

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

November 28, 2017

CALENDAR

Nov	28	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	28	immediately following	Executive 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.
Dec	19	8:00 a.m.	Business Meeting, J.C. Rice Educational Services Center
Jan	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Central High School
Memorial High School
- E. STUDENT RECOGNITION
P.R.I.D.E. Award
- F. SPECIAL PRESENTATION
Partnerships
- G. MINUTES
November 14, 2017 – Public Work Session
November 14, 2017 – Regular Board Meeting
November 21, 2017 – Public Work Session
- H. TREASURER'S REPORT

Consideration of Claims

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

Transfer of Appropriations – The administration recommends Board approval of a resolution to transfer appropriations in the 2017 tax funds.

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

Insurance Update

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

I. UNFINISHED BUSINESS

Board Policy 3419ACS - The administration presents proposed revisions to Board Policy 3419ACS – Group Health Plans, as initially presented at the Board’s November 14th regular meeting.

Board Policy 3419.01ACS – The administration presents proposed revisions to Board Policy 3419.01ACS – Privacy Protections of Self-funded Group Health Plans, as initially presented at the Board’s November 14th regular meeting.

Board Policy 3419.02ACS – The administration presents proposed revisions to Board Policy 3419.02ACS – Privacy Protections of Fully Insured Group Health Plan, as initially presented at the Board’s November 14th regular meeting.

Board Policy 3419.03ACS – The administration presents proposed revisions to Board Policy 3419.03ACS – Patient Protection and Federal Law, as initially presented at the Board’s November 14th regular meeting.

J. NEW BUSINESS

School Without Walls Report

K. 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.

L. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

M. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

November 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
Douglas K. Weaver

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

Roll Call

ECS Personnel Present:

Holly Conley
Barb Cripe
Tony England
Tony Gianesi
Rob Haworth
Micah Lambert

Wes Liggett
Dawn McGrath
Kevin Scott
Doug Thorne
Cheryl Waggoner
Bob Woods

The Board heard Bill Kovach, Director of Secondary Education, report on the recent parent/teacher conferences and Cheryl Waggoner, Director of Human Resources provided current staff counts. The Board also heard School Improvement Plans for Riverview Elementary from Barb Cripe and Holly Conley and for Mary Feeser Elementary from Micah Lambert and Wes Liggett.

Topics
Discussed

The Board also discussed agenda items for the regular Board meeting including a policy presentation by Doug Thorne, District Counsel/Chief of Staff.

The meeting adjourned at approximately 6:15 p.m.

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

Rodney J. Dale, Member

Karen S. Carter, Vice President

Glenn L. Duncan, Member

Douglas K. Weaver, Secretary

Carolyn R. Morris, Member

Jeri E. Stahr, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
November 14, 2017

J.C. Educational Services Center, 2720 California Road, Elkhart – at 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 Jeri Stahr 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: Brooke Troyer, a senior from Memorial High School (MHS) and Rhea Kunder, a freshman from Central High School (CHS). Ms. Troyer, vice president of SSAC at Memorial, reported on the successes of the fall sports athletes and beginning of winter sports with the first basketball game on December 1st. She reported SSAC’s projects include increasing reading levels of the elementary schools, and an 8th grade showcase. Ms. Troyer invited everyone to attend the performances of The Boys Next Door and The Odd Couple next weekend. Freshman, Rhea Kunder, is on Central’s swim team and Future Problem Solvers as well as SSAC. Ms. Kunder reported on winter sports, the fall play “A Midsummer Night’s Dream” cheerleading competitions, and the success of the Blazeline at the Percussive Arts Society International Convention (PASIC) drumline battle last weekend.

