. EMPLOYMENT OF PERSONNEL

All personnel employed at the Elkhart Area Career Center shall be the responsibility of the Elkhart Community Schools, in accordance with licensing procedures of the State of Indiana.

ARTICLE IX. PERIOD OF AGREEMENT

This agreement shall begin on the 1st day of August, and shall continue on a fiscal year, July 1 to June 30. A new contract will be written on or before August 1 of the fiscal year.

IN WITNESS WHEREOF the parties hereto have signed this Agreement and caused their seals to be affixed and attested on the day and year indicated.

ELKHART COMMUNITY SCHOOLS

«School Corporation»

By _____
President of the Board

By _____
President of the Board

Superintendent of Schools

Superintendent of Schools

Attested:

Attested:

Secretary of the Board

Secretary of the Board

Date: _____

Date: _____

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: EACC

Class/Group: Ag/Motorcycle/Outdoor Power Technology

Number of Students: 11

Date/Time Departing: 7:00am 12/5/2017

Date/Time Returning: 4:00pm 12/9/2017

Destination: Indianapolis IN
City State

Overnight facility: Staybridge Inn Downtown Indianapolis

Mode of Transportation: SUV

Reason for trip: Hot Rodders National Championship

Names of chaperones: Ryan Gortney, Angee Gortney, Brandon Eakins

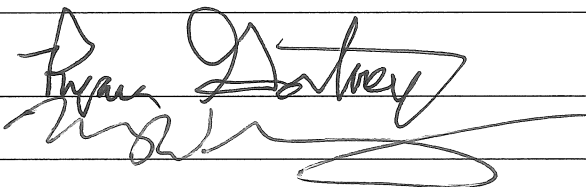
Cost per student: \$100.00 for food

Describe Plans for Raising Funds or Funding Source:

Plans to defray costs for needy students: I will help students that have a need

Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor



10/24/17

Signature of Principal:

Date: 10/26/17

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

Deputy Approval of Assistant Superintendent:



Date: 10/31/17

Approval by Board:

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Pierre Moran Middle School

Class/Group: 7th and 8th grade students

Number of Students: 40-45

Date/Time Departing: 8pm June 13, 2018

Date/Time Returning: 8am June 17, 2018

Destination: New York City, NY / Philadelphia, PA

City State

Overnight facility: Holiday Inn Express

Mode of transportation: Deluxe Motorcoach

Reason for trip: We are visiting several historical sites in New York City and Philadelphia that our

students are learning or will learn about in US History and may have seen on TV or read in books.

The goal is to have students experience the museums, the architecture, and the arts up close.

We also think that visiting our nation's first capital would be a great way to finish off our journey.

Names of chaperones: Anthony Venable, Tamara Tidey, Micah Helmuth, Heather Clear, Stephanie Newton

Cost per student: 845.00

Describe Plans for Raising Funds or Funding Source: Nelson's BBQ, car wash

Plans to defray costs for needy students: Extra funds from our fundraisers to be dispersed to those students.

Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor: 

Signature of Principal: Cindy Banner Date: 10/11/17

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

Approval of Assistant Superintendent: ^{Deputy} R. Hood & Dawn J. McVrack Date: 11/3/17

Approval by Board: _____

(All overnight trips require prior approval by Board Policy IICA.)

November 11, 2009

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.
United Way Community Partner Grant	United Way of Elkhart County	Student Services	Todd Kelly	\$17,471	This grant application is to fund the annual Move2Stand youth summits for our high school and middle school students and to provide financial assistance to the Move2Stand clubs throughout the 2018-2019 school year. Todd Kelly will oversee the management of the grant under the supervision of Tony England.	Move2Stand Summit days focus on creating a safe environment where all students feel challenged, supported, and accepted. This is done by providing activities and lessons that promote open and honest decision making and risk taking in a supportive environment. Bully prevention strategies are taught and learned through high impact experiences.	Professional Fees and Substitute Teachers \$9,700 Food for summit days \$4,326 T-shirts for Move2Stand clubs \$3,445 Total grant request \$17,471
2017 Playground Grant	GameTime	Beardsley and Monger Elementaries	Tony Gianesi	\$85,000.00	Grant funds will be used to purchase playground equipment. Tony Gianesi will oversee the management of the grant	Grant funds will support physical education initiatives through the purchase of new equipment, including adaptive equipment.	\$85,000 is requested as a 100% match of the \$85,000 the district will contribute. Each school is allocated \$85,000 for new equipment.

