

REVISED
October 20, 2017

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

October 24, 2017

CALENDAR

Oct	24	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	24	immediately following	Executive Session, J.C. Rice Educational Services Center
Oct	24	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	24	immediately following	Executive Session, J.C. Rice Educational Services Center
Nov	14	5:30 p.m.	Public Work 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

- 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. SPECIAL PRESENTATION
Center of Excellence in Leadership of Learning (CELL) Endorsements
- F. MINUTES - October 10, 2017 - Public Work Session
October 10, 2017 - Regular Board Meeting
October 17, 2017 - Public Work Session

G. TREASURER'S REPORT

Consideration of Claims

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

Financial Report - January 1, 2017 - September 30, 2017

2018 Budget Adoption - The Business Office recommends Board approval of the proposed 2018 Budget, 2018 Capital Projects Fund Plan, and 2018 School Bus Replacement Plan, and other required budget resolutions.

Employers Health/CVS Agreements

Extra-Curricular Purchase - The Business Office seeks Board approval of an extra-curricular purchase request.

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

Monthly Insurance Update

Award of Commissary Bid -The Business Office recommends Board approval of the bid award for the 2017-18 Addition to Commissary Building.

H. UNFINISHED BUSINESS

Administrative Regulation IKE - The administration presents Administrative Regulation IKE - Retention of Students in Grades K - 8, with revisions from the initial presentation at the September 26th regular Board meeting.

I. NEW BUSINESS

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

New Course Offerings - The administration presents two new proposed course offerings for Board review.

Administrative Conflict of Interest - Elkhart Community School's administrator discloses a potential conflict of interest statement.

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.

J. PERSONNEL

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

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

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

October 10, 2017

Mary Daly Elementary School, 1735 Strong Avenue, Elkhart – 5:30 p.m.

Board Members Present:	Karen S. Carter Douglas K. Weaver	Rodney Dale Glenn Duncan Carolyn R. Morris Jeri E. Stahr
Absent:	Susan C. Daiber	
ECS Personnel Present:	Rob Haworth Sara Jackowiak Dawn McGrath	Kevin Scott Kristie Stutsman

Time/Place

Roll Call

The Board heard School Improvement Plans for North Side Middle School from Sara Jackowiak and for West Side Middle School from Kristie Stutsman. Reports were given on the recent Indiana School Board Association conference in Indianapolis and the Apple briefing in California attended by administrators.

Topics Discussed

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

The meeting adjourned at approximately 6:45 p.m.

Adjournment

APPROVED:

Signatures

Susan C. Daiber, President

Rodney J. Dale, Member

Karen S. Carter, Vice President

Glenn L. Duncan, Member

Douglas K. Weaver, Secretary

Carolyn R. Morris, Member

Jeri E. Stahr, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
October 10, 2017

Mary Daly Elementary School, 1735 Strong Avenue, Elkhart – at
7:00 p.m.

Place/Time

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

Absent Susan C. Daiber

Vice President Karen Carter called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to
Order

Board member Carolyn Morris recited the Elkhart Promise.

The Elkhart
Promise

Mrs. Carter discussed the invitation to speak protocol.

Jeff Komins, energy education specialist/elementary activities, reported on the building audit performed on Monday, October 10th at Mary Daly Elementary School at 4:50 a.m. Mr. Komins reported 66% of the 47 areas checked were in compliance and received "Thanks for Saving Energy" stickers. Daly's cost avoidance is \$13,162 through August. The district's cost avoidance for the year through August is \$983,192 and could possibly exceed \$1.3 million this calendar year.

Energy Report

Josh Nice, principal at Mary Daly Elementary, presented an overview of activities at Daly. Mr. Nice and Carolyn Lesperance, assistant principal, reported Daly students attained the highest percentage of third graders' growth in the district on NWEA, and received 95.6 of 100 possible growth points on ISTEP+. Daly's school improvement plan focuses on reading growth in Northwest Evaluation Association (NWEA) and writing growth on rubrics. The Daly Pledge was rewritten to incorporate all aspects of P.R.I.D.E. Program highlights included: trips to Kercher's for agricultural studies; job fair and career studies; the Daly dash and block party including the build-up to the event with the run club; All Pro Dads and iMoms breakfasts; and promoting a love of literacy. Mr. Nice congratulated his staff on their dedication to the students and their families.

Building Report

By unanimous action, the Board approved the following minutes:
September 21, 2017 – Joint City/Public Work Session
September 26, 2017 – Public Work Session
September 26, 2017 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$3,551,164.96 as shown on the October 10, 2017, claims listing. (Codified File 1718-41)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$250.00 in school supplies and \$680.00 to Memorial High School's (MHS) special education intense program from Dr. Mark Lindholm of Natural Health Family Chiropractic; \$200.00 to Eastwood from Trinity United Methodist Women to help with supplies needed by the nurse; \$1,000.00 to Central High School's (CHS) wrestling team from C&K Manufacturing; 22 LED light fixtures for the library at Monger from BABSCO; and \$350.00 from Northern Indiana Volleyball Association (NIVA) to Eastwood for their volleyball program.

Gift Acceptance

Mrs. Carter opened the public hearing on the proposed 2018 Budget, Capital Projects and Bus Replacement Plans, with no comments from the audience; the hearing was closed.

Public Hearing

An audience member spoke in regards to the number of busses on the south side of Elkhart and concern for young children walking to school and their safety. After some discussion, it was noted the concerns would be reviewed by staff.

From the Audience

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 1718-42)

Fundraisers

Counselors from both high schools, Sarah Flagg, Michelle Kessler and Regina Roberson, gave a presentation on school counseling services. Advisory services include: college and career information, career pathways, career exploration, character building through PRIDE, journals, grade checks, and scheduling through Naviance software. The same directives are being used at both high schools.

College and Career Readiness Presentation

Levon Johnson, supervisor of corporate/community partnerships, presented an update on partnership activities. Manufacturing day was a big success with 34 businesses hosting 869 eighth graders. 346 Central seniors participated with Beacon, Genesis, Patrick Industries and Thor human resource departments to learn resume building, interview processes, and the importance of benefits along with wages. Thor has hosted 455 elementary students for on-site field trips. Move2Stand had 255 students participating this year. 103 Memorial students worked with Agdia taking samples at the Farm. In the month of October, 1,773 students interacted with partnering businesses. Mr. Johnson reported on the programs receiving Teachers' Credit Union donations. The Work Ethic Certification program has 107 ECS students and 350 students countywide. At future Board meetings, Mr. Johnson will introduce representatives of partnering businesses.

Business Partnerships Report

Dee Wappes, director of assessment & data, reviewed the 2017 Accountability Grades. Mrs. Wappes presented statistics on the accountability grades, ISTEP+ passing and NWEA growth percentages by school. Mrs. Wappes explained the formula used for accountability grades and the increase of growth points for various schools, as well as long-term goals for overall improvement.