SSAC Representatives

Heidi Elonich, guidance counselor at North Side Middle School, reported 70 businesses participated in the Manufacturing Day program this year. Ms. Elonich introduced 8th grade students Teagen Rodriguez and Carlie Webber, who shared their Manufacturing Day presentations with the Board. Both students enjoyed the experience: one of the businesses Mr. Rodriguez toured was Furrion, a supplier of luxury products to the RV industry. Of special interest to him was an RV with a helipad and hot tub; Ms. Webber toured Indiana Plastics and KIK.

Student Presentations

Cary Anderson, principal of Elkhart Memorial, introduced science teacher John Taylor. Mr. Taylor discussed the opportunities available to science research students and introduced the following students: Yoshio Ascensio enrolled as a research student at the University of Notre Dame this summer in a paid position working with the Quarknet group. Mr. Ascensio investigated devices used in the detection of high energy particles and anticipates presenting his work at the Spring Northern Indiana Science and Engineering Fair (NIRSEF) competition. Aaron Russell and Gabe Efsits traveled to Caltech this summer and learned the basics of identifying objects called YSOs (young stellar objects) that will turn into stars. Mr. Russell presented a slide show of the research. They are now a part of a national research team with their research teacher, John Taylor, guided by Dr. Luisa Rebull from Caltech. They have been invited to present at the 2018 American Astronomical Society meeting in Washington, DC. All three presenters will be continuing their education at Purdue.

Student Presentations

By unanimous action, the Board approved the following minutes:
October 24, 2017 – Public Work Session
October 24, 2017 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$4,236,312.53 as shown on the November 14, 2017, claims listing. (Codified File 1718-59)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500 from Kem Krest, \$200 each from Walters Auto Sales, Andrew Farmer, Mr. & Mrs. Neal Allen, and Dynamic Metals, and \$50 from Lochmandy Motors to Cleveland Elementary as sponsors for the Robotics club; \$1,000 from Christopher Gouin to ECS and will be used for the literacy initiative; a 1995 Toyota Tacoma extended cab pickup truck to the Elkhart Area Career Center (EACC) for use in the automotive classes; twenty-five \$50 gift certificates to Mary Daly for teachers to use for classroom supplies from Dr. David Fairchild; \$150 from Noah's Landing to Eastwood's robotics club; and \$1,000 to Pierre Moran and \$500 to Mary Daly from the Northern Indiana Volleyball Association for their athletic programs.

Gift Acceptance

By unanimous action, the Board approved a proposal from Lake City Bank to provide banking services for a two-year period. Kevin Scott, chief financial officer, reported with the assistance of the Umbaugh Cash Advisory Services group, ECS sent a Request for Proposal to all financial institutions with operating locations in Elkhart County and received responses from nine institutions.

Banking Services

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 1718-60)

Fundraisers

Gail Draper, early college and dual credit supervisor, gave a presentation on the dual credits program. In the first year of the dual credit program, 2013-2014, 12 students earned 609 credits from the 12 courses offered. The number of credentialed teachers and offered courses has grown each year. A Statewide Transfer General Education Core (STGEC) certificate was created through a partnership of the Indiana Department of Education and the Commission for Higher Education. The program offers 30 general education credits required for a Bachelor's degree equal to one year of school. In the 2016-2017 school year, 9,046 college credits were earned and 81 students received the STGEC and walked at Ivy Tech's graduation. 45 teachers are scheduled to complete their dual credit credentials by 2022 at Ivy Tech.

College and Career Readiness – Dual Credits Presentation

Levon Johnson, supervisor of corporate/community partnerships, reported on Career Day for all 8th grade students and the Real Men Read program in cooperation with United Way in 78 classrooms throughout all 14 elementary schools this year. Both programs reached approximately 2,700 students. Mr. Johnson also reported 15% of high school seniors are participating in the Work Ethics Certification program with connections to 75 local businesses and many of the resources we have developed are being used as examples around the state.

Business Partnerships Report

At this point, Board member Glenn Duncan departed the meeting.

Duncan Departed

The Board was presented revisions to Board Policy 3419ACS – Group Health Plans, for initial consideration. Doug Thorne, district counsel/chief of staff, explained the four policies regarding insurance were being revised to address legal changes.