2018-2018 Winter EEF Extracurricular Grant Application

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Funding Conditionally Approved By Committee
Elkhart Central High School	Wrestling Team	Team Uniforms	9th-12th	About 35	\$1,000	The NFHS changed the requirements for team uniforms in the spring of 2017. The change now permits wrestlers to wear a two piece uniform that is less restricting and revealing. Results from a national survey reported students don't want to participate because they don't want to wear a singlet. Supporting that survey, that is the number one excuse we hear as well. With this money, it will offset the total amount needed to purchase our new uniforms and help get those hesitant wrestlers out as well as comply with the new NFHS uniform expectations.	\$1,000

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Funding Conditionally Approved By Committee
Elkhart Central High School	Future Problem Solvers	Future Problem Solvers registration	9-12	40	\$1,000.00	<p>Future Problem Solvers (FPS) is an academic club that truly gives students an opportunity for an extraordinary learning experience. The Future Problem Solving Program's motto is "teaching students how to think, not what to think". These students are given future scenarios and use a six step process to come up with a solution. Our first future scenario is about the control of infectious diseases; there has been an outbreak of the influenza virus at the Winter Olympics in 2050. Students must identify the challenges of the scenario, select an underlying problem, produce solution ideas, and then develop a realistic action plan to solve the problem. They think about all aspects of the problem and ultimately come up with an innovative and humane way to solve the future scene while being thoughtful and creative. Students learn how to research, work as a team, problem solve, think creatively, and build oral and written communication skills. There are two practice problems, a state qualifying problem, and state competition. The state competition requires students to travel to Indianapolis.</p> <p>Students are in teams of four and must pay \$100 per team to register with additional fees for state and national competition. Last year, three of Elkhart Central's five teams placed 1st, 3rd and 5th in the state of Indiana. Our first place team went on to Internationals, competing against students from Australia, New Zealand, and other students from the United States.</p> <p>Central really did a great job of recognizing the girls that progressed to International Competition and gave our club a lot of publicity. This has caused many more students to be interested in our club and we don't have the money to pay registration fees. Last year, students had to sell a certain amount in a fundraiser or pay their portion of the team's fee out of pocket. Our current roster includes more students that can't afford the fee or may have trouble fundraising. I would like FPS to be open to all students. There are additional fees when you qualify for state and international competition. Our fundraiser could go toward that cost if we have help with the initial registration.</p>	\$1,000

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Funding Conditionally Approved By Committee
Pierre Moran Middle School	Learning Commons (MakerSpace, Maker Sessions, Book Club, Core Values Lego Robotics)	Learning Commons Transformation	7th and 8th grade	550	\$4,983.97	This year I am working on transitioning the traditional library at Pierre Moran Middle School into a Learning Commons which will foster and support the growth of extracurricular opportunities for students. The current furniture in the Learning Commons is furnished with traditional tables and chairs in the library. It is old fashioned, heavy, wooden furniture that is difficult to move and does not facilitate collaboration. I am requesting funds to purchase flexible furniture including 13 whiteboard collaboration tables and 55 stackable chairs for the Learning Commons in order to create a space that can be easily rearranged and changed to meet and support a wide variety of learning and extracurricular activities including Makerspace Club, Maker Sessions, Book Club, and core values instruction, trifold poster creation, and presentation development for the Lego League Robotics team.	\$4,983.97
Elkhart Community Schools (The high schools will be running the program. The elementary and middle schools will be invited participate.)	The Elkhart Culture Series: Art Cafe	Elkhart Art Cafe	It's a high school program. (9 - 12 grade) However, it will involve elementary and middle school students.	Hundreds of students and community members will be Impacted.	\$5,000	<p>The Elkhart Art Café is a working business model produced by teens for teens. It is an opportunity for students, businesses and community to work together. The collaborative effort between local businesses, the City of Elkhart and Elkhart Community Schools is designed to create future leaders and a safe afterschool environment for children.</p> <p>The Art Cafe' experience takes learning out of the classroom and brings it to the real world, applying P.R.I.D.E. (Persistence, Respectfulness, Initiative, Dependability and Efficiency) skills while earning credit in the visual arts, culinary arts, business education and graphic design. The youth-driven community cafe' provides students of Elkhart Community Schools an opportunity to learn in a safe, after school social and educational environment.</p>	\$5,000

