

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 28, 2018

CALENDAR

Aug	28	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	28	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Aug	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	11	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	18	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	25	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Sep	25	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. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.
- E. MINUTES
 - August 14, 2018 – Regular Board Meeting
 - August 21, 2018 – Public Work Session

F. TREASURER'S REPORT

Consideration of Claims

Financial Report – January 1, 2018 – July 31, 2018

Fund Loans – The Business Office reports on fund loans made at the end of July, 2018.

Resolution Authorizing Use of Design/Build Method of Contracting – The Business Office recommend adoption of a resolution authorizing the use of design/build method of contracting for the proposed 2018 Elkhart Area Career Center Annex Building Project.

Extra-Curricular Purchase Requests - The Business Office seeks Board approval of extra-curricular purchase requests.

Monthly Insurance Update

Energy Education Report

School Auction Summary

G. UNFINISHED BUSINESS

Board Policy 5771 – Search and Seizure - The administration presents revisions to Board Policy 5771 – Search and Seizure with suggested changes from the August 14th regular meeting.

Administrative Regulation JFG-2 – Personal Search - The administration presents revisions to Administrative Regulation JFG-2 – Search and Seizure as initially presented at the August 14th regular meeting.

2019 Board Meeting Schedule – The administration presents the proposed Board of School Trustees meeting schedule for 2019 as initially presented at the August 14th regular meeting.

H. NEW BUSINESS

Public Hearing – A public hearing will be held on Roosevelt Elementary School 2016-2017 Performance Rating.

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

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

I. PERSONNEL

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

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MR. MOW
BOARD OF SCHOOL TRUSTEES

FROM: DR. WILLIAM E. KOVACH *W Kovach*

DATE: AUGUST 20, 2018

RE: DONATION APPROVAL - EACC

Subaru of America, Inc. has donated a Transmission, Model #TR580; Serial #550566 with a value of \$1,343.00 to be used in our Automotive Technology classes.

Marty Hostetler, Automotive Technology instructor, reports this transmission will be useful in the classroom as it will be used by students for training purposes.

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

Ms. Cynthia Richardson
Administrative Professional
Subaru of America, Inc.
PO Box 6000
Cherry Hill, NJ 08034-6000



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MR. MOW
BOARD OF SCHOOL TRUSTEES

FROM: DR. WILLIAM E. KOVACH *W Kovach*

DATE: AUGUST 14, 2018

RE: DONATION APPROVAL - EACC

William C. and Dona Kovach have donated a 1985 Mercedes, VIN# WBDAB33C9FA264518 with an owner estimated value of \$3,500.00 to be used in our Diesel Service Technology class.

Pete Lestinsky, our Diesel Technology instructor, reports this vehicle will be useful in his class as it will be used by students for training purposes.

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

William C. & Dona Kovach
10590 W 1300 N
Demotte IN 46310-8504



ELKHART COMMUNITY SCHOOLS



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

**TO: MARK MOW
BOARD OF SCHOOL TRUSTEES**

FROM: ROD ROBERSON 

DATE: AUGUST 16, 2018

RE: DONATION APPROVAL

The Elkhart Education Foundation has donated one trailer with 4 bays for hauling racing shells, two 8+ racing shells, and one 4+ racing shell with owner estimated values of \$2,500, \$900, and \$700, respectively, to Elkhart Community Schools.

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

Elkhart Education Foundation
Attn: Ashley Boling
2746 Old US 20
Elkhart, IN 46514



PINEWOOD ELEMENTARY SCHOOL

3420 EAST BRISTOL STREET • ELKHART, IN 46514

PHONE: 574-262-5595



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 8/22/18

TO: Mark Mow, Interim Superintendent
Board of School Trustees

FROM: Tervonda Goins, Principal
Lindsay Evans, Social Worker

RE: Donation Approval

Pinewood Elementary received a generous donation from Jennifer and Darrell Higgins, whose children attend Pinewood. The donation included hygiene products, food, and clothing to help Pinewood families and children in need. Their donation is valued at \$500.

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:

Jennifer and Darrell Higgins
22624 Remington Ct
Elkhart, IN 46514

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
August 14, 2018

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

Place/Time

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

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

Call to Order

Rod Roberson, director of co-curricular programming, recited the Elkhart Promise.

The Elkhart Promise

Mrs. Carter discussed the invitation to speak protocol.

By unanimous action, the Board approved the minutes for the July 24, 2018 – Regular Board Meeting.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$9,266,204.25 as shown on the August 14, 2018, claims listing. (Codified File 1819-11)

Payment of Claims

President Carter opened the public hearing on land disposition by exchange.

Public Hearing on Land Disposition by Exchange

Kevin Scott, chief financial officer, explained the proposed land swap of 3.79 acres located on West Bristol Street and owned by the district (currently housing diesel tech) for 5.65 acres of unimproved land directly adjacent to district owned property known as the Annex.

President Carter opened the floor for public comment, with no comments from the audience members, President Carter declared the hearing closed.

By unanimous action, the Board adopted a resolution of the School Board Approving Possible Exchange of Real Property. (Codified File 1819-12)

Resolution

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 1819-13)

Fundraisers

By unanimous action, the Board approved an extra-curricular purchase request from Memorial for a slushy machine in the amount of \$1,599.99 for use in the concession stands.

Extra-Curricular Purchase

The Board was presented proposed revisions to Board Policy 5771 - Search and Seizure, for initial consideration. Following questions from the Board and audience members, Doug Thorne, district counsel/chief of staff, stated paragraphs E and F will be revised to address concerns.

Board Policy 5771

The Board was presented proposed revisions to Administrative Regulation JFG-2 – Personal Search, for initial consideration.

Administrative Regulation JFG-2

The Board was presented new Board Policy 6605 – Crowdfunding, for initial consideration. After lengthy discussion, a decision was made to create a committee to review the particulars of the policy and return at a future meeting with revisions to the policy and associated administrative regulation.

Board Policy 6605

The Board was presented new Administrative Regulation KII – Crowdfunding, for initial consideration.

Administrative Regulation KII

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.07S – Executive Assistants’ Salary Schedule with noted change of effective date.

Board Policy 3422.07S

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan.

Board Policy 3422.12S

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.15S – Permanent Substitute Teachers’ Compensation Plan.

Board Policy 3422.15S

The Board was presented the proposed Board of School Trustees meeting schedule for 2019 for initial consideration.

2019 Board Meeting Schedule

By unanimous action, the Board approved a School Services Secondary Agreement with The Crossing for 2018-2019. Tony England, assistant superintendent of student services, stated the change to the contract involves a per enrolled student fee as opposed to a group fee in previous years. (Codified File 1819-14)

Agreement – The Crossing

By unanimous action, the Board approved submission of the following grants to the Indiana Department of Education: Non English Speaking Program (NESP) for \$592,732.50; Title II, Part A Supporting Effective Instruction for \$514,174.67; Title III Immigrant Influx for \$16,076.35; and Title II (English Language Learners) for \$272,136.00. (Codified File 1819-15)

Grants

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 14, 2018 listings. (Codified File 1819-16)

Conference
Leaves

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

Personnel
Report

Administrative appointment of Lindsay Cox, supervisor of special services at ESC, effective August 9, 2018.