Board Policy 3419ACS

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

Board Policy 3419.01ACS

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

Board Policy 3419.02ACS

The Board was presented revisions to Board Policy 3419.03ACS – Patient Protection and Federal Law, for initial consideration.

Board Policy 3419.03ACS

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.01S – Food Services Employees' Compensation Plan. Mr. Thorne noted the minor changes were to add a catering staff/substitute food service truck driver and one additional employee at Tipton.

Board Policy 3422.01S

By unanimous action, the Board approved the Elkhart Area Career Center (EACC) agreements with its feeder schools – Baugo Community Schools, Bremen Public Schools, Concord Community Schools, Edwardsburg Public Schools, Goshen Community Schools, Middlebury Community Schools, Penn-Harris-Madison, School City of Mishawaka, and Wa-Nee Community Schools. (Codified File 1718-61)

Elkhart Area
Career Center
Agreements

By unanimous action, the Board approved overnight trip requests for EACC students to travel to Indianapolis, IN on December 5 - 9 for the Hot Rodders National Championship; and for Pierre Moran 7th and 8th graders to travel to Philadelphia and New York City on June 13 - 17, 2018, for US history lessons.

Overnight Trips

By unanimous action, the Board approved the submission of the following grants: United Way Community Partner Grant to United Way of Elkhart County in the amount of \$17,471 from ECS Student Services; 2017 Playground Grant to Game Time in the amount of \$85,000 from Beardsley and Monger Elementary Schools. The following Elkhart Education Foundation (EEF) Winter Extracurricular Grants were also presented: \$1,000 to Central wrestling team for new uniforms; \$1,000 to Central Future Problem Solvers to assist with competition fees; \$4,983.97 to Pierre Moran for the learning commons transformation; \$5,000 to ECS for the Elkhart Art Café; \$3,950 to Central for out of town girls basketball expenses; \$1,245.12 to Hawthorne for boys' basketball uniforms; \$500 to Central for recycling bins; \$3,968.65 to Cleveland for One Book One School Reading Program; \$1,816.17 to Memorial for tumbling mats for cheerleaders; \$5,000 to Memorial/Central for ElkLogics Robotics team entry fees; \$3,500 to Central for sets and costumes for the fall play A Midsummer Night's Dream. (Codified File 1718-62)

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 November 14, 2017 listings. (Codified File 1718-63)

Conference
Leaves

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

Personnel
Report

Resignation of the following five (5) certified staff members, effective on the dates indicated:

Certified
Resignation

Levon Johnson - supervisor of community partnerships at ESC; 12/4/27

Shawn McCuen - grade 3 at Mary Daly, 11/9/17

Christine Nickel - grade 3 at Hawthorne, 11/21/17

Sara Trovatore - grade 4 at Roosevelt, 12/21/17

Randi Weidman - special education at Woodland, 11/3/17

Maternity leave for certified staff member, Hannah Hueni, kindergarten at Hawthorne, beginning 1/8/18 and ending 1/24/18.