2018-2018 Winter EEF Extracurricular Grant Application

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Funding Conditionally Approved By Committee
Elkhart Central	William Coatie	Experiences and Expectations	9-12	25	5,000.00	We have several opportunities to play basketball out of the area and it would entail an overnight stay for all teams and coaches. The teams that we will play will be some tough competition. This gives the girls exposure to areas and to other coaches that they may not have had otherwise.	\$3,950
Hawthorne Elementary	Hawthorne Boys Basketball	Hawthorne Boys Basketball Uniforms	4-6	20-45	\$1,245.12	Our school's basketball team is in need of basketball uniforms. The poor condition of our uniforms doesn't allow our team to dress each player in the same uniform and/or prevents students from playing to their full potential (example: shorts falling during games). Our objective is to fund the cost of dressing each player on our team in matching uniforms that will last for years to come.	\$1,245.12
Elkhart Central High School	Society for a Better Earth	Lids for Recycling Bins	9-12	About 15 in the club, benefits all 1700 students.	\$500.00	It is our goal to put a recycling bin next to every trash can in the building. Specialized lids keep regular trash out of the recycling bins. We would like to purchase these lids to place on top of the bins we have.	\$500
Cleveland Elementary	School Improvement Team	One School, One Book!	K-6	667	\$3,968.65	Our proposal is to ignite engagement in reading for students, staff, and parents through the One Book One School Reading Program. All students and teachers in the building will receive the same book, The World According to Humphrey. The school will read the book together. There will be a variety of activities, quizzes, and events planned around the theme of the book and its characters. The program will connect the community and the school with a common project focused on improving engagement in literature.	\$3,968.65

2018-2018 Winter EEF Extracurricular Grant Application

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Funding Conditionally Approved By Committee
Elkhart Memorial High School	EMHS Cheer	42' X 42' regulation cheer mat	9-12	Current team is 27 cheerleaders. However, we will continue to utilize the mat season after season and each year our program has continued to grow with more athletes participating.	\$1,816.17	For the past 13 seasons that I have been head cheer coach at EMHS, we have been practicing stunts and tumbling on old gym mats. These mats do not provide a solid and safe surface as they often slide on the gym floor and do not line up (or connect) to create a smooth and flat surface. They also do not provide much cushion will learning new stunts and skills.	\$1,816.17
Memorial/Central	ElkLogics Robotics Team	ElkLogics 2018 Competition Season	9-12	28	\$5,000	ElkLogics is a robotics team that includes 28 students from Memorial and Central, who compete in the FIRST Robotics Competition (FRC). We are seeking to renew our grant from last year, with the purpose of covering our annual entry fees. The annual entry fee enters us into two of the three events in Indiana this spring, where our performance can earn us entry into the state championship in Kokomo, and possibly the world championship in Detroit.	\$5,000
Elkhart Central High School	ECHS Theatre Department	Shakespeare's A Midsummer Night's Dream (fall play)	9-12	Around 50 cast and crew involved but benefits all students, teachers, and community members who attend	\$3,500	The theatre students at Central have "dreamed" up a beautiful design concept for our sets and costumes that exceeds our current available funds from last years ticket sales. We are hoping EEF and our local partners can help us make our "Midsummer Night's Dream" come true!	\$3,500
					\$33,014		\$31,964

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: November 1, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak *DRB*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 November 14, 2017 - Board of School Trustees Meeting**