Administrative
Appointment

Employment of the following forty-two (42) certified staff members for the 2018-2019 school year:

Certified
Employment

- Ashley Arms - grade 2 at Osolo
- Chelsea Atchison - grade 4 at Pinewood
- Sarah Bainbridge - young adult program/special education at Memorial
- Cami Berkey - college and career readiness at West Side
- Michelle Bohlmann - grade 4 at Eastwood
- Jaime Borkholder - grade 6 at Hawthorne
- Kendall Boyd - grade 1 at Roosevelt
- Lindsey Brander - dean of behavior at Pierre Moran
- Angela Brown - special education at Central
- Heather Burton - grade 5 at Roosevelt
- Kristina Charleston - language arts at West Side
- Laura Corwin - math at Memorial
- Marie Cossin - grade 6 at Daly
- Crystal Davis - physical education at West Side
- Pamela Duff - Spanish at Central
- Alicia Elbert - grade 4 at Eastwood
- Matthew Gish - art at Pinewood
- Anthony Gouin - machine trades at EACC
- Nakeyta Hardy - grade 3 at Bristol
- Jennifer Henry - math at Pierre Moran
- Carmen Hiatt - grade 4 at Daly
- Brandi Holycross - grade 1 at Feeser
- Mackinzie Kempton - grade 5 at Daly
- Ashley Kiehl - grade 5 at Daly
- Melissa LaPlace - art at Roosevelt
- Michelle McClintic - grade 4 at Pinewood
- Trista McIntosh - grade 2 at Roosevelt
- Jessica McIntyre - grade 1 at Daly
- Sarah Oman - kindergarten at Bristol
- Samantha Peterson - grade 3 at Cleveland
- Cassandra Pratt - kindergarten at Hawthorne
- Alexandria Roskos - physical education at Beck
- Sidney Shafer - social studies at Memorial
- Jolynn Shull - science at Central
- Yoketha Sims - Air Force JROTC at Central
- Hilary Singrey - grade 6 at Monger
- Karen Sproul - pre-K at Hawthorne
- Gina Stone - intervention at Roosevelt

Jennifer Tashijan - language arts at North Side
John Tomac - social studies at Central
Kelly Tooker - art at West Side
Nancy Whittaker - health occupations at EACC

Resignation of the following twenty-four (24) certified staff members effective on the dates indicated:

Jacob Balch - business at Central, 6/8/18
Julie Clarke - grade 3 at Bristol, 6/8/18
Jill Coffman - grade 1 at Feeser, 6/8/18
Tina Davidhizer - math at Memorial, 6/8/18
Emily Fell - FACS at West Side, 6/8/18
Melissa Forbes - Spanish at Central, 6/8/18
Lindsay Gagy - grade 2 at Daly, 6/8/18
Hillary Harder - music at Roosevelt, 6/8/18
Bibi Hardrict - academic dean at Monger, 6/15/18
Andrea Herron - FACS at Central, 6/8/18
Peter Hoffman - science at Central, 6/8/18
Kathleen MacFarlane - grade 1 at Roosevelt, 6/8/18
Shaun McAllister - physical education at Beck, 6/8/18
Dionne McKaskle - grade 4 at Pinewood, 6/8/18
Rachael Meyers - FACS at Memorial, 6/8/18
Alia Munley - art at Memorial, 6/8/18
Linda Ogle - special education at Memorial, 6/8/18
Kaitlin Putt - speech pathologist at Bristol, 6/8/18
Summer Runyan - early college counselor at Memorial, 6/15/18
Marilyn Torres - language arts at West Side, 6/8/18
Julie Willard - math at Memorial, 6/8/18
Shannon Wingard - grade 6 at Beck, 6/8/18
Ileana Yoder - kindergarten at Daly, 6/10/18
Joshua Yoder - math at West Side, 6/8/18

Certified
Resignation

Rescinded professional leave for certified staff member Susan Fritschi, grade 1/2 split at Feeser.

Rescinded
Leave

Retirement of certified employee, Peggy Powell, Kindergarten at Feeser with 22 years of service.

Certified
Retirement

Employment of the following two (2) classified employees who have successfully completed their probationary period on dates indicated:

Michael Kutz - custodian at Beck, 8/6/18
Billy Sanders - custodian at Pinewood, 8/13/18

Classified
Employment

Retirement of the following two (2) classified employees effective on the dates indicated, with years of service in parenthesis:

Bobbie Gullota - paraprofessional mild intervention at Pinewood, 6/8/18, (19)
Marilyn Vela - custodian at Beardsley, 8/3/18, (17)

Classified
Retirement

Resignation of the following twenty-four (24) classified employees effective on the dates indicated:

- Claudine Anderson - vet paraprofessional at EACC, 6/8/18
- Madison Bartley - intense paraprofessional at Memorial, 6/8/18
- Cordelia Brown - food service at Central, 6/8/18
- Sheila Brown - instructional paraprofessional at Central, 6/8/18
- Marla Burton - bus helper at Transportation, 6/8/18
- Jenna Carper - mild intervention paraprofessional at Pierre Moran, 6/8/18
- Rachael Chigwada - food service at Cleveland, 6/8/18
- Timothy Gallagher - bus driver at Transportation, 6/8/18
- Victor Gaucin - bus driver at Transportation, 6/8/18
- Donald Lowe - bus driver at Transportation, 6/8/18
- Rebecca Mathes - cafeteria manager at Cleveland, 8/22/18
- Carla Moore - food service at Daly, 6/8/18
- Elizabeth Niemeyer - lunch paraprofessional at Pinewood, 6/8/18
- Alma Parnell - technology paraprofessional at Cleveland, 6/8/18
- Kristin Thalheimer - food service at Memorial, 6/8/18
- Michelle Ware - secretary at Pierre Moran, 6/8/18

Classified
Resignation

Termination of classed employee Lavette Getter, lunch paraprofessional at West Side, in accordance with Board Policy 3139.01s effective 6/8/18.

Classified
Termination

An audience spoke regarding lack of homework from Beck and filters for student Ipads. In response, Jason Inman, director of technology, stated the Ipads have an Umbrella filter for adult content.

From the
Audience

An audience member spoke concerning the rate teachers are leaving the district, a potential referendum, need for improved benefits, wages and cultural training.

From the
Audience

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

APPROVED:

Karen S. Carter, President

Douglas K. Weaver, Vice President

Jeri E. Stahr, Secretary

Susan C. Daiber, Member

Rodney J. Dale, Member

Glenn L. Duncan, Member

Carolyn R. Morris, Member

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

August 21, 2018

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

Place/Time

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

Absent:	Rodney J. Dale
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ECS Personnel Present:	Tony England Shawn Hannon Mark Mow	Kevin Scott Doug Thorne
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The Board heard a presentation from Kevin Scott, Chief Financial Officer, on the 2019 Budget and changes resulting from HEA 1009 and HEA 1167.

Topics Discussed

The meeting adjourned at approximately 7:55 a.m.