Data & Assessment Report

By unanimous action, the Board approved an alternative residential services agreement for an Elkhart Community Schools' student. (Codified Files 1718-43)

Residential Services Agreement

The Board received information on a new course offering for the 2017-2018 school year in accordance with Board policy. The new course is Fiber Arts/4046. (Codified File 1718-44)

New Course Offering

By unanimous action, the Board approved an overnight trip request for the Central marching band to travel to Indianapolis on October 20 and 21 to compete at the Bands of America Indianapolis Super Regional Championship at Lucas Oil Stadium.

Overnight Trip

By unanimous action, the Board approved the submission of the following grants: Potawatomi Zoo Grant to Target in the amount of \$812.00 from Mary Beck; Indiana Literacy Early Intervention Grant to Indiana Department of Education (IDOE) in the amount of \$61,726.50 for ECS; School Bus Replacement and Retrofit Rebate to Environmental Protection Agency (EPA) for \$15,000 - \$20,000 per eligible bus purchase for ECS; Elkhart Culture Series: Art Café to Elkhart Community Foundation in the amount of \$10,000 for ECS; and Title I School Improvement Grants to IDOE in the amount of \$500,000 each for Mary Daly and Roosevelt. (Codified File 1718-45)

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 September 26, 2017 listings. (Codified File 1718-46)

Conference Leaves

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

Agreements regarding unpaid time for two (2) certified staff members. (Codified Files 1718-47)

Resignation of certified staff member, Elizabeth DeMeester, grade 3 at Roosevelt, 10/18/17.

Change to maternity leave for certified staff member, Kaylie Dvorak, grade 1 at Beardsley, beginning 9/29/17 and ending 6/6/18.

The passing of certified staff member Judith Bridges, dental health at EACC, on October 1st.

Employment of the following five (5) classified employees who have successfully completed their probationary period on dates indicated:

- Jacqie Abbott - paraprofessional at EACC, 9/21/17
- Kierilee James - bus driver at Transportation, 9/18/17
- Amanda O'Brien - secretary at ESC, 10/3/17
- Betty Sterling - bus helper at Transportation, 9/26/17
- Meghan Sutton - secretary at Eastwood, 9/26/17

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

- Robin Creer - bus driver at Transportation, 10/6/17
- Kelly Martin Del Campo - food service at North Side, 9/22/17
- Morgan Winters - food service at North Side, 9/22/17

Rescinded the resignation of classified employee, Darci Koch, food service at Roosevelt, 9/7/17.

Retirement of classified employee, Darci Koch, food service at Roosevelt, 9/7/17, with 12 years of service.

Unpaid leave for classified employee, Jeffrey DeCook, support tech I at Technology Services, beginning 10/31/17 and ending 11/10/17.

Termination of classified employee, Hannah Duncan, paraprofessional at Pierre Moran, 8/17/17, in accordance with Board Policy 3139.01S.

Board Vice President, Karen Carter, reported on the Board members' recent trip to Indianapolis for the Indiana School Board Association's annual conference and the variety of sessions available to attend. Two of her choices included cyber-security and audits.

Personnel Report

Consent Agreements

Certified Resignation

Maternity Leave

Notice of Passing

Classified Employment

Classified Resignation

Rescind Resignation

Classified Retirement

Unpaid Leave

Classified Terminations

From the Board

The meeting adjourned at approximately 8:35 p.m.

APPROVED:

Susan C. Daiber, President

Karen S. Carter, Vice President

Douglas K. Weaver, Secretary

Rodney J. Dale, Member

Glenn L. Duncan, Member

Carolyn R. Morris, Member

Jeri E. Stahr, Member

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

October 17, 2017

J.C. Rice Educational Services Center, 2720 California Road, Elkhart –
11:00 a.m.

Time/Place

Board Members
Present:

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

Rodney Dale
Carolyn R. Morris
Jeri E. Stahr

Roll Call

Absent:

Glenn Duncan

ECS Personnel Present:

Cary Anderson
Tony England
Tony Gianesi
Rob Haworth
Dawn McGrath

Kevin Scott
Frank Serge
Doug Thorne
Tara White

The Board heard presentations and discussed the following topics: high school scheduling for the 2018-2019 school year; the literacy program; a financial review of summer school and adult/community education; building projects; and suggestions for additional programming.

Topics
Discussed

The meeting adjourned at approximately 3:00 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



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROB HAWORTH
FROM: WILLIAM KOVACH
DATE: OCTOBER 10, 2017

GIFT APPROVAL – MUSIC DEPARTMENT

Jessica Shander has offered to donate one (1) Gemeinhardt Flute (serial number H31647) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instrument and finds it to be in good condition. The fair market value of the instrument is \$150.00.

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

Jessica Shander
95265 Minnie Ct
Lawton MI 49065

rlt



ROOSEVELT STEAM ACADEMY

201 WEST WOLF AVENUE • ELKHART, IN 46516

PHONE: 574-295-4840



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: October 10, 2017
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Tonda Hines, 21st Century Program Manager
RE: Donation Acceptance

A donation of 5 cases of healthy snacks was given to Roosevelt STEAM Academy and Pierre Moran Middle School for students who participate in the 21st Century Community Learning Center Before/After School Program. The donation will be given on a monthly basis.

Roosevelt STEAM Academy/Pierre Moran Middle School sent a note of thanks as well.

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:

The Snack Box-Phillip Shank
23900 Mira Ct.
Elkhart, IN 46516



STUDENT SERVICES

PHONE: 574-262-5540



ELKHART COMMUNITY SCHOOLS

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

DATE: October 10, 2017

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Tessa Sutton, Supervisor of Connective Leadership & Inclusion

RE: Donation Approval

A cash donation in the amount of \$500.00 from Old National Bank, Fort Wayne, Indiana. The funds will be used to engage staff, students, and community in cultural experiences that expand the value of diversity and inclusion in schools, community, and among all employees.

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:

Old National Bank - Alex Strati and Emily Wissel
130 S. Main St., Suite 100
Mishawaka, IN 46601

ACCOUNT BALANCES/INVESTMENT DETAIL
September 2017

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank	13,786,130.52
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,915,045.85
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank - Prepaid Lunch	270,064.41
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,598,894.32
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	-
Lake City Bank - Flex Account	62,062.23

INVESTMENTS:

Certificate of Deposit	-
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\$ 19,042,127.33

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 10/17/2017 12:43:50 PM

Ordinance Number:

Be it ordained/resolved by the **Board of School Trustees** that for the expenses of **ELKHART COMMUNITY SCHOOL CORPORATION** for the year ending December 31, **2018** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **ELKHART COMMUNITY SCHOOL CORPORATION**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Board of School Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Board of School Trustees	School Board	10/24/2017