Maternity
Leave

Personal leave for certified staff member, April Kauffman, ENL at Bristol, beginning 1/8/18 and ending 6/6/18.	Personal Leave
Retirement of the following two (2) certified staff members at the end of the first semester with years of service in parenthesis: Jon Cook - physical education at Memorial, (28) Jane McCrory - special education at North Side, (18)	Certified Retirement
Employment of the following twenty (20) classified employees who have successfully completed their probationary period on dates indicated: Liesl Bell - technical assistant at Pierre Moran, 10/24/17 Beverly Cannan - food service at Daly, 11/6/17 Yvonne Curtis - food service at Roosevelt, 11/9/17 Letitia DeNeal - food service at Pierre Moran, 10/23/17 Hannah Efsits - paraprofessional West Side, 11/2/17 Tiffany Gates - custodian at Beck/Hawthorne, 11/6/17 Amber Hammontree - paraprofessional at Woodland, 10/24/17 Beverly Harris - secretary at Roosevelt, 11/3/17 Kimberly Hashberger - food service at Feeser, 10/24/17 Teila Hazwood - paraprofessional at Beck, 10/31/17 Sharon Hiles - food service at North Side, 10/26/17 Penny Hulett - paraprofessional at Bristol, 11/9/17 Dana Hunt - secretary at Elkhart Academy, 11/9/17 Cathy Krusewski - secretary at West Side, 10/31/17 Brandi Leedy - food service at West Side, 10/26/17 Alison Luft - paraprofessional at Monger, 10/23/17 Preston Morris - paraprofessional at Memorial, 10/31/17 Lauren Robertson - paraprofessional at West Side, 11/6/17 Patricia Smith - food service at Memorial, 10/19/17 Haley Stacy - bus helper at Transportation, 10/27/17	Classified Employment
Resignation of the following ten (10) classified employees effective on the dates indicated: Mayra Aguilar Zavala - paraprofessional at Hawthorne, 11/9/17 Teresa Anderson - food service/quality assurance coordinator, 11/24/17 Joshua Borkholder - custodian at Central, 10/26/17 Timary Dupree - food service at Memorial, 11/3/17 Tammie Gonzalez - food service at Beardsley, 10/24/17 Gloria Hudak - bus driver at Transportation, 11/10/17 Kathy Kuzniewicz - food service at Hawthorne, 10/30/17 Sarah Sanders - food service at Eastwood, 11/6/17 Steven Taylor - bus driver at Transportation, 10/26/17 LeAnn Thompson - paraprofessional at Cleveland, 11/10/17	Classified Resignation

By unanimous action, the Board approved the tentative agreement with the Elkhart Teacher's Association (ETA) for a new one-year collective bargaining agreement. Mr. Thorne thanked all those who participated in the lengthy and thoughtful negotiations.

ETA Tentative Agreement

Board Vice President, Karen Carter, reported on the Kiwanis Knowledge is Dynamite (KiD) luncheon recognizing 4th graders who have shown improvement in their classroom held at the Lerner today. Mrs. Carter noted that in addition to certificates each honoree received an engraved box.

From the Board

The meeting adjourned at approximately 8:05 p.m.

Adjournment

APPROVED:

Signatures

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

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

Elkhart Community Schools
Elkhart, Indiana

November 21, 2017

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

Time/Place

Board Members
Present:

Susan C. Daiber
Karen S. Carter

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

Roll Call

Absent:

Douglas K. Weaver

ECS Personnel Present:

Keith Baker
Kelly Carmichael
Tony England
Rob Haworth
Jon LeVan
Jennifer Loupee

Dawn McGrath
Mary Teeter
Doug Thorne
Charlene Trotter
Jennifer Wakeman

The Board heard School Improvement Plans for Woodland Elementary from Jon LeVan; Hawthorne from Mary Teeter; and Cleveland from Kelly Carmichael and Charlene Trotter.

Topics
Discussed

The Board also discussed advanced education and staffing at the elementary schools.

The meeting adjourned at approximately 8:55 a.m.

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

Rodney J. Dale, Member

Karen S. Carter, Vice President

Glenn L. Duncan, Member

Douglas K. Weaver, Secretary

Carolyn R. Morris, Member

Jeri E. Stahr, Member



MARY BECK ELEMENTARY SCHOOL

818 McDONALD STREET • ELKHART, IN 46516

PHONE: 574-295-4830



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: November 20, 2017

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Tracey Kizyma
Eric Chandler/Shawn McAllister/ Michelle Draper

RE: Donation Approval

Mary Beck has been in need of jerseys for all of our sports. Here at Mary Beck, we have an amazing, experienced coaching staff and we were in need of jerseys on all sporting levels. We have teams that are wearing multiple jersey styles and colors on the same court or field when the opposing team is numbered correctly and matching. This can cause the opposite effect than what we want our student-athletes to feel as they go out to compete. Unfortunately, budgets have not allowed us to purchase jerseys that our student-athletes can wear to look confident and united as a team. Our student-athletes want to be at practice, work hard and soak up so much of what our coaches are teaching. For most student-athletes, this is the only training they have ever attended as their families are unable to afford camps and clubs offered in our city.