Adjournment

APPROVED:

Karen S. Carter, President

Susan C. Daiber, Member

Douglas K. Weaver, Vice President

Rodney J. Dale, Member

Jeri E. Stahr, Secretary

Glenn L. Duncan, Member

Carolyn R. Morris, Member

Signatures

ACCOUNT BALANCES/INVESTMENT DETAIL
July 2018

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank - Deposit Account	19,530,173.58
Lake City Bank - Accounts Payable	(557,472.54)
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,927,009.28
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank - Prepaid Lunch	103,301.74
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,993,024.72
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	(91,889.67)
Lake City Bank - Flex Account	68,203.55

INVESTMENTS:

Certificate of Deposit	-
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\$ 25,382,280.66



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Kevin Scott

From: Erica Purvis

Date: August 6, 2018

Subject: Temporary Inter-fund Loans

The following temporary inter-fund loans have been executed effective 7/31/2018:

\$333,000.00 from Fund 0200 Debt Service Fund to Fund 0250 Pension Debt Fund

**RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES
OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA,
AUTHORIZING THE USE OF THE DESIGN-BUILD METHOD OF CONTRACTING
FOR THE PROPOSED 2018 ELKHART AREA CAREER CENTER ANNEX BUILDING
PROJECT AND APPROVING CERTAIN MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Board of School Trustees of the Elkhart Community Schools, Elkhart County, Indiana (the “Board”), is considering (a) the construction and equipping of an additional career center building to be operated by the Elkhart Community Schools, Elkhart County, Indiana (the “School Corporation”), on all or a portion of vacant property located at the southeast corner of the intersection of County Road 10 West and Whitmer Court, which upon completion will be approximately 25,000 square feet and will contain all or any portion of three to six classrooms, shop areas for diesel technology, welding and machine trades, one or more office areas, restroom facilities for staff and restroom facilities for students, locker rooms for the students and necessary custodial and storage areas, (b) the installation of site improvements, including, but not limited to, parking lots, sidewalks and landscaping to be done as a part of the construction and equipping of the additional career center building described in clause (a), and (c) all projects related to any of the projects set forth in clauses (a) or (b)(clauses (a) through and including (c), collectively, the “2018 Elkhart Area Career Center Annex Building Project”); and

WHEREAS, the Board seeks the design and construction of the 2018 Elkhart Area Career Center Annex Building Project, which 2018 Elkhart Area Career Center Annex Building Project would otherwise qualify as a “public work” project under Indiana Code 36-1-12, as amended; and

WHEREAS, pursuant to Indiana Code §36-1-12-1(e), as amended, the Board may enter into a design-build contract for a public work project under Indiana Code 5-30, as amended, as an alternative to the method of contracting provided under Indiana Code 36-1-12, as amended; and

WHEREAS, the Board desires to (a) pursue the design and construction of the 2018 Elkhart Area Career Center Annex Building Project in accordance with Indiana Code 5-30, as amended, (b) authorize the use of the design-build contracting method with respect to the 2018 Elkhart Area Career Center Annex Building Project, (c) authorize the use of the combined request for qualifications and proposals as permitted under Indiana Code §5-30-5-1(c), as amended, (d) appoint the members of the technical review committee required pursuant to Indiana Code §5-30-4-1, as amended, (e) confirm the design criteria developer for the 2018 Elkhart Area Career Center Annex Building Project, and (f) authorize the taking of other actions related thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, as follows:

Section 1. Authorization. The Board hereby authorizes the use of the design-build contracting method for the 2018 Elkhart Area Career Center Annex Building Project in accordance with Indiana Code 5-30, as amended. Furthermore, the Board hereby authorizes the School Corporation and the Technical Review Committee (as hereinafter defined) to use a

combined request for qualifications and proposals as permitted under Indiana Code §5-30-5-1(c), as amended, and to publish a notice of combined request for qualifications and proposals in accordance with Indiana Code §5-30-5-1(c), as amended, and Indiana Code 5-3-1, as amended.

Section 2. Technical Review Committee; Voting Members. Pursuant to the provisions of Indiana Code §5-30-4-1, as amended, the following individuals are hereby appointed to the 2018 Elkhart Community Schools Design-Build Technical Review Committee (the “Technical Review Committee”), all of which will have the right to vote on all matters that are considered by the Technical Review Committee:

- (a) Jamie Lake, as an architect registered under Indiana Code 25-4, as amended;
- (b) Michael Lubbenhusen, as a professional engineer registered under Indiana Code 25-31, as amended;
- (c) Kevin Scott, as a representative of the Board;
- (d) Tony Gianesi, as a representative of the Board;
- (e) Bill Kovach, as a representative of the Board;
- (f) Scott Sassaman, as a representative of the Board; and
- (g) Jeff New, as a representative of the Board.

Section 3. Technical Review Committee; Chairperson. Tony Gianesi shall serve as the Chairperson of the Technical Review Committee, and the Chairperson is hereby authorized to appoint or otherwise designate a Secretary of the Technical Review Committee to keep all of the minutes of the meetings of the Technical Review Committee.

Section 4. Design Criteria Developer. The Board hereby appoints J. Lake Architecture & Design to serve as the design criteria developer for the School Corporation with respect to the 2018 Elkhart Area Career Center Annex Building Project.

Section 5. Other Actions. The Board authorizes the Superintendent/Interim Superintendent of the School Corporation (collectively, the “Superintendent”), the Chief of Staff/District Counsel of the School Corporation (the “Chief of Staff”), the Chief Financial Officer of the School Corporation (the “Chief Financial Officer”), the Chief Operations Officer of the School Corporation (the “Chief Operations Officer”) or his/her designee (the “Designee”) to take any and all actions the Superintendent, the Chief of Staff, the Chief Financial Officer, the Chief Operations Officer or the Designee deem necessary or desirable to fulfill the purposes and intent of this resolution, including, but not limited to, the publication of any and all notices required under Indiana Code 5-30, as amended, for the use of the such design-build contracting method for the 2018 Elkhart Area Career Center Annex Building Project, and any actions heretofore made or taken be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 28th day of August, 2018.

BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS,
ELKHART COUNTY, INDIANA

AYE

NAY

ATTEST: _____
Secretary of the Board of School Trustees



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MR. MOW
BOARD OF SCHOOL TRUSTEES

FROM: KEVIN SCOTT

DATE: AUGUST 28, 2018

SUBJECT/ EXTRA CURRICULAR PURCHASE

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EMHS Extra Curricular	Speakers	\$1,387.79

Sweetwater[®]

Music Education Technology Division

5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 822-6752
Sweetwater.com

Quote Number 4898097
Quote Date 07/26/18
Delivery Method FedEx Ground (Business)
Customer Number 2291241

Quote To: Kurt Weimer
Elkhart Memorial High School Music
2608 California Road
Elkhart, IN 46514

Ship to: Kurt Weimer
Elkhart Memorial High School Music
2608 California Road
Elkhart, IN 46514

Qty.	Item	Description	Retail Price	Your Price	Total
2	ELX200-12	Electro-Voice 12" ELX200 Passive Speaker	\$610.75	\$349.00	\$698.00
1	XLS2502	Crown 775W 2-ch XLS DC2 Power Amp	\$1,099.00	\$599.00	\$599.00

Exclusive 'TOTAL CONFIDENCE COVERAGE' Free Two Year Warranty
(Software, consumables and Apple products do not qualify for TCC)

**Unlimited technical support provided by dedicated in-house staff exclusive to Sweetwater customers.

***In-house factory authorized service and repair.

****Most prepaid orders qualify for free shipping at standard discounts.
SPECIAL ORDERS, ORDERS WITH OPEN BILLING TERMS (Purchase Orders), DO NOT QUALIFY FOR FREE S&H.
Please see the link below for details.

<https://www.sweetwater.com/about/free-shipping/>

****Band Boosters and PTA/PTO groups, please send a check with orders or call with credit card.

Continued on page 2...