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0022	REFERENDUM FUND - EXEMPT OPERATING - POST 2009	\$4,000,000	\$4,123,854	0.1539
0061	RAINY DAY	\$2,000,000	\$0	0.0000
0101	GENERAL	\$91,057,406	\$0	0.0000
0180	DEBT SERVICE	\$9,747,925	\$11,052,610	0.4509
0186	SCHOOL PENSION DEBT	\$3,011,969	\$3,104,094	0.1266
0287	REFERENDUM DEBT FUND - EXEMPT CAPITAL - POST 2009	\$1,381,000	\$1,839,379	0.0686
1214	CAPITAL PROJECTS (School)	\$11,972,086	\$14,738,080	0.6013
6301	TRANSPORTATION	\$7,279,159	\$8,760,648	0.3574
6302	BUS REPLACEMENT	\$3,534,950	\$4,085,542	0.1667
		\$133,984,495	\$47,704,207	1.9254

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 10/17/2017 12:43:50 PM

Name		Signature
Susan Dalber	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Karen Carter	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Douglas Weaver	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Rodney Dale	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Glenn Duncan	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jeri Stahr	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Carolyn Morris	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
Douglas Weaver	Secretary	

RESOLUTION TO ADOPT A PLAN
FOR A CAPITAL PROJECTS FUND
(20-2305)

This resolution is adopted by the Board of School Trustees of the Elkhart Community Schools, Elkhart, Elkhart County, Indiana:

WHEREAS, A School Capital Projects Fund has been established; and

WHEREAS, the Board of Trustees is required under I.C. 20-46-6-5 to adopt a plan with respect to the Capital Projects Fund; and

WHEREAS, the Board of Trustees held a public hearing on the capital projects plan on October 10, 2017, at 1735 Strong Avenue, Elkhart, Indiana;

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan for Elkhart Community Schools for the years 2018 through 2020 is hereby incorporated by reference into this resolution, and is adopted as the Board of Trustees' plan with respect to the School Capital Projects Fund.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution (including the adopted plan) to the Department of Local Government Finance as required by I.C. 20-40-8-8 for approval.

ADOPTED THIS 24th DAY OF OCTOBER, 2017.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

ATTEST: _____, Secretary
Board of School Trustees, Elkhart Community Schools

RESOLUTION TO ADOPT THE YEAR 2018
BUS REPLACEMENT PLAN
(20-2305)

This resolution is adopted by the Board of School Trustees of the Elkhart Community Schools, Elkhart, Elkhart County, Indiana:

Whereas a School Bus Replacement Plan has been established; and

Whereas the Board of School Trustees is required under I.C. 20-46-5 to adopt a plan with respect to the School Bus Replacement; and

Whereas the Board of School Trustees held a public hearing on the plan on the 10th day of October, 2017, at 1735 Strong Avenue, Elkhart, Indiana;

THEREFORE, BE IT RESOLVED, by the Board of School Trustees that the plan entitled School Bus Replacement Plan for the years 2018 through 2029, is hereby incorporated by reference into this resolution, and is adopted as the Board of School Trustees' plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of School Trustees shall submit a certified copy of this resolution (including the adopted plan and the Calculation Worksheet) to the Department of Local Government as required by I.C. 20-40-7 for approval.

ADOPTED THIS 24th DAY OF OCTOBER, 2017.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

ATTEST: _____, Secretary
Board of School Trustees, Elkhart Community Schools

RESOLUTION

The Board of School Trustees of the Elkhart Community School Corporation, Elkhart County, State of Indiana, has determined to file for an excess levy appeal.

The School Corporation requests an increase to its transportation fund maximum levy in the amount of \$1,340,342.

To seek an increase to the transportation fund maximum levy pursuant to IC 20-46-4-10 due to transportation cost increases of at least ten (10%) over the preceding year, the governing body of said school corporation hereby resolves to proceed with a petition for an excess levy to the Department of Local Government Finance

Adopted this 24th day of October, 2017.

FOR

AGAINST

ELKHART COMMUNITY SCHOOLS

RESOLUTION TO REDUCE PROPOSED BUDGET

- (Reduces total budget estimate, Budget Form 4B, Line 1 – 2018)
- (Reduces necessary expenditures, Jul 1-Dec 31, Budget Form 4B, Line 2 – 2017)
- (Reduces Operating Balance, Budget Form 4B, Line 11)
- (Reduces Net Amount to be Raised, Budget Form 4B, Line 16)
- (Reduces Net Tax Rate, Budget Form 4B, Line 17)

WHEREAS, it may be necessary to make reductions in certain existing appropriations, and reductions in the proposed budget estimate, operating balance, net amount to be raised, and/or net tax rates, and

WHEREAS, the exact amount of such reductions will be determined through the budget approval process conducted by the Indiana Department of Local Government Finance.

NOW, THEREFORE, BE IT RESOLVED:

- (1) The Chief Financial Officer is authorized to reduce Budget Form 4B, Lines 1, 2, 11, 16, and 17 in the amounts determined to be necessary through the DLGF budget approval process.
- (2) Said reductions are understood to modify figures and amounts referenced in other budget documents, including Budget Form 3 (Notice to Taxpayers), and Budget Form 4 (Resolution for Appropriations and Tax Rates).
- (3) The Chief Financial Officer is directed to report on the amount of reduction(s) at a regular meeting of the Board of School Trustees.

ADOPTED THIS 24th DAY OF OCTOBER, 2017:

AYE

NAY

BOARD OF SCHOOL TRUSTEES

ATTEST: _____
Secretary, Board of School Trustees

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

TAX NEUTRALITY RESOLUTION

WHEREAS, the School Pension Debt Service Fund has been established for the purpose of budgeting principal and interest payments on pension bond debt authorized under Indiana Code 20-48-1-2,

WHEREAS, Elkhart Community Schools issued debt pursuant to Indiana Code 20-48-1-2 in June 2006;

WHEREAS, Indiana Code 20-48-1-2 provides that a School Corporation shall reduce the total property tax levy for its transportation, school bus replacement, and/or capital projects funds in an amount equal to the debt service levy approved for the School Pension Debt Service Fund;

WHEREAS, the Indiana Department of Local Finance will determine the total property tax levy reduction amount necessary for the 2018 budget over the course of its budget review process;

WHEREAS, the decision on which fund(s) to designate for reduction in the 2018 property tax levy would be best made when DLGF has prepared preliminary tax rates for all such funds.

THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF ELKHART COMMUNITY SCHOOLS that the Chief Financial Officer is authorized to allocate the tax neutrality reductions required under Indiana law across the Capital Projects Fund, the Transportation Operating Fund and the Bus Replacement Fund, with such amounts to be reported to the Board of School Trustees after they have been approved.

Adopted this 24th day of October, 2017.

AYE

NAY

ATTEST:

Secretary, Board of School Trustees

Tax Neutrality Resolution



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: BOARD OF SCHOOL TRUSTEES

**ROB HAWORTH
SUPERINTENDENT**

**FROM: W. DOUGLAS THORNE
DISTRICT COUNSEL/CHIEF OF STAFF**

DATE: OCTOBER 20, 2017

RE: PRESCRIPTION DRUG MANAGEMENT SERVICES

In July, Elkhart Community Schools' administration requested proposals for prescription drug management services from eleven organizations that provide such services to employers; eight companies submitted proposals which were reviewed by the district's Insurance Committee.

Our prescription drug benefits are currently managed by Optum, an affiliate of UMR, which is the administrator of our health benefit plan.