** FOR CONFIRMATION ONLY**

2017- 2018 CONFERENCES	EXPENSES	SUBSTITUTE
Project Excel Professional Development Day This conference is mandatory for teaching Project Excel courses. Vincennes, IN November 9-10, 2017 Warren Seegers (0-0) 1.5 days absence College Credentials	\$147.54	\$145.00
IASB Fall Member Meeting I will attend 2 different sessions to network with other Audio/Video Production Teachers to collaborate West Lafayette, IN Warren Seegers (1-1) 1 day absence Program/Industry Specific	\$221.50	\$95.00
TOTAL	\$369.04	\$240.00
2017-18 YEAR-TO-DATE PERKINS FUNDS	\$12,886.40	\$760.00
GRAND TOTAL	\$13,255.44	\$1,000.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: November 8, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak *DRB*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 November 14, 2017 - Board of School Trustees Meeting**

2017- 2018 CONFERENCES	EXPENSES	SUBSTITUTE
2nd Annual Indiana Technology & Innovation Policy Summit As Director of the EACC, the 2nd Annual Indiana Technology & Innovation Policy Summit will provide information about Indiana's economic future and job growth Indianapolis, IN December 1, 2017 David Benak (6-12) 1.5 days absence Leadership	\$324.00	\$0.00
Hot Rodders of Tomorrow PRI Dual Championship We will have two teams competing at the National event competing for over 4/5 million dollars in scholarships. Students will also have the time to attend classes and meet with potentation future employers and job shadow with business and industry leaders. Students will also get the opportunity to mentor younger students. Indianapolis IN Ryan Gortney (0-0) Career and Technical Student Organizations Competitions	\$752.24	\$475.00
TOTAL	\$1,076.24	\$475.00
2017-18 YEAR-TO-DATE PERKINS FUNDS	\$13,255.44	\$1,000.00
GRAND TOTAL	\$14,331.68	\$1,475.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

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

The following requests for excused absences are recommended for approval:

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p>ATTRIBUTES IN ACTION: DEVELOPING LEADERSHIP</p> <p>This conference will provide information that will help me learn more about elevating school and individual performance by using attributes of my leadership.</p> <p>Indianapolis, IN November 17 - 18, 2017 (1 day's absence) STEPHANIE KIMMERLY - ROOSEVELT (2-4)</p>	\$935.86	\$0.00
<p>2017 ASSISTANT PRINCIPALS CONFERENCE AND 2017 FALL PROFESSIONALS CONFERENCE</p> <p>I will be presenting at both conferences - School Without Walls: How Elkhart Community Schools Utilizes Digital Learning to Reach All Students.</p> <p>Indianapolis, IN November 17 - 21, 2017 (3 day's absence) DAVID BIRD - SWW (1-3)</p>	\$1,321.63	\$0.00
<p>NCTM (NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS) CONFERENCE</p> <p>This conference will provide information on new technology based strategies to implement in the classroom.</p> <p>Chicago, IL November 29 - December 1, 2017 (3 day's absence) NEIL BAHBAH - CENTRAL (0-0) KATE DEAN - CENTRAL (0-0) JAMES MACKIEWICZ - CENTRAL (0-0) CARA STARZYK - CENTRAL (0-0)</p>	\$3,378.05	\$1,000.00
<p>INDIANA ASSOCIATION OF THE GIFTED CONFERENCE</p> <p>This conference will provide information to compliment efforts with our PLC work as well as supporting our commitment to help all students grow.</p> <p>Indianapolis, IN December 10 - 12, 2017 (2 day's absence) PAIGE ADAMS - BEARDSLEY (2-5) VAL PRILLER - BEARDSLEY (2-5) KIMBERLY WILLIAMS - BEARDSLEY (1-3)</p>	\$1,402.00	\$380.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
NASP (NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS) 2018 ANNUAL CONVENTION This conference will provide the most up-to-date, evidence-based psychological information. I will also learn strategies and techniques to help with difficult cases and will be able to collaborate with professionals from around the nation. Chicago, IL February 13 - 16, 2018 (4 day's absence) CARRIE FISH - ESC (1-3)	\$1,679.56	\$0.00
	\$6,459.61	\$1,380.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$20,992.82	\$380.00
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	\$255,249.95	\$17,315.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
GRAND TOTAL	\$486,205.23	\$43,745.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