Sweetwater

Music Education Technology Division

5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 822-6752
Sweetwater.com

Quote Number 4898097
Quote Date 07/26/18
Delivery Method FedEx Ground (Business)
Customer Number 2291241

Quote To: Kurt Weimer
Elkhart Memorial High School Music
2608 California Road
Elkhart, IN 46514

Ship to: Kurt Weimer
Elkhart Memorial High School Music
2608 California Road
Elkhart, IN 46514

Qty.	Item	Description	Retail Price	Your Price	Total
		Items listed on previous page			

A Note from Our President:

Hi, I'm Chuck Surack, owner of Sweetwater.

I want to take the time to personally thank you for your business with Sweetwater. I am so grateful for every customer, and I encourage you to continue to pursue your love of music.

I want you to know that your satisfaction is our first priority. If you have any questions or concerns, please do not hesitate to contact us. 24-hour support is available at Sweetwater.com/sweetcare, or contact our SweetCare Center by phone at (800) 222-4700 (available Mon-Fri 9AM-6PM, Sat 9AM-5PM). Of course, you can call your Sales Engineer anytime. If you need to get in touch with me directly, my email is chuck_surack@sweetwater.com.



Your Sales Engineer Is Vern Crews:

vern_crews@sweetwater.com
(800) 822-6752 x1950

We appreciate the opportunity to serve all of your music technology and performing arts needs.

Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit Sweetwater.com/help.

Subtotal:	\$1,297.00
Shipping & Handling:	\$30.66
Free Shipping Promo:	-\$30.66
Tax:	\$90.79
Total:	\$1,387.79



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**To: MR. MOW
BOARD OF SCHOOL TRUSTEES**

FROM: KEVIN SCOTT

DATE: AUGUST 28, 2018

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 School Orchestra	Storage rack for string basses	\$919.00




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

08/13/2018 10:00 AM

To: Dr. Mark Mow
From: Kristie Stutsman 
Date: August 13, 2018
Re: Approval for Purchase

West Side Middle School Orchestra would like to purchase a four unit storage rack for string basses. The purchase amount is \$919. The music students have raised the money through fundraising to cover the cost.

The rack will be purchased from:

Wenger Corporation
555 Park Drive
P.O. Box 448
Owatonna, MN 55060-0048

Customer Quotation



Quote: 3108221
 Prepared For: James Keranen
 West Side Middle School
 101 S Nappanee St
 Elkhart IN 46514-1997

Page: 1
 Date: 8/13/2018
 Effective: For 30 days only

Delivery Within: 4-6 weeks
 Tax: Not Included
 Terms: PENDING CREDIT APPROVAL
 F.O.B. Point: Destination

Regarding: 4 Unit Bass Rack

Item	Description	Quantity	Unit Price	Price
148J004.105	STR.BASS RACK,4-UNIT,MPL,PB Standard Non-formaldehyde board Wenger Maple Color Combination	1	778.00	778.00
	Total Product Charge			778.00
	Freight/Handling Charge			141.00
	Total Charge			919.00
	Freight charges are for delivery by FedEx to inside the building, first floor. Assembly and placement of the items is not included.			

* Terms and Conditions of Sale appear on following page.

Submitted By: Patty Kulla
 Sales Representative

Phone: 800-733-0393 Ext 8815
 Email: patty.kulla@wengercorp.com

Fax: 507-774-8575

WENGER CORPORATION
 555 Park Drive, PO Box 448
 Owatonna, MN 55060-0448
 Phone 800.4WENGER (493-6437)
 Fax 507.455.4258
 Parts & Service 800.887.7145

WENGER CORPORATION
 CANADA OFFICE
 Phone 800.268.0148

WORLDWIDE
 Phone 1.507.455.4100
 Fax 1.507.774.8576

WEB SITE
www.wengercorp.com



Medical Plan Experience

July 2018

	<u>Cur Mo</u>	<u>Cur Mo</u>	<u>Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 706,403	\$ 791,882	\$	(85,479)	\$ 4,547,545	\$ 5,939,588	\$ (1,392,043)
UMR Rx	\$ 181,251	\$ 206,073	\$	(24,822)	\$ 945,449	\$ 1,008,497	\$ (63,048)
Less Amt Above Stop Loss	\$ (39,262)	\$ (16,410)	\$	(22,852)	\$ (63,011)	\$ (678,640)	\$ 615,629
Claim Cost Total	\$ 848,392	\$ 981,545	\$	(133,153)	\$ 5,429,982	\$ 6,269,445	\$ (839,463)
Expected Claim Cost	\$ 924,199	\$ 931,591	\$	(7,392)	\$ 6,470,284	\$ 6,554,256	\$ (83,972)
Claims vs. Expected	\$ (75,807)	\$ 49,954	\$	\$ (1,040,302)	\$	\$ (284,811)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 205,656	\$ 221,937	\$	(16,281)	\$ 1,419,783	\$ 1,561,672	\$ (141,889)
Total Cost (Claim + Non-claim)			\$	\$ 6,849,765	\$ 7,831,117		
Enrollment	1,039	1,097		7,274	7,718		
Cost Per Employee Per Month (PEPM)			\$	941.68	\$ 1,014.66		-7.2%



ELKHART COMMUNITY SCHOOLS



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

**TO: BOARD OF SCHOOL TRUSTEES
MARK T. MOW, INTERIM SUPERINTENDENT**

**FROM: KEVIN SCOTT
CHIEF FINANCIAL OFFICER**

DATE: AUGUST 24, 2018

RE: EMPLOYERS HEALTH

Beginning this past January, Elkhart Community Schools became a member of Employers Health, a national coalition of employers seeking to more effectively manage health and benefit costs. Through this coalition, ECS has been able to access prescription drugs for ECS employees through CVS/Caremark’s affiliation with Employers Health at rates less than the corporation could have achieved through the previous prescription model. Additionally, this arrangement provides for a return of quarterly rebates typically paid to the Prescription Benefits Manager. I am pleased to report, this summer the ECS’ medical plan received its first rebate payment of \$72,130.00. These rebate payments, along with the higher level of leverage the ECS gains by becoming a member of Employers Health, will continue to assist the corporation’s efforts to better manage the costs paid by the ECS Health Plan for medical care.

KS/dls



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES
MARK T. MOW, INTERIM SUPERINTENDENT**

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

DATE: AUGUST 24, 2018

RE: METAL DETECTORS

During your August 14 meeting, the administration presented proposed Revisions to Board Policy 5771 and Administrative Regulation JFG-2, both dealing with the corporation's use of metal detectors. In your packet, you will find revisions to both the Board Policy and Administrative Regulation intended to address concerns raised during the August 14 meeting.

In order to address questions related to the obligation of the administration to have reasonable suspicion, both the policy and regulation have been revised to recognize two distinct uses of this equipment.

- When a metal detector is used to determine whether an individual student might be in possession of a weapon, the use of this equipment shall be categorized as a search. As is the case for any search of a student by a school administrator, the administrator must possess a reasonable suspicion prior to conducting this individualized search of the student in question.
- When a metal detector is used as a deterrent or to determine whether within a group of students (i.e. class of students, students on a bus, etc.) someone might possess a weapon, the use of such equipment shall be defined as a check. When the administration is conducting a check for weapons, there would not be an obligation for the administrator to possess reasonable suspicion. This would be similar to occasions when the administration, with the assistance of law enforcement, has canine units conduct a check for drugs in a building. In both of these cases, a physical search of a student or the student's belongings is only conducted after the check or sniff has alerted the administration to the possibility prohibited items have been brought into the school.

In addition to questions related to the need for reasonable suspicion to exist prior to the conduct of a search, one member questioned whether a metal detector could be used with adults. This authority has previously been granted to employees of the district pursuant to Board Policy 7440 - Facility Security Program (a copy of this policy accompanies this memorandum).