Subsequent to the review of the proposals, the Administration and Insurance Committee recommended we enter into an agreement with CVS/Caremark, offered to Elkhart Community Schools through a membership with the Employers' Health Coalition. This proposal will result in significant savings on prescription drugs with minimal disruption for plan members and their dependents.

The Administration will be seeking the authority to accept this proposal during your meeting on October 24, 2017.

Should you have any questions, please contact Mr. Kevin Scott or myself.

WDT/dls



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: DR. ROBERT WOODS

DATE: OCTOBER 19, 2017

SUBJECT/ EXTRA CURRICULAR PURCHASE


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

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Athletic Department	Shooting Shirts and Travel Attire for boys basketball program A & B Teams	\$3,295.00



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

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

To: Dr. Haworth
From: Kristie Stutsman 
Date: October 5, 2017
Re: Approval for Purchase

West Side Middle School athletic department would like to purchase shooting shirts and travel attire for our boys basketball program (both A & B teams). The purchase amount is \$3295.00. The athletes have raised the money through fundraising and personal purchases to cover the cost.

The attire will be purchased from

Ares Sportswear
3704 Lacon Rd
Hilliard, OH 43026

Elkhart Community Schools
Proposed School Fundraising Activities
Oct. 24, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Bristol Student Council	Student Council will sell markers, pencils, glue, smencils etc. to students from the school bookstore. Proceeds will be used to pay for Red Ribbon Week supplies and t-shirts for members.	10/25/2017 - 5/30/2018	10/11/2017	Nicole King
Bristol Student Council	Members of Student Council will collect pre-orders for Jumbo Jelly Beans from family and friends. Proceeds will be used for Red Ribbon Week supplies and student activities.	2/1/2018 - 4/1/2018	10/11/2017	Nicole King
West Side Girls Basketball	A Flapjack Fundraiser will be held at Applebee's in Elkhart. The basketball team will greet, seat, serve, and clean up during the fundraiser. Tickets will be sold in advance and at the door. Proceeds will be used to purchase basketball supplies that will remain at school for the basketball program.	2/10/2018	10/17/2017	Krista Hennings
Central Art Club	Students will pay \$3.00 to dress up on Halloween day. Proceeds will go to the art department for art supplies.	10/31/2017	10/10/2017	Elizabeth Sokolowski
MHS Gay Straight Alliance	Gay Straight Alliance will host a Halloween movie night. Admission will be \$1.00 for students in costume and \$3.00 for students not in costume. Snacks will be sold as well as raffle baskets. Proceeds will be used to purchase club t-shirts. Any proceeds left over will be used to start the foundation for Gay Straight Alliance.	10/26/2017	10/10/2017	Megan Lewis
MHS Wrestling Team	Team members will sell Texas Roadhouse gift cards. Proceeds will be used to purchase new workout equipment for the wrestling room.	10/31/2017 11/24/2017	10/17/2017	Brian Weaver
MHS FFA Club	Family and friends will take fundraising certificates to Five Guys Burgers in UP mall. When presented, 20% of the purchase and \$1.00 from each shake will go to the FFA Club. Proceeds will be used for registration fees, competition fees and jacket purchases.	11/8/2017	10/13/2017	Brenda Mueller & Cyndy Keeling
MHS Boy's Basketball	Team members will sell pizza cards/discount cards and cookies. Proceeds will be used for shooting shirts, team dinners and team activities.	11/8/2017 - 11/21/2017	10/13/2017	Kyle Sears
MHS FFA Club	Students will sell fruit, cheese and sausages from a catalog. Proceeds will be used for registration fees, competition fees, and jacket purchases.	11/15/2017 - 12/1/2017	10/13/2017	Brenda Mueller & Cyndy Keeling

MHS Intense Interventions, Young Adult Program and High School	Students will host a craft show at Memorial High school where students will sell crafts they have made. Proceeds will be used to support community based activities such as bowling and movies.	11/30/2017 - 12/1/2017	10/17/2017	Linda Ogle
	Please note the following fundraiser is presented for confirmation only.			
Future Problem Solvers	A Hacienda Give Back Night will be held at Easy Shopping Place. Proceeds will be used to pay for competition registrations.	10/23/2017	10/10/2017	Jessica Schibley

Medical Plan Experience

September 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	\$ 975,629	\$ 989,197	\$ (13,568)	\$ 7,758,857	\$ 6,952,445	\$ 806,412
UMR Rx	\$ 123,619	\$ 230,414	\$ (106,795)	\$ 1,321,099	\$ 1,600,715	\$ (279,616)
Less Amt Above Stop Loss	\$ (35,216)	\$ (42,988)	\$ 7,772	\$ (921,074)	\$ (574,024)	\$ (347,050)
Total	\$ 1,064,032	\$ 1,176,623	\$ (112,591)	\$ 8,158,882	\$ 7,979,136	\$ 179,746
Expected	\$ 910,360	\$ 991,199	\$ (80,839)	\$ 8,412,340	\$ 9,210,877	\$ (798,537)
Claims vs. Expected	\$ 153,672	\$ 185,424	\$	\$ (253,458)	\$ (1,231,741)	\$



502.802.8797

jamie.lake@jlakearch.com

129 Quartermaster Court

Jeffersonville, IN 47130

October 18, 2017

Tony Gianesi, Chief Operating Officer

Elkhart Community Schools

2720 California Road

Elkhart, IN 46514

574.262.5563 p

574.262.5565 f

tgianesi@elkhart.k12.in.us

Project:

**2017-18 ADDITION
COMMISSARY BUILDING**

Elkhart Memorial High School

2608 California Road

Elkhart, IN 46514

Dear Tony,

Bids were received at the J.C. Rice Educational Services Center at 2:00 PM on Tuesday, October 18, 2017 for the above-referenced project, at which time they were opened and publicly and read aloud.

Three (3) bids were received.

All bids submitted were received and logged in prior to the required bid opening time.

A hard copy of all original bid information received was given to Bill Drehmel at the bid opening for your official project files and records.

I retained the duplicate copy of the proposal forms and information for further review and scanning.

No financial statements or financial records have been scanned or retained by our office.

I have reviewed the bid information submitted and the proposal requirements for bidding.

To the best of my knowledge and abilities, all bids appear to be responsive and complete.

I believe irregularities exists with the proposal from Brown and Brown in which they did not submit the separate attachment forms for both the Allowances and the Alternates.

However, they have provided a listing of all alternates on the main proposal form, which has been notarized, with pricing provided for all alternates. In addition, they have confirmed the contingency allowance is included within their base bid, which is the sole purpose of the allowance form.

I have no issues with these irregularities and am satisfied with the information as presented.



502.802.8797

jamie.lake@jlakearch.com

129 Quartermaster Court

Jeffersonville, IN 47130

It is my recommendation to award the Contract for Construction to Brown and Brown General Contractors, Inc. of Wakarusa, Indiana, as the "lowest and most responsive and responsible bid".