Bob Martin has been gracious enough to donate the entire of \$2,040.00 for our jerseys. Mr. Martin works for Thor Industries and is very excited to help with this possible monetary gift.

We are letting the Board of School Trustees know of this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Bob Martin
Thor Industries
15933 C.R. 129
Bristol, Ind. 46507



DATE: November 16, 2017

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley, Athletic Director
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$1,300.00 has been given to the Elkhart Central High School Boys & Girls Swim Team from Health and Hospital Corporation of Marion County. These funds will assist with the growth of our swim program at Central.

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:

Health and Hospital Corporation of Marion County
6900 South Gray Rd.
Indianapolis, IN 46237



MONGER ELEMENTARY SCHOOL

1100 HIVELY AVENUE • ELKHART, IN 46517

PHONE: 574-295-4860



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 11/25/17
TO: Dr. Rob Haworth
Board of School Trustees
FROM: April Walker, Principal
RE: Donation Approval

Monger Elementary is requesting permission to accept a donation from Bayer for 60 RID Lice Kits valued at \$1,080.

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:

Bayer: Science For A Better Life

Bayer U.S.
Customer Logistics Service Center
3930 Edison Lakes Pkwy, Mishawaka, IN 46545
Tel: +1 574 252 4798
E-mail: mike.lewandowski@bayer.com

ELKHART COMMUNITY SCHOOLS

RESOLUTION FOR TRANSFER OF APPROPRIATIONS

November 28, 2017

WHEREAS, it has been shown that certain appropriations have unencumbered remaining balances and,

WHEREAS, certain accounts are in need of transferred appropriations,

NOW THEREFORE, be it resolved this 28th day of November, 2017, that transfers within budget classifications of certain budgeted funds may be performed in accordance with IC 6-1.1-18-6.

ADOPTED THIS 28th DAY OF NOVEMBER 2017:

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BOARD OF SCHOOL TRUSTEES

ATTEST: _____
Secretary, Board of School Trustees

MONTHLY FINANCIAL REPORT

October 2017

The attached Financial Report contains several sections. Following is a brief description of each which should assist you in reviewing the financial activity for the month.

Page 2 - ACCOUNT BALANCES / INVESTMENT DETAIL

Ending balances in each bank account are shown. Funds which are invested are detailed. Interest rates and maturity dates are shown for each investment. Investments are made in accordance with I.C.5-13-1 and State Board of Accounts direction which requires that competitive quotations be solicited for funds invested.

Page 3 - UNENCUMBERED PERCENTAGES

General Fund unencumbered percentages are shown for the year to date. These percentages can be compared with percentages from the same period for the past five years as well as the five year average. The unencumbered percentage reflects the balance in the General Fund after deducting expenditures for the year to date and funds obligated on purchase orders.

SUPPLEMENTARY PAGES - RECEIPTS AND EXPENDITURES

The supplementary pages detail financial balances, monthly activity, and year to date totals for each fund of the school corporation.