WDT/dls

Elkhart Community Schools

Bylaws & Policies

7440 - FACILITY SECURITY PROGRAM

Elkhart Community Schools is committed to the goal of maintaining a safe and secure learning and working environment. All students and school employees are expected to keep all school facilities and programs secure from unlawful and disruptive behavior and to report unsafe conditions to the building administration as soon as possible. Reports will be promptly investigated by the administration.

Construction and maintenance of safe and secure facilities to support the instruction of students by the Corporation's staff involves a substantial investment of public funds. It is therefore in the interest of the school community that the Corporation protects its investment in facilities by implementing a security program.

The Superintendent shall develop and supervise a program for the security of the Corporation's students, staff, visitors, buildings, grounds and equipment. This program may include the use of video and audio monitoring and recording equipment on the Corporation's grounds and vehicles.

The Board directs the Superintendent to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of Corporation activities. If persons responsible for harm or risk of harm to a person or property damage are identified, the Board directs the Superintendent and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

In implementing the security program required by this policy, the Board authorizes the Superintendent to direct a person to not come on or leave Corporation property or not attend a Corporation activity when the Superintendent determines that the person's presence endangers others. Where a person does not comply with such a directive, the Board authorizes the Superintendent to seek arrest of the person by a law enforcement officer and prosecution of the person for the Class D felony of Criminal Trespass on School Property, as found at I.C. 35-43-2-2(a)(1) or (2).

The Superintendent is authorized to deploy security devices including but not limited to metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Corporation property. The Superintendent is also authorized to deploy other security devices that would assist in the detection of contraband such as weapons or drugs

- A. in school buildings;
- B. on Corporation property;
- C. at school activities held off site.

I.C. 20-26-5-4(2) and (4)
I.C. 20-33-8-1 et seq.

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policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

*Proposed Revised 5771/page 1 of 4
(includes suggestions made during the 8/14/18 BST meeting)*

SEARCH AND SEIZURE

The Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's own reasonable suspicion to believe the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5771/page 2 of 4
(includes suggestions made during the 8/14/18 BST meeting)

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Whenever law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers and law enforcement agency policies.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

E. Use of Metal Detectors for a {Reasonable Suspicion} Search

When the school administration has reasonable suspicion to believe weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5771/page 3 of 4
(includes suggestions made during the 8/14/18 BST meeting)

the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

F. Use of Metal Detectors for Random Checks ~~(Administrative Search)~~

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

~~If a school official or a law enforcement officer has reasonable suspicion to believe a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.~~

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5771/page 4 of 4
(includes suggestions made during the 8/14/18 BST meeting)

administrator

Anything found in the course of a search or check pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The building administrator shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32
U.S. Constitution, 4th Amendment

© **NEOLA 2007**

~~January 1, 2017~~ August 28, 2018

PERSONAL SEARCH

The principal, or another member of the school staff designated by the principal and acting at the direction of the principal, may search the person of a student who is on school property, or at a school-sponsored activity, if the staff member has reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or school rules. Searches of the person of a student shall be limited to:

1. Searches of the pockets of a student's clothing;
2. Searches of any object in the possession of the student, such as a purse, briefcase, bookbag, or similar object;
3. A "pat down" of the exterior of a student's clothing; and/or
4. Searches of outer garments, such as a hat, coat, jacket or footwear.

Searches of the person of a student which require removal of clothing other than outerwear such as a hat, coat, jacket or footwear shall not be conducted by school personnel.

In the event a student refuses to permit such a search, such refusal shall create a presumption, admissible in any suspension or expulsion proceeding, that the student has violated the school rule requiring that students submit to reasonable searches by authorized staff members, which violation shall be considered grounds for suspension or expulsion proceedings. Prior to the admission into evidence of any such presumption, the hearing officer or panel must hear evidence of reasonable cause and make a finding that reasonable cause for the search existed. If not rebutted to the satisfaction of the hearing officer or panel, the presumption shall be sufficient to support a suspension or expulsion recommendation.

Personal searches of a student shall be conducted in a manner which is consistent with a balancing of the student's expectation of privacy as against the school's obligation to discover and eliminate illegal and/or prohibited items, protect the health, safety and welfare of students and school personnel, and generally promote good school order and educational purposes. In deciding to make a personal search, and in determining the extent of such a search, factors taken into consideration may include the following:

1. The student's age, history and school record;
2. The prevalence and seriousness of the perceived problem in the school;
3. The perceived need for a search without delay;
4. The probative value and reliability of the information justifying the search;
and

5. The school official's prior experience with the student.

A "pat down" search conducted by school officials of the person of a student shall be done in a private room by an official of the same sex as the student being searched. At least one, but not more than three, additional adults of the same sex as the student being searched shall witness, but not participate in, the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible. **NOTE:** The requirements described in this paragraph do not apply to searches of objects in the student's possession such as book bags or purses nor shall they apply to searches of coats, hats, footwear and other outer garments.

The student shall be given the opportunity to be present during a search of property or objects in his or her immediate possession.

When items are seized or confiscated as a result of the search of a student's person or of objects in the possession of a student, each item seized shall be identified (tagged) and not co-mingled with any other items. A receipt shall be issued to the student or lawful custodian of the student from whom the items were seized.

USE OF METAL DETECTORS -- PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating weapons are not permitted at school and students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

- A. A principal, with the approval of the Superintendent, may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting ~~the~~ a random metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning

process to students, emphasizing the checks are intended to maintain safe schools.

C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.

D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector ~~Checks~~ Search of Individual Students

Before conducting a metal detector ~~check~~ search of an individual student, the administrator or officer must have individualized reasonable suspicion the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

~~NOTE: The use of metal detectors or similar devices to scan objects in the possession of a student is not considered to be a personal search and is not subject to this regulation.~~

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2019

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

A public work session is held at 5:30 p.m. preceding each regular meeting in the J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

January	8, 2019	July	9, 2019
January	22, 2019	July	23, 2019
February	12, 2019	August	13, 2019
February	26, 2019 <i>5 pm at No. Side prior to BB</i>	August	27, 2019
March	12, 2019	September	10, 2019
March	26, 2019	September	24, 2019
April	9, 2019	October	8, 2019
April	23, 2019	October	22, 2019
May	14, 2019	November	12, 2019
May	28, 2019	November	26, 2019
June	11, 2019	December	10, 2019
June	25, 2019	December	17, 2019*

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

Public Work Sessions - 2019

Public work sessions will be held at 7:00 a.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart.

January	15, 2019	July	16, 2019
February	21 and 22, 2019*	August	20, 2019
March	19, 2019	September	17, 2019
April	16, 2019	October	15, 2019
May	21, 2019	November	19, 2019
June	18, 2019	December	17, 2019**

* *two-day retreat*
** *denotes 8:00 a.m.*

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Secretary to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.



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

August 23, 2018

TO: Board of School Trustees
FROM: Philip Lederach
RE: New Course for (2018-19 school year):

ACP L202 - DC0463

Essential Questions and Standards

What are the basic elements of literature, especially when differentiating characteristics of poetry, short fiction, the novel, and drama?

How does comparing multiple literary works establish usefulness when analyzing universal themes of the human experience?

How do multiple texts create awareness of historical and social issues that define the human experience?

What are the elements of argumentation within literature, including claims, issues, evidence, audience, and warrants?