REVISED

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Levon Johnson Began: 8/20/92	ESC/Supv of Community Partnership Resign: 12/4/17
Shawn McCuen Began: 8/17/00	Daly/Grade 3 Resign: 11/9/17
Christine Nickel Began: 8/19/99	Hawthorne/Grade 3 Resign: 11/21/17
Sara Trovatore Began: 8/15/17	Roosevelt/Grade 4 Resign: 12/21/17
Randi Weidman Began: 8/13/14	Woodland/Special Education Resign: 11/3/17

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

April Kauffman Begin: 1/8/18	Bristol/ENL End: 6/6/18
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c. **Maternity Leave** – We recommend a maternity leave for the following employee:

Hannah Hueni Begin: 1/8/18	Hawthorne/Kindergarten End: 1/24/18
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d. **Retirement** – We report the retirement of the following employees at the end of first semester:

Jon Cook	Memorial/Physical Education	28 Years of Service
Jane McCrory	North Side/Special Education	18 Years of Service

CLASSIFIED

a. **New Hires** – We recommend regular employment of the following employees:

Liesl Bell Began: 8/29/17	Pierre Moran/Technical Assistant PE: 10/24/17
Beverly Cannan Began: 9/11/17	Daly/Food Service PE: 11/6/17
Yvonne Curtis Began: 9/14/17	Roosevelt/Food Service PE: 11/9/17
Letitia DeNeal Began: 8/28/17	Pierre Moran/Food Service PE: 10/23/17
Hannah Efsits Began: 9/7/17	West Side/Paraprofessional PE: 11/2/17
Tiffany Gates Began: 9/11/17	Beck~Hawthorne/Custodian PE: 11/6/17
Amber Hammontree Began: 8/30/17	Woodland/Paraprofessional PE: 10/24/17
Beverly Harris Began: 9/8/17	Roosevelt/Secretary PE: 11/3/17
Kimberly Hashberger Began: 8/29/17	Feaser/Food Service PE: 10/24/17
Teila Hazwood Began: 9/5/17	Beck/Paraprofessional PE: 10/31/17
Sharon Hiles Began: 8/31/17	North Side/Food Service PE: 10/26/17
Penny Hulett Began: 9/14/17	Bristol/Paraprofessional PE: 11/9/17
Dana Hunt Began: 9/14/17	Elkhart Academy/Secretary PE: 11/9/17
Cathy Krusewski Began: 9/5/17	West Side/Secretary PE: 10/31/17
Brandi Leedy Began: 8/31/17	West Side/Food Service PE: 10/26/17
Alison Luft Began: 8/28/17	Monger/Paraprofessional PE: 10/23/17



Preston Morris
Began: 9/5/17

Memorial/Paraprofessional
PE: 10/31/17

Lauren Robertson
Began: 9/11/17

West Side/Paraprofessional
PE: 11/6/17

Patricia Smith
Began: 8/24/17

Memorial/Food Service
PE: 10/19/17

Haley Stacy
Began: 9/1/17

Transportation/Bus Helper
PE: 10/27/17

b. Resignation – We report the resignation of the following employees:

Mayra Aguilar Zavala
Began: 8/16/17

Hawthorne/Paraprofessional
Resign: 11/9/17

Teresa Anderson
Began: 8/4/08

Food Service /Quality Assurance Coord.
Resign: 11/24/17

Joshua Borkholder
Began: 4/25/16

Central/Custodian
Resign: 10/26/17

Timary Dupree
Began: 9/12/16

Memorial/Food Service
Resign: 11/3/17

Tammie Gonzalez
Began: 8/17/17

Beardsley/Food Service
Resign: 10/24/17

Gloria Hudak
Began: 8/17/17

Transportation/Bus Driver
Resign: 11/10/17

Kathy Kuzniewicz
Began: 3/26/07

Hawthorne/Food Service
Resign: 10/30/17

Sarah Sanders
Began: 9/15/14

Eastwood/Food Service
Resign: 11/6/17

Steven Taylor
Began: 10/21/05

Transportation/Bus Driver
Resign: 10/26/17

LeAnn Thompson
Began: 8/2/16

Cleveland/Paraprofessional
Resign: 11/10/17