ACCOUNT BALANCES/INVESTMENT DETAIL
October 2017

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	15,470,303.45
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,916,261.85
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank - Prepaid Lunch	219,595.13
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,597,227.63
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	-
Lake City Bank - Flex Account	70,374.82

INVESTMENTS:

Certificate of Deposit	-
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\$ 20,683,692.88

Medical Plan Experience

October 2017

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 791,584	\$ 795,945	\$ (4,361)	\$ 8,550,441	\$ 7,748,390	\$ 802,051
UMR Rx	\$ 181,356	\$ 205,322	\$ (23,966)	\$ 1,502,455	\$ 1,806,037	\$ (303,582)
Less Amt Above Stop Loss	\$ (157,527)	\$ (26,012)	\$ (131,515)	\$ (1,078,601)	\$ (600,036)	\$ (478,565)
Total	\$ 815,413	\$ 975,255	\$ (159,842)	\$ 8,974,295	\$ 8,954,391	\$ 19,904
Expected	\$ 901,868	\$ 985,064	\$ (83,196)	\$ 9,298,923	\$ 10,195,941	\$ (897,018)
Claims vs. Expected	\$ (86,455)	\$ (9,809)		\$ (324,628)	\$ (1,241,550)	

Elkhart Community Schools
Proposed School Fundraising Activities
Nov. 28, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Cleveland 6th grade	A lock in will be hosted from 6:00 pm - 11:00 pm. Parents can drop students off for games, activities, and snacks while they do their holiday shopping. The cost per child will be \$10.00. Proceeds will be used for 6th grade graduation and field trips.	12/15/2017	11/14/2017	Jayne Iannarelli
Central Senior Class	Jerseys will be sold for students to wear throughout the basketball season. Proceeds will be used to cover the cost of graduation and other senior class expenses.	11/29/2017 - 12/21/2017	11/9/2017	Patti Pletcher
Central Future Problem Solvers	Students will sell popcorn to family and friends. Proceeds will be used for registration fees for competition.	11/29/2017 - 12/22/2017	11/17/2017	Jessica Schibley
Central Community Based Instruction	Students will make and sell assorted Christmas ornaments to Central staff and students. Proceeds will be added to the Community Based Instruction fund to enhance opportunities for students.	11/29/2017 - 12/21/2017	11/9/2017	Carol Roach
	Please note the following fundraiser is presented for confirmation only.			

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3419ACS/page 1 of 1
(as presented during the 11/14/17 BST meeting)

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.

© NEOLA ~~2003~~**2016**

~~January 1, 2017~~**November 28, 2017**

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3419.01ACS/page 1 of 3
(as presented in the 11/14/17 BST meeting)

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~~

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3419.01ACS/page 2 of 3
(as presented in the 11/14/17 BST meeting)

~~Protected Health Information, if applicable. In the event that the HIPAA Security 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~~

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**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

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~~as the result of intention misconduct or gross negligence by the Privacy Official or Security Official.~~

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 28, 2017**

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**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

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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.

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ELKHART COMMUNITY SCHOOLS**

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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

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meeting the requirements of the Privacy Rule.

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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ELKHART COMMUNITY SCHOOLS**

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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 28, 2017

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: November 16, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak *DRB*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 November 28, 2017 - Board of School Trustees Meeting**