Assessments

Written commentaries and essays

Student Activities

Close reading, annotating texts, whole group discussions, critical analysis activities

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

Develops critical skills essential to participation in the interpretive process. Through class discussion and focused writing assignments, introduces the premises and motives of literary analysis and critical methods associated with historical, generic, and/or cultural concerns.

Student needs met by this course

Students will be able to critically analyze literature at the collegiate level. Analysis and participation will reflect exemplary insight of social issues that serve as the framework of all selected literature.

College and Career Pathway

Advanced College Project/ Indiana University

Data to support the demand for this course

Increased participation through IU's ACP pipeline program reflects the demand.

Expected improved outcome

WHERE LEARNING HAS NO LIMITS

The ability to effectively produce written compositions that reflect a unique and scholarly perspective of how literature encompasses the human experience.

REQUIRED RESOURCES

Software/Hardware:

None

Digital content:

Canvas

Materials/Supplies:

None

Printed material, text:

Making Literature Matter 7th edition

When the Emperor was Divine by Julie Otsuka

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

Instructional Capacity 30

75.00 Fee / Free to students on Free and Reduced Lunch

State Subject Code:

1124

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

Yes

Number of credits per semester:

3

Graded? (Yes/No)

Yes

GPA? (Yes/No)

Yes

GPA Added Value (weighted)? (Yes/No)

Yes

Credit Type for Graduation Progress:

ACP

Additional comments:

n/a



Course Number Assignment Form

Please furnish all information for new courses. For title changes to existing courses, list the existing course number and new title.

Course Number	Course Title (State Course Title if applicable)	State Subject Code	Eligible For		Credit	Graded (Y/N)	GPA (Y/N)	GPA Added Value (weighted)	Credit Type for Graduation Progress	Comments
			Dual Credit (Y/N)	Credit						
DC0463	ACP L202	1124	Yes	3	Yes	Yes	Yes	Yes	ACP	None

All course titles must match the state approved list. If a state waiver has been granted, please note the course number and approval date below.

[Signature]

Assistant Superintendent for Instruction _____ Date 8/25/12

Following approval forward to the Business Office, Curriculum and Instruction, and Data Processing.

August 14, 2012



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

August 23, 2018

TO: Board of School Trustees
FROM: Philip Lederach
RE: New Course for (2018-19 school year):

Everyone Can Code - MS7494

Essential Questions and Standards

6-8.DI.1 Use the basic steps in algorithmic problem-solving to design solutions (e.g., problem statement and exploration, examination of sample instances, design, implementing a solution, testing, and evaluation).

6-8.DI.2 Describe the process of parallelization as it relates to problem solving. 6-8.DI.3 Represent data in a variety of ways (e.g., text, sounds, pictures, and numbers), and use different visual representations of problems, structures, and data (e.g., graphs, charts, network diagrams, flowcharts).

6-8.DI.4 Understand the notion of hierarchy and abstraction in computing including highlevel languages, translation, instruction set, and logic circuits.

6-8.DI.5 Demonstrate interdisciplinary applications of computational thinking and interact with content-specific models and simulations to support learning and research.

6-8.PA.1 Select appropriate tools and technology resources to support learning and personal productivity, publish individual products, and design, develop, and publish data, accomplish a variety of tasks, and solve problems.

6-8.PA.2 Implement problem solutions using a programming language that includes looping behavior, conditional statements, logic, expressions, variables, and functions.

6-8.PA.3 Demonstrate dispositions amenable to open-ended problem solving and programming (e.g., comfort with complexity, persistence, brainstorming, adaptability, patience, propensity to tinker, creativity, accepting challenge)

Assessments

End of lessons reflection and journal questions which are grade with a rubric provided with the curriculum.

Student Activities

Learn to Code 1

By solving puzzles in a dynamic 3D puzzle world, students will develop a set of coding skills to build up their basic programming vocabulary. Their coding journey begins with simple commands, functions, and loops. From the start, they'll write real Swift code—the same code used by real programmers.

WHERE LEARNING HAS NO LIMITS

Lesson 0—Getting Started. Students get an introduction to computer science and the goals of the course.
Lesson 1—Think Like a Computer: Commands and Sequences. Students learn about the use of commands and sequences in an everyday situation, then code using commands and sequences.

Lesson 2—Think Like a Detective: Debugging. Students learn about the use of debugging in an everyday situation, then debug with code.

Lesson 3—Think Efficiently: Functions and a Bit of Loops. Students learn about the use of functions and for loops in an everyday situation, then code using functions and for loops.

Review and Reflect. Students review Lessons 1 through 3, review their portfolios, and create a community with peer-to-peer review.

Lesson 4—Thinking Logically: Conditional Code. Students learn about the use of conditional code, Booleans, and logical operators, then code using conditional code, Booleans, and logical operators.

Lesson 5—Think Again and Again: While Loops. Students learn about the use of while loops in an everyday situation, then code using while loops.

Lesson 6—Think the Same Idea: Algorithms. Students learn about the use of algorithms in an everyday situation, then code using algorithms.

Review and Reflect. Students review coding concepts from Lessons 3 through 6, continue reflection on their portfolios, and continue their community experience.

Learn to Code 2

Students will build on their fundamental knowledge of Swift. They'll journey beyond simply solving puzzles and create worlds of their own. They'll learn about variables and types, the coding constructs that allow them to store and access information. These new skills, along with initialization and parameters, will give them even more ways to use code to interact with their characters and the puzzle world, allowing them to change the rules of the world itself.

Lesson 7—Think Like a NewsBot: Variables. Students learn about the use of variables in an everyday situation, then code using variables.

Lesson 8—Think Like an Architect: Types. Students learn about the use of types in an everyday situation, then code using types and initialization.

Lesson 9—Think Specifically: Parameters. Students learn about the use of parameters in an everyday situation, then code using parameters.

Lesson 10—Think Organized: Arrays. Students learn about the use of arrays in an everyday situation, then code using arrays.

Milestone Project. Students build their own worlds using the concepts learned throughout the program, creating a story to go with the world. They reflect on what they've learned using both their portfolios and the community peer-to-peer review.

App Design. Students go through a design cycle that focuses on prototyping, much like the process that professional app developers go through.

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



Students will explore the fundamentals of Computational Thinking, general programming vocabulary, and be introduced to Swift, the programming language used to create Apple products. Students will practice problem solving skills as they identify and formulate solutions to problems that humans or computers could solve. Students will learn the basic vocabulary of any programming language (variables, loops, conditionals, functions) and apply those to given situations. Swift will be introduced by using Swift Playgrounds to explore logic, operations, and sequencing commands. Algorithmic thinking will be reinforced at all levels as students evaluate their code, debug programs, and apply foundational skills to novel situations. Students will create variables and learn the basics of information storage and retrieval which will expand possibilities for their own programs.

Student needs met by this course

Student will develop the fundamental coding concepts which is the prerequisite for Learn to Code 3, which will expand on these concepts to have students start thinking more like an app developer.

College and Career Pathway

Engineering, Technology, and Industry or Arts & Communications

Data to support the demand for this course

Complies with new state law. Also, in 2017 they project there to be 1.4 million computer science related jobs and only 500,000 with the skills to fill those positions.

Expected improved outcome

Students developing the fundamental coding concepts such as commands, debugging, functions, loops, algorithms, and more.

REQUIRED RESOURCES

Software/Hardware:

Swift Playgrounds, Tynker, Sphero, Seesaw, Keynote, Numbers, Pages, iMovie, Screen Recording for students to voice over why they wrote the code a certain way.