As discussed with you today, I would recommend acceptance as follows:

\$1,116,000	Base Bid
\$ 30,700	Alternate 1A
\$ 11,700	Alternate 2
\$ 1,800	Alternate 3
\$1,160,200	Total Contract Sum

Sincerely,

A handwritten signature in black ink that reads 'j.lake' in a cursive style.

Jamie Lake, AIA
President / CEO

Enclosed: (1) Bid Tabulation, (1) Contingency Allowance Confirmation

File: 17-01-03/P3-E

SINCE 1939

Brown and Brown
GENERAL CONTRACTORS, INC.

124 S. ELKHART ST.
P.O. BOX 487
WAKARUSA, INDIANA 46573-0487
PHONE: (574) 862-2171 FAX: (574) 862-3930

October 18, 2017

Jamie Lake
J. Lake Architecture & Design
129 Quartermaster Court
Jeffersonville, IN 47130

Re: 2017-18 Addition Commissary Building
Elkhart Memorial High School

Jamie,

This is to advise you that we have the allowance of \$50,000 included in our base bid.

If you have any other questions, please contact me.

Brown & Brown General Contractors, Inc.

Bradley A. Romine

Bradley A. Romine
Project Manager



Project: 2017-18 ADDITION
 COMMISSARY BUILDING
 Elkhart Memorial High School
 2608 California Road
 Elkhart, IN 46514

Project No: 17-01-03

Date: October 18, 2017
 Time: 2:00 PM
 Location: J. C. Rice Educational Services Center

502.802.8797 jamie.lake@ilakearch.com 129 Quartermaster Court Jeffersonville, IN 47130

BID TABULATION FORM

BIDDER	BASE BID	ALTERNATE NO. 1A Building Controls Two-Cubed Solutions	ALTERNATE NO. 1B Building Controls Innovative Control Systems	ALTERNATE NO. 2 Replace Existing Lighting	ALTERNATE NO. 3 Fabric Awnings
BROWN AND BROWN GENERAL CONTRACTORS, INC.	1,116,000.00	30,700.00	19,400.00	11,700.00	1,800.00
GIBSON-LEWIS, LLC	1,248,700.00	28,700.00	18,300.00	11,000.00	6,000.00
R. YODER CONSTRUCTION, INC.	1,154,000.00	31,700.00	20,000.00	12,100.00	1,955.00

File: 17-01-03/P3-E

RETENTION OF STUDENTS IN GRADES K - 8

1. In alignment with the Building Team processes in a given building (Multi Tiered System of Support or MTSS), a teacher or parent requests support to address a pattern of concerning academic or social/emotional behavior for a given student.
2. The building team, with the student's teacher, reviews existing data, including individual performance and class comparisons.
3. Team members or district support personnel observe the student in multiple school settings at different times of the day, recording information which includes relationships between the student's performance and antecedents/results.
4. Team members identify additional information and data needed to formulate an intervention plan, including data from parents when relevant, and improve the instruction to meet the individual student's need.
5. Once this data has been collected, the building team constructs a hypothesis for the root cause of the student's difficulty and designs a plan to address this conclusion. This plan must include
 - a. specific concern(s);
 - b. data used to define this concern;
 - c. statement of the hypothesized root cause;
 - d. specifics on strategies which will be delivered with fidelity;
 - e. the mechanism/instrument that will be used to measure progress;
 - f. the academic or behavioral outcomes which are appropriately anticipated; and
 - g. the adequate amount of time needed to determine the effectiveness of the intervention.
6. The building principal meets with parent(s) to share information related to the plan.
7. The teacher and other service staff fulfill the plan as articulated by the building team, reporting progress to building principal and parent(s), and making adjustments as needed.
8. If the student has not demonstrated anticipated improvement given adequate time, the building team may continue to collect data and refine the intervention plan or may determine other avenues of support are worthy of pursuit.
9. If the Building Team eventually determines the root cause of the student's difficulties is a developmental mismatch between the student and his or her chronological grade placement, the Building Team shall hold a meeting with

parent(s) and, subsequent to this meeting, may submit a request to retain a student. (ENL students will not be retained on the basis of their language deficiency. Decisions regarding promotion/retention of special education students will be made by a case conference committee and shall not be based on the existence of a disability alone.)

10. Internal requests to retain must be submitted to the Instructional Leadership Department prior to January 31st of the year preceding the possible repeated grade. The request must be accompanied with:
 - a. an explanation of the additional factors to support this recommendation, including the hypothesized root cause of the student's difficulty and the specific data used in the determination;
 - b. the interventions, accommodations, and/or modifications align to the root cause when implemented and what resulted; and
 - c. a proposal of how retention will address the root cause in a way promotion cannot.
11. A member of the Instructional Leadership team will conduct a classroom visit during the month of February to learn more about what is being done in providing an instructional match for the student's needs and will participate in a meeting with the building team and parent(s).
12. In May of the year preceding the possible retention, requests for the retention of students will be approved or denied by the Instructional Leadership Department.
13. In instances where a student is retained, a conference shall be held by the principal with the student's parent/guardian to discuss the retention plan.
14. Principals will discuss with Instructional Leadership instances of parental request for retention which occur with inadequate time to execute this process.

PROMOTION AND RETENTION OF STUDENTS IN GRADES K-8

~~When a student is achieving significantly below ability and/or grade level, the teacher or parent(s)/guardian may initiate retention procedures. The following steps are to be completed (the time guidelines do not apply to late enrollees):~~

- ~~1) The teacher/parent or guardian fills out and completes an Academic Interventions Form.~~
- ~~2) The teacher/parent or guardian schedules a meeting with the principal to discuss the student's progress and to consider recommendations for additional academic interventions to meet the student's individual needs.~~
- ~~3) The teacher and the parent(s)/guardian meet to discuss reasons for academic concern, and to agree upon specific interventions to remediate deficiencies.~~

- ~~4) The teacher, principal, and other appropriate persons are to review all available information and make a tentative recommendation concerning promotion/retention. This step is to be completed by May 1st.~~
- ~~5) A meeting with the parent(s)/guardian(s) and appropriate Elkhart Community Schools personnel shall be held to discuss the student's placement for the forthcoming year. This discussion shall include available staff input, the student's ability, ISTEP+ test results, NWEA test results, grades, attendance, classroom performance, participation in required skill enhancement programs, and a review of the academic interventions that have been utilized.~~
- ~~6) For a student not receiving special education services, advancement to the next grade level will occur only upon the approval of the building principal. The principal shall make the final decision regarding grade placement for the forthcoming year in accordance with Board Policy IKE. Decisions regarding promotion/retention of special education students will be made by a case conference committee.~~