2017- 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p>Hot Rodders of Tomorrow Dual National Championships</p> <p>EACC administrators provide support to the programs and students participating in Career and Technical Student Organizations (CTSOs) sponsored events. This allows the EACC administrator to directly support the teams and develop a deeper understanding of the curriculum and student performance standards. Indianapolis, IN December 6-9, 2017 David Benak (7-13) 3 days absence Career and Technical Student Organizations Competitions</p>	\$514.00	\$0.00
TOTAL	\$514.00	\$0.00
2017-18 YEAR-TO-DATE PERKINS FUNDS	\$14,331.68	\$1,475.00
GRAND TOTAL	\$14,845.68	\$1,475.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: November 21, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*
 RE: **Conference Leave Requests**
November 28, 2017 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<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) BIBI HARDRICT - MONGER (1-3) VICTORIA HAYS - PINWOOD (5-7) JENNIFER HIRSH - CLEVELAND (1-3) DEBORAH JOHNSTON - PINWOOD (0-0) CAMBRIA RIEF - EASTWOOD (0-0) RITA WALT - BRISTOL (0-0)</p>	\$4,255.86	\$570.00
<p>DITCH THAT HOMEWORK WORKSHOP</p> <p>This conference will show how to teach more effectively and efficiently in the classroom so homework doesn't have to be relied on.</p> <p>Mishawaka, IN February 8, 2018 (1 day's absence) KATE DEAN - CENTRAL (1-3) JANIS ELLI - CENTRAL (0-0) EMILY GUZMAN - CENTRAL (0-0) MELISSA JOHNSON - CENTRAL (0-0) LUCCAS MCDONALD - CENTRAL (0-0) KATHY NUSBAUM - CENTRAL (0-0) JESSICA SCHIBLEY - CENTRAL (0-0) CARA STARZYK - CENTRAL (1-3) JAMI YOUNG - CENTRAL (0-0)</p>	\$891.00	\$855.00
<p>NASP (NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS) ANNUAL CONVENTION</p> <p>This conference will provide up-to-date information about behavioral and academic interventions.</p> <p>Chicago, IL February 13 - 15, 2018 (3 day's absence) CHRISTINA A. MORRIS - STUDENT SERVICES (2-6)</p>	\$1,324.19	\$0.00
<p>AMERICAN CHORAL DIRECTORS ASSOCIATION REGIONAL CONFERENCE</p> <p>This conference includes reading sessions of choral literature, clinicians covering many different aspects of singing, and performances by choirs of all ages from the Midwest as well as international choirs.</p> <p>Chicago, IL February 14 - 16, 2018 (2 day's absence) WILLIAM NIEDERER - CENTRAL (0-0)</p>	\$266.00	\$190.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
	\$6,737.05	\$1,615.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$22,149.82	\$1,425.00
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	\$260,830.00	\$17,885.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
GRAND TOTAL	\$492,942.28	\$45,360.00

(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 28, 2017

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2017-18 school year:

Jordan Miller	Daly/Grade 3
Brianna Tribbett	Cleveland/Grade 6

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

John Himschoot Began: 8/13/12	Memorial/Special Education Resign: 12/21/17
Veronica Terry Began: 4/12/15	ESC/Speech Pathologist Resign: 12/21/17
Cristina Wiltse Began: 9/1/17	Beardsley/Grade 4 Resign: 11/28/17

CLASSIFIED

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

Dinita House-James Began: 9/25/17	Central/Paraprofessional PE: 11/20/17
Jeffrey Penney Began: 9/20/17	Osolo/Paraprofessional PE: 11/15/17
Justin Stebbins Began: 9/28/17	Transportation/Mechanic III PE: 11/23/17

Michelle Ware
Began: 9/18/17

Pierre Moran/Secretary
PE: 11/13/17

Katherine Waymire
Began: 9/25/17

ESC/Data Specialist
PE: 11/20/17

b. Retirement – We report the retirement of the following classified employee:

Janet Newton
Began: 8/20/98

TAPP/Technical Assistant
Resign: 11/30/17
Years Of Service: 19

c. Resignation – We report the resignation of the following classified employees:

Sabrina Dempsey
Began: 8/15/14

Transportation/Bus Driver
Resign: 11/14/17

Tonya DiGia
Began: 8/15/16

Elkhart Academy/Paraprofessional
Resign: 11/24/17

Nicole Eymer
Began: 9/25/17

North Side/Food Service
Resign: 11/16/17

John Nees
Began: 12/14/15

Transportation/Bus Driver
Resign: 12/21/17

Kira Waldridge
Began: 8/10/15

Transportation/Bus Driver
Resign: 11/10/17

Andrea Yeager
Began: 11/16/15

Roosevelt/Paraprofessional
Resign: 11/24/17

d. Termination – We report the termination of the following classified employee:

Melonie Tilley
Began: 4/11/16

West Side/Food Service
End: 11/28/17
Board Policy: 3120.01s