Digital content:

Learning to Code 1 & 2 Teachers Guide (free in iBooks)

Materials/Supplies:

iPads and it would be nice to have the Sphero balls

Printed material, text:

N/A

THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:

State Subject Code:

0494



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

No

Number of credits per semester:

0

Graded? (Yes/No)

Yes

GPA? (Yes/No)

Yes

GPA Added Value (weighted)? (Yes/No)

No

Credit Type for Graduation Progress:

N/A

Additional comments:

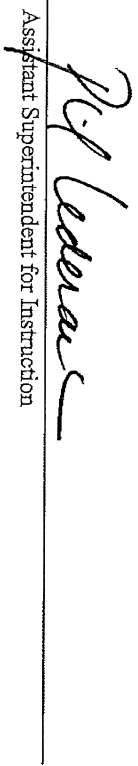


Course Number Assignment Form

Please furnish all information for new courses. For title changes to existing courses, list the existing course number and new title.

Course Number	Course Title (State Course Title if applicable)	State Subject Code	Eligible For		Credit	Graded (Y/N)	GPA (Y/N)	GPA Added Value (weighted)	Credit Type for Graduation Progress	Comments
			Dual Credit (Y/N)	Credit						
MST494	Everyone Can Code	0494	No	0	0	Yes	Yes	No	N/A	

All course titles must match the state approved list. If a state waiver has been granted, please note the course number and approval date below.



8/23/18
Date

Following approval forward to the Business Office, Curriculum and Instruction, and Data Processing.

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.	What is the grant submission deadline?
High Ability	IDOE	ECS	Dawn McGrath	\$84,198	Identification, professional development, curriculum work and resources	The High Ability program supports the PLC question #4 - "What will we do if the student has already learned it." We are dedicated to meet the needs of every child, including those with high ability.	\$6,586 - Identification limit imposed by IDOE; \$77,612 for HA coordinators, reimbursement for HA coursework, and stipends for teachers.	8/31/2018
Pets in the Classroom	Pet Care Trust	Pierre Moran Middle School/ Agriscience Education	Mrs. Starr	The grant covers the cost of whatever pet I chose.	The grant will be used to purchase the pet, housing and food for the pet. The pet will be overseen by the teacher. Students will be required to help with daily maintenance, including cleaning the pen.	This supports the kids by giving them responsibility and something to take care of.	Everything will be covered by the grant. A portion for the animal, a portion for food and a portion for housing.	12/31/2018

Applicant Point Person	School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Amount Approved
Stephanie Scalise	Elkhart Memorial High School	Spanish Classroom Free Voluntary Reading Library	9-12	Spanish	170	\$540	<p>Hands down, reading is one of the most powerful tools for facilitating acquisition of vocabulary – whether it is the first, second, or third language. My Spanish learners need to read in Spanish to successfully acquire the language. In order to provide them with a variety of readers that appeal to a diverse group of students, I am requesting a classroom library of comprehension based (CB) Spanish readers to support second language acquisition for levels 1-4 of High School Spanish. Unfortunately, students learning Spanish do not currently have a “library” that meets their needs to be successful language learners.</p> <p>Comprehension based readers are very different from traditional readers and authentic texts. CB readers are strategically written with an exceptionally low unique word count and an unusually high frequency factor (the number of times core words and phrases are repeated within a text), which makes them highly comprehensible to readers of all levels.</p>	\$540
Matthew Hartman	Elkhart Memorial	Back to the "Digital" Drawing Board	High School 9 - 12	Art	774 enrolled in digital/drawing classes 2018-19	20	<p>Ever try writing your signature with your mouse or a laptop trackpad? Yeah, it's difficult! Imagine trying to create a detailed sketch or precisely retouch a photo with those tools. A graphics tablet, uses a pen or stylus to translate your strokes from the tablet to your computer screen with an incredible degree of precision. It's much more natural and comfortable to use than a mouse or touchpad, whether you want to paint, illustrate, animate in 3D, create a comic, or retouch photos. Although we have become more equipped in the last 2 years to adequately prepare students for life outside our walls, we are still lacking in some important areas. As we see opportunities in digital art fields grow, we have realized a need for graphic drawing tablets for our student computers. Graphic tablets will allow students to translate their creativity from their minds to the computer screen with marvelous accuracy.</p>	\$3,599.80

Applicant Point Person	School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Amount Approved
Mary Lehman	Monger	Self Regulation	Kindergarten	all	all K students (72 this year)	\$5,000	With a longer school day, larger class sizes and a rigorous curriculum, Kindergarten teachers are facing students who need help self-regulating. Research done by Shanker (2012) summarized the reasons for stress that affect students' ability to self-regulate: decline of sports and play, changing family dynamics, social patterns and eating and sleeping habits, and exposure to violent video games and media. With that being said, it leaves a daunting job for a teacher to do! This proposal is an attempt to give students the much needed activities and supplies to help them develop self regulation. Therefore, they will be successful in their education journey.	\$1,000
Sheri Greenfield-Ludwig	Elkhart Memorial	Print is not dead, but student journalists need an online platform.	9-12	An online platform for student journalists	22-1700	\$1,000	Elkhart Memorial's publications class, GENESIS, is seeking funds to cover the initial cost of partnering with SNOSites.com to launch an internet platform where students can develop digital media and literacy skills while gaining a wider following of readers. Each year the class produces and prints eight issues which are funded by the 22 student journalists through the sale of advertisement space, parent sponsorship, and fundraisers. It is our hope that in the future, we will decrease the financial burden on families by printing less issues and moving to a less costly online platform. Doing so will also provide the opportunity for more students to share their writing with the student body, increasing the motivation of the staff and opportunities for recognition and leadership. Funding in the amount of \$1,000 is being requested for initial website setup, a logo and header design, the first year hosting fee, and adviser and student training.	\$1,000

Applicant Point Person	School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Amount Approved
Natalie Schultz	West Side Middle School	"Defenders Throughout History"	7th and 8th Grade Social Studies Students	Integrating the "Speak to Truth" curriculum within 7th and 8th grade social studies curriculum to identify defenders within history	311	\$760.88	<p>We will begin the 2018-2019 school year with a mini lesson on what a defender is, creating a checklist that we can put up on a poster in our room and reference back to the poster as we teach our content, to help students identify defenders from the past as we move through our curriculum (7th Grade Eastern Hemisphere Geography and 8th Grade Early colonization to Reconstruction). At the end of the year we would begin creating our: 7th grade will make Bio Boxes and 8th grade will create Living Defenders (they will dress like their defender and write a short presentation sharing why their person can be seen as a defender of history).</p> <p>We plan to display our defender exhibit at our building 6th grade open house, to have students display their Defender exhibit at the Art Walk, and then take it over to Daly for a day so all the students could learn about defenders from our past.</p>	\$760.88
Kelly Voreis	Cleveland	Learning Through Sensory Play	K-6	reading, math, science and social skills	25	\$1,836.00	<p>As we continue to work towards full inclusion with students who are identified as having intense needs, we would like to bring sensory objects into the intense intervention classrooms to increase student participation in learning activities.</p> <p>By incorporating sensory resources into our classroom we can better meet the kinesthetic and sensory needs of our students. These resources will enable students to develop better attention skills, muscle tone, fine motor skills, socialization, communication and many more important life skills.</p>	\$1,600
April Marshall	Cleveland	Kindergarten is Magical	Kindergarten	Reading/LA	92	\$3,496.70	<p>In order to be successful in school children must develop the ability to self regulate. Self regulation encompasses emotional, physical and social behaviors. Self regulation is the ability to monitor and control cognitive processes. The focus is to hold and retain two strategies at the same time and to develop the motivation to succeed. ECS has adopted Tools of the Mind as a means to reach these self regulating goals.</p>	3496.7