~~March 23, 2004~~October 24, 2017

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3422.12S/page 1 of 15

EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

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

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	23.31 – 28.78
Transportation Trainer/Dispatcher	19.42 – 22.69
Food Service Truck Driver	15.59 – 18.52
Food Service Receiving/Supply	15.59 – 18.52
Evening Supervisor of Building Services	20.44 – 25.16
Food Service Training Specialist	17.66 – 24.74
Food Service Bids & Commodity Coordinator	16.82 – 26.29
Executive Chef & Culinary Event Coordinator	16.82 – 26.29
Quality Assurance Coordinator	19.42 – 22.69
Production Coordinator	19.42 – 22.69
Transportation Route/Driver Coordinator	19.42 – 22.69
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	27.14 – 33.93
Radio Station Staff Announcer	9.15 – 13.01
Radio Station Development Assistant	10.64 – 17.02
School Security Officer	25.00 30.00**
Title I/Funded Pupil/Program/Parent Support Person	19.39 – 28.24
High School Parent/Community Liaison	19.39 – 28.24
District Translator	19.39 – 28.24
Evening Events Supervisor	14.67
Asst. Site Coordinator - 21st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	15.96 – 29.80
Early College Data Specialist	24.00 – 27.43
EACC Testing Specialist	24.00 – 27.43
21st Century Community Education Program Manager	28.00 – 33.00

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

** Effective August 1, 2017

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3422.12S/page 2 of 15

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

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

~~June 27, 2017~~ **October 24, 2017**

Student needs met by this course

Credits: 1 credit per semester, maximum of 2 semesters, maximum of 2 credits • Fulfills a Core 40 Science requirement for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas or counts as an Elective or Directed Elective for any diploma. Students who take this class may earn Dual college credit through Ivy Tech.

College and Career Pathway

Life Sciences Animals

Data to support the demand for this course

This course will not only serve to add a unique perspective to life sciences in grades 11-12 it will reach a broader dynamic of our student population. This course will also generate CTE funds of approximately \$450/per student /per credit. We have approximately 100 students in the beginning course in the initial year this is the next course in the sequence.

Expected improved outcome

Students will have an increased choice of life sciences that are project and inquiry based as well as give them the opportunity to access college credit through ACE examination through Purdue University. This course will allow students to take the next course in the progression of the life science pathway of animal science. The expectation is that ACCELL will be utilized and students will be able to observe and work with live species as well.

REQUIRED RESOURCES

Software/Hardware:

CASE curriculum would require each student to have access to computers in their classroom. (Computers or iPads would already be in classroom)

Digital content:

CASE curriculum will be provided to instructors after completion of the training.

Materials/Supplies:

If taught by the current staff teaching the beginning course there would minimal lab supply cost.

Printed material, text:

Students will have a notebook that will be produced by the teacher. Research material and various periodicals may be purchased.

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

There are no existing courses that might be impacted by reduction of enrollment due to the provision of this course. The high school Agriculture teacher that currently teaches at each of the high schools is qualified to teach this course. If student enrollment warrants an additional teacher, one could be hired or we have additional teachers licensed at the high school level in Agriculture that may be utilized. No physical changes to the facilities are needed, the classroom used by the high school Agriculture instructor would be sufficient for this course.

State Subject Code:

5070

Is the course eligible for Dual Credit? (Yes/No)

Yes



Number of credits per semester:

1

Graded? (Yes/No)

Yes

GPA? (Yes/No)

Yes

GPA added value (weighted)? (Yes/No)

Yes

Credit Type for Graduation Progress:

ELE

Additional comments:

This is an additional opportunity for students in the EACC to increase dual credits in the Power discipline with no cost through Ivy Tech or to have an additional HS credit.





INSTRUCTIONAL LEADERSHIP


PHONE: 574-262-5559



ELKHART COMMUNITY SCHOOLS

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

October 16, 2017

TO: Board of School Trustees
FROM: William Kovach 
RE: New Course for (2019-20 school year)

NATURAL RESOURCE MANAGEMENT / HS5181A, HS 5182B

Essential Questions and Standards

https://www.doe.in.gov/sites/default/files/standards/cte-agriculture/cf-ag-naturalresources_7-8-14.pdf

Assessments

Assessments will be established by the instructors, however, they will include all of the following but are not limited to: Test (essay, multi-choice, T/F, etc.) Quiz, (vocabulary, concepts, context), Writing critique, Verbal summation, demonstration skills, content knowledge, lab procedures, and others testing and measuring student learning.

Student Activities

Students will be involved in daily labs, research activities, presentations, written analysis, data collection, and introduction/investigation of wetlands, cropland, forestry and other natural resource areas.

Wording of the course description to be offered in the curriculum guide

Natural Resources is a two semester course that provides students with a background in natural resources. Hands-on learning activities encourage students to investigate areas of environmental concern. Students are introduced to the following areas of natural resources: soils, the water cycle, air quality, outdoor recreation, forestry, rangelands, wetlands, animal wildlife, safety, careers, leadership, and supervised agricultural experience programs.

Student needs met by this course

Credits: 1 credit per semester, maximum of 2 credits

- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- Pathway Assessment: Dual credit course final exam

College and Career Pathway

Life Sciences

Data to support the demand for this course

This course will not only serve to add a unique perspective to the environment for grades 11-12 it will reach a broader dynamic of our students as well. It is the first course in the natural resource group with sustainable energy to follow or the environmental sciences courses. This course will also generate CTE funds of \$300.00 per student/per credit

Expected improved outcome

Students will have an increased choice of electives that are project and inquiry based as well as give them the opportunity to access college credit through Ivy Tech.

REQUIRED RESOURCES

Software/Hardware:

CASE curriculum would require each student to have access to computer/iPads in their classroom available to use.

Digital content:

CASE curriculum will be provided to instructors after their completion of their training.

Materials/Supplies:

Upgrade of approximately \$8,500.00 in Vernier sensors for the units already in place in the HS would be needed and \$900.00 in lab-aid materials.

Printed material, text:

Students will have a notebook that will be produced by the teacher. Research material and various periodicals may be purchased.

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

There are no existing courses that might be impacted by reduction of enrollment due to the provision of this course. The high school Ag teachers at each high school are both qualified to teach this course.

State Subject Code:

5180

Is the course eligible for Dual Credit? (Yes/No)

Yes

Number of credits per semester:

1

Graded? (Yes/No)

Yes

GPA? (Yes/No)

Yes

GPA added value (weighted)? (Yes/No)

No

Credit Type for Graduation Progress:

ELE

Additional comments:

This is an elective course, not a science course.





UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Barb Cripe
22469 State Road 120 Elkhart, IN 46516
2. **Title or Position with Governmental Entity:** _____
Building Principal
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Cripe Design

6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):

a. Dan Cripe (spouse) is owner of Cripe Design

b. Cripe Design has an agreement for architectural/design services with Elkhart Community Schools

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

The compensation earned by my spouse, as owner of Cripe Design, is in part based upon work which may be performed under contract for Elkhart Community Schools.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the Board of School Trustees of
(Title of Officer or Name of Governing Body)

Elkhart Community Schools and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Susan C. Daiber, Board President

Karen S. Carter, Board Vice Pres.

Douglas K. Weaver, Board Secretary

Elected Official

Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

Date Submitted (month, day, year)

Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed:

Barbara Cripe
(Signature of Public Servant)

Date (month, day, year):

October 24, 2017

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial High School

Class/Group: Wrestling

Number of Students: 16

Date/Time Departing: November 17, 2017 @ 6:00pm

Date/Time Returning: November 18, 2017, Around 8:00pm

Destination: New Castle High School New Castle Indiana
City State

Overnight facility: Holiday Inn, Muncie

Mode of transportation: Mini - Bus

Reason for trip: Tournament

Names of chaperones: Brian Weaver, Nick Corpe


Cost per student: \$30 / if needed

Describe Plans for Raising Funds or Funding Source: Golf Outing through our club

Plans to defray costs for needy students: Club Funds

Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor: 

* Signature of Principal:  Date: 10/17/17

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

Approval of Assistant Superintendent:  Date: 10/18/17
Deputy

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial High School

Class/Group: Wrestling

Number of Students: 14 (Max)

Date/Time Departing: February 9, 2018 @ 5:00pm

Date/Time Returning: February 10, 2018 Around 9:00pm

Destination: Fort Wayne Coliseum (Semi-State) Fort Wayne Indiana
City State

Overnight facility: Holiday Inn

Mode of transportation: Mini-Bus

Reason for trip: IHSAA Semi-State Wrestling

Names of chaperones: Brian Weaver, Nick Corpe, Dan Coulahan & Derek Weldy

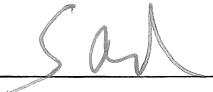
Cost per student: N/A

Describe Plans for Raising Funds or Funding Source: N/A

Plans to defray costs for needy students: N/A

Are needy students made aware of plans? _____

Signature of Teacher/Sponsor: _____

* Signature of Principal:  Date: 10/17/17

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

Approval of ~~Assistant~~ Superintendent:  Date: 10/18/17
Deputy

Approval by Board: _____

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

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.
Write for Change book project	The little BIG Idea Grant	Elkhart Community School - Student Services	Tessa Sutton	\$2,000	<p>Grant funds will be used to</p> <ol style="list-style-type: none"> involve students and community members in writing their own stories. purchase 100 book kits. promote awareness and dialogue among the wider community and will create spaces for reflection and community building. work with teachers to collect stories, illustrate, and publish a community book to share community voices in places like Middlebury, Nappanee, Elkhart, Millersburg, Bristol, New Paris and Goshen. <p>The Write for Change story collection Campaign begins in October. Books would be ready for the community on March 22, 2018 at the Elkhart Culture Series: Continuing the Conversation.</p> <p>Tessa Sutton will oversee the management of the grant.</p>	Integrate language and visual arts and culture, which are pillars in Elkhart community. Students and staff leverage the stories around them on identity and difference to build a more inclusive community.	One hundred book kits at \$20.00 = \$2000.00
Skating Around	Roller Skating Foundation	Bristol Elementary Physical Education	Mike Pflugner	\$500	All Money will go towards the rental of Quad Skates for 4 weeks from SkateTime - Tami Lapp will manage the funds that are granted.	Roller Skating is a curriculum based aerobic experience. It promotes lifetime activities and wellness that will last a lifetime. Plus students will love it. The goal is to introduce an activity that will last a lifetime.	All money will be directed toward the rental costs. (\$3200)
Skating for Life	DonorsChoose	Bristol Elementary Physical Education	Mike Pflugner	\$500	Money will be used to help fund Skatetime Roller Skating Program at our School. Tami Lapp oversee the grant that is funded.	Roller Skating is a curriculum based aerobic experience. It promotes lifetime activities and wellness that will last a lifetime. Plus students will love it. The goal is to introduce an activity that will last a lifetime.	All Money will go towards the rental cost of Quad Skates for 4 Weeks.

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.
Culture Elkhart Culture Series	Elkhart Community Foundation	District Office - Student Services	Tessa Sutton	\$5000 (Sponsorship request)	<p>Funds will be used to STAGE FOR CHANGE STAGE FOR CHANGE . Storytelling and docudrama for Change, an interactive program to help students and individuals write and center their own personal narratives on identity and difference, an eight-month program will help students explore stories in their life that can affect change, inspire, connect, and challenge their peers. The student and community group will Culture Series: Continuing the Conversation event and in the community.</p> <p>CONTINUING THE CONVERSATION . Stage for Change Human Rights - Student, staff, and community docudrama presentation of anonymous stories and Keynote Speaker: Henriette Ngenga -- Rwandan Survivor</p> <p>HUMAN RIGHTS FILM/THEATER . Film/theater that promote the importance of Universal Declaration of Human Rights: September - Hotel Rwanda - Community November - Hotel Rwanda - High Schools</p>	Literacy, Inclusion, Collaboration, and Engagement	<p>CONTINUING THE CONVERSATION Stage for Change - Student, staff, and community docudrama presentation of anonymous stories and Keynote Speaker: Henriette Ngenga -- Rwandan Survivor \$6500.00 Stage for Change - \$500.00 Old National Bank - \$2000.00 Goshen College - \$2000.00 Elkhart Community Schools \$2000.00 Need \$2500.00 Continuing the Conversation Speaker - \$2500.00 Elkhart Education Foundation \$0.00 Need</p> <p>FILM/THEATER/MINI FAIR Film/theater that promote the importance of Universal Declaration of Human Rights: September - Hotel Rwanda – Community – \$125.00 Movie license November - Hotel Rwanda – Secondary Schools – \$500.00 Movie licenses January – World Café and Community Champions Mini Fair in conjunction with community agencies, students, and Goshen College – \$2000.00 \$2625.00 Need</p> <p>MARCH – ELKHART COMMUNITY SCHOOLS – CONTINUING THE CONVERSATION HUMAN RIGHTS DAY \$ 1700.00</p>

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: October 17, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 October 24, 2017 - Board of School Trustees Meeting**

2017- 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p>College for All: Early College Conference</p> <p>The National Policy Seminar covers many topics such as political climate, governmental issues, legislation, funding, teacher recruiting and development, student achievement, and CTE programming.</p> <p>McAllen TX November 12-15, 2017 Brenda Emerson (0-0) Jackie O'Hara (0-0) Program/Industry Specific Career & Technical Education</p>	\$1,996.00	\$0.00
TOTAL	\$1,996.00	\$0.00
2017-18 YEAR-TO-DATE PERKINS FUNDS	\$10,890.40	\$760.00
GRAND TOTAL	\$12,886.40	\$760.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: October 19, 2017
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*
 RE: **Conference Leave Requests**
October 24, 2017 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p>UNIVERSITY OF CONNECTICUT COACHING CLINIC This conference will provide information on how to be a better coach and teacher. Storrs, CT October 25 - 30, 2017 (2 day's absence) TERRY SMITH - CENTRAL (0-0)</p>	\$200.00	\$190.00
<p>RTI AT WORK This conference will help provide answers to questions 3 and 4 of the PLC process. Knowing what to do when students haven't learned it and what to do when students have learned it, are critical to student growth. Louisville, KY October 25 - 28, 2017 (3 day's absence) TINA NORTHERN - ESC (2-5)</p>	\$1,664.00	\$0.00
<p>ACP DUAL CREDIT PIPELINE INFORMATIONAL MEETING This informational meeting will allow me to get started in acquiring my ACP accreditation for teaching ACP Speech/Public Speaking and Comm 101 through Ivy Tech. Fort Wayne, IN October 31, 2017 (1 day's absence) EILEEN MISENER - MEMORIAL (2-7)</p>	\$81.32	\$95.00
<p>CIVICLAB INSTITUTE This conference will teach us how to build a collaborative environment for our county with the primary focus directly on early childhood and the expansion of pre-k opportunities for our Elkhart families. Columbus, IN November 7 - 8, 2017 (2 day's absence) MEREDITH WARNOCK - BECK (0-0)</p>	\$640.75	\$0.00
<p>LANGUAGE ACQUISITION THROUGH MOTOR PLANNING EXTENDED COURSE: HIGHLIGHTING LOCAL CLIENTS This training will allow us to assist teachers and students who will benefit from an alternative form of communication. New Palestine, IN November 8 - 9, 2017 (2 day's absence) VERONICA TERRY - OSOLO/ELKHART ACADEMY (0-0) ASHLEY TURNER - EASTWOOD (0-0)</p>	\$788.40	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
2017 BECAUSE KIDS COUNT CONFERENCE This annual conference is packed full of information on support services for students. The topics covered include homelessness, suicide, community resources, anxiety, and many other pertinent topics for a school social worker. Indianapolis, IN November 28 - 29, 2017 (2 day's absence) LINDSAY EVANS - PINWOOD (0-0)	\$250.00	\$0.00
INDIANA ASSOCIATION FOR THE GIFTED CONFERENCE This conference will provide me with information about how to guide my staff through differentiated learning with their high ability students as well as with the other students that are in their classes. Indianapolis, IN December 10 - 12, 2017 (2 day's absence) MICAH LAMBERT - FEESER (5-8)	\$1,107.40	\$0.00
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
ICE (INDIANA CONNECTED EDUCATORS) CONFERENCE This conference will provide information on coding, research, and breakout boxes that I can use to make more engaging research lessons for my students. Noblesville, IN October 13, 2017 (1 day's absence) WENDY KOVACH - PIERRE MORAN (0-0)	\$165.25	\$0.00
	\$4,697.12	\$95.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$18,109.33	\$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	\$249,416.34	\$15,935.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
GRAND TOTAL	\$477,488.13	\$42,365.00

(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: OCTOBER 24, 2017

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Julia Johnson

Roosevelt/Media Specialist

- c. **Adoption Leave** – We recommend an adoption leave of the following employee:

Amanda Balk

Begin: 10/25/17 p.m.

Bristol/Grade 5

End: 11/14/17

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

Teresa Hill

Began: 8/13/12

Central/Language Arts

Resign: 12/21/17

Jason Miller

Began: 9/22/16

Pierre Moran/Behavior Support

Resign: 10/25/17

CLASSIFIED

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

Heidi Compton

Began: 10/12/92

Building Services/Custodian

Resign: 1/9/18

25 Years of Service

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

Mayra Adame

Began: 8/4/16

Monger/Food Service

Resign: 10/12/17

John Smerekanich Jr
Began: 11/19/12

Transportation/Mechanic II
Resign: 10/17/17

Melody Riley
Began: 8/17/17

Beardsley/Food Service
Resign: 10/20/17

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

Dionne Acker
Began: 8/14/17

Memorial/Food Service
PE: 10/10/17

Mayra Aguilar Zavala
Began: 8/16/17

Hawthorne/Paraprofessional
PE: 10/12/17

Bianca Avendano
Began: 5/17/17

Transportation/Bus Driver
PE: 10/4/17

Debra Bice
Began: 8/1/17

Pierre Moran/Secretary
PE: 9/26/17

Richard Choler
Began: 8/17/17

Transportation/Bus Driver
PE: 10/12/17

Nathashia deJesus
Began: 8/17/17

Transportation/Bus Driver
PE: 10/12/17

Shawna Dickerhoof
Began: 8/16/17

Memorial/Food Service
PE: 10/12/17

Miranda Doolittle
Began: 8/16/17

Central/Food Service
PE: 10/12/17

Kaley Foley
Began: 8/18/17

Transportation/Bus Driver
PE: 10/13/17

Anita Frankenberger
Began: 5/24/17

Transportation/Bus Driver
PE: 10/9/17

Erica Gaffney
Began: 8/15/17

Bristol/Speech Therapist
PE: 10/11/17

Victor Gaucin
Began: 8/17/17

Transportation/Bus Driver
PE: 10/12/17

Tammie Gonzalez
Began: 8/17/17

Osolo/Food Service
PE: 10/12/17



Jocelyn Gordan
Began: 8/14/17

Katie Gotfried
Began: 8/15/17

Robert Gray
Began: 8/18/17

Gloria Hudak
Began: 8/17/17

Cheserie Huston
Began: 8/17/17

Sheila Jackson
Began: 8/17/17

Stefani Jenkins
Began: 8/14/17

Betty Kline
Began: 8/17/17

Lindsay Lucchese
Began: 8/17/17

Immeseya Malone
Began: 8/21/17

Natalie Murphey
Began: 8/14/17

Elizabeth Niemeyer
Began: 8/23/17

LaDeana Owens
Began: 8/17/17

Rochelle Peete
Began: 8/17/17

Beth Porter
Began: 8/16/17

Heather Rhodes
Began: 8/14/17

Angel Rupard
Began: 8/16/17

Memorial/Food Service
PE: 10/9/17

Tipton/Occupational Therapist
PE: 10/10/17

Hawthorne/Food Service
PE: 10/13/17

Transportation/Bus Driver
PE: 10/12/17

Eastwood/Paraprofessional
PE: 10/12/17

Woodland/Food Service
PE: 10/12/17

Osolo/Food Service
PE: 10/9/17

Central/ Secretary
PE: 10/12/17

Central/Paraprofessional
PE: 10/12/17

Transportation/Bus Driver
PE: 10/16/17

Eastwood/Social Worker
PE: 10/9/17

Pinewood/Food Service
PE: 10/18/17

Transportation/Bus Driver
PE: 10/12/17

Pierre Moran/Food Service
PE: 10/12/17

Feeser/Food Service
PE: 10/11/17

Memorial/Food Service
PE: 10/9/17

North Side/Food Service
PE: 10/11/17



Brittney Shipe
Began: 8/16/17

Teresa Sims
Began: 8/17/17

Reesha Smith
Began: 8/16/17

Leann Sullivan
Began: 8/16/17

Joann Williams
Began: 8/01/17

Nakia Williams
Began: 8/23/17

Amber Young
Began: 8/17/17

Hawthorne/Paraprofessional
PE: 10/12/17

Transportation/Bus Driver
PE: 10/12/17

Central/Food Service
PE: 10/11/17

Memorial/Paraprofessional
PE: 10/11/17

Bristol/Secretary
PE: 9/26/17

Memorial/Food Service
PE: 10/18/17

Transportation/Bus Driver
PE: 10/12/17