Applicant Point Person	School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Amount Approved
Suzanne Holcomb	Mary Beck Elementary	Makerspace Magic: Creativity as a Pathway to Learning	All grade levels	All subject areas	250+	\$4,870.66	A space to make things, express creativity, explore ideas, and dream big is something that all children crave. The Makerspace movement has been growing like wildfire for these exact reasons. A Makerspace is an opportunity for students to explore and develop themselves. In addition to the freedom of trying new things, a Makerspace allows parents and community members to take an active role in guiding students on their creative journey. Parent and student classes being led by community experts is just one way that this Makerspace will impact all community members. In the end, students will learn more than just how to sew a button on their shirt; they will learn that they possess the ability to become self sufficient leaders of their community.	\$2,500
Heidi Krusenklaus	Memorial High School	MSTS:Memorial Student Technology Service Hub	9-12	Technology Internship / Technology Services-Service Desk	All staff, students and in the future maybe open up to support parents.	\$5,000	All teams will work collaboratively using the centralized ticket system so that processes are effectively integrated, and information shared rapidly. Students will log incidents, create knowledge base articles and share them with users throughout the district. They will review weekly metrics and assist the IT department with projects. A Collaboration Workroom will provide space to review projects, provide training, and meet as teams. This space will have reconfigurable furniture that can change function in no time. Members of the Student Tech Team will work in groups, leveraging their skills and abilities to complete projects. Walkup support will be available at both High Schools. Similar to Apple's Genius Bar, these locations will have countertops, chairs, and wall displays. Students will assist with branding and marketing, along with recruiting future Service Desk team members.	\$3,500
Kate Dean	Elkhart Central High School	Flexible Seating	9-12	Mathematics	100	3990.19	I am looking into implementing flexible seating in my high school math classroom.	\$3,000

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

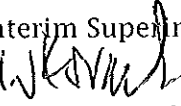
DATE: August 23, 2018
 TO: Mr. Mark T. Mow, Interim Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
August 28, 2018 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
IASP FALL PROFESSIONALS CONFERENCE This conference will provide an opportunity to collaborate and learn from other principals in Indiana. Indianapolis, IN November 18 - 20, 2018 (2 day's absence) TRACEY KIZYMA-WHITMYER (1-3)	\$1,198.94	\$0.00
	\$1,198.94	\$0.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$23,813.84	\$1,805.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$17,706.92	\$760.00
2017 YEAR-TO-DATE OTHER FUNDS	\$262,471.70	\$18,360.00
2017 YEAR-TO-DATE ADJUSTMENTS	(270.00)	\$0.00
2018 YEAR-TO-DATE OTHER FUNDS	\$168,035.56	\$3,990.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$471,758.02	\$24,915.00

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: August 23, 2018
 TO: Mr. Mark T. Mow, Interim Superintendent
 FROM: Dr. William Kovach 
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 August 28, 2018 - Board of School Trustees Meeting**

2018- 2019 CONFERENCES	EXPENSES	SUBSTITUTE
Indiana 2018 Statewide Professional Development CTE Conference This conference will provide an opportunity to network and learn from leading CTE Professionals from throughout the state. Indianapolis, IN September 20 - 22, 2018 Barbara Gingerich (0-0) 1 day absence Nancy Whittaker (0-0) 2 days absence Leadership	\$817.95	\$0.00
TOTAL	\$817.95	\$0.00
2018-19 YEAR-TO-DATE PERKINS FUNDS	\$3,453.53	
GRAND TOTAL	\$4,271.48	\$0.00



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MR. MARK MOW
FROM: MS. CHERYL WAGGONER
DATE: AUGUST 28, 2018

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2018-19 school year:

Alyssa Anderson	Osolo/Kindergarten (temporary contract)
Jennifer Beck	West Side/Math
Nicolai Hyer	Memorial/Social Studies
Julie Jerzak	Central/Business Ed
Leah Michel	Hawthorne/Grade 4
Michelle Tibbs	Memorial/Early College
Brandon Whitsit	Memorial/Social Studies

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

Margaret Agnew Began: 8/13/07	Hawthorne/Grade 4 Resign: 8/17/18
David Delgado Began: 8/24/16	Central/AF JRROTC Resign: 8/31/18
Lance Carter Began: 8/4/15	Memorial/Math Resign: 6/8/18
Angela Irwin Began: 8/14/18	Woodland/Grade 3 Resign: 8/15/18
Michael McCauley Began: 8/11/08	West Side/Math Resign: 6/8/18
Adam Meyers Began: 8/13/07	Memorial/Social Studies Resign: 6/8/18

Jennifer Mohrbach
Began: 3/24/13

Daly/Grade 2
Resign: 6/8/18

Sidney Shafer
Began: 8/14/18

Memorial/Social Studies
Resign: 8/22/18

Corey Sheets
Began: 10/3/16

Osolo/Kindergarten ~ Grade 1
Resign: 8/24/18

Heather Walker
Began: 8/13/12

Memorial/Language Arts
Resign: 6/8/18

Bryon Whitten
Began: 8/22/05

Memorial/Social Studies
Resign: 6/8/18

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

Brenda Cruz
Begin: 10/8/18

West Side/ENL
End: 11/2/18

- d. **Administrative Transfer** – The administration recommends the re-assignment of the following employee effective August 20, 2018:

Kevin Beveridge

**Roosevelt/Assistant Principal
Supervisor of Instruction**

CLASSIFIED

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

Jacqie Abbott
Began: 5/8/17

Career Center/ Paraprofessional
Resign: 6/8/18

Bianca Avendano
Began: 5/17/17

Transportation/Bus Driver
Resign: 6/8/18

Debra Baker
Began: 9/8/15

Hawthorne/Paraprofessional
Resign: 6/8/18

Sierra Coulahan
Began: 1/30/18

Daly/ Paraprofessional
Resign: 9/4/18

Kimberly Craig
Began: 3/5/18

Beardsley/ Food Service
Resign: 6/8/18



Robin Creer
Began: 10/16/17

Transportation/Bus Driver
Resign: 6/8/18

Hannah Efsits
Began: 9/7/17

West Side/Paraprofessional
Resign: 6/8/18

Luella Hanks
Began: 10/19/04

North Side/Paraprofessional
Resign: 6/8/18

Jessica Leng
Began: 9/8/14

North Side/Food Service
Resign: 6/8/18

Gary McDaniel
Began: 5/1/17

Building Services/Maintenance
Resign: 8/3/18

Jason Paulson
Began: 9/7/99

Building Services/Custodian
Resign: 9/4/18

Heather Rhodes
Began: 8/14/17

Memorial/ Food Service
Resign: 8/29/18

Casey Ruble
Began: 10/02/17

Transportation/Bus Driver
Resign: 6/8/18

Sanara Warren
Began: 8/24/05

Transportation/Bus Driver
Resign: 8/17/18

Nancy Whittaker
Began: 1/8/18

Career Center/Paraprofessional
Resign: 6/8/18

Sue Williams
Began: 8/13/16

Daly/Paraprofessional
Resign: 6/8/18

Deidre Wright
Began: 11/10/14

Transportation/Bus Driver
Resign: 6/8/18

Karen Young
Began: 2/6/18

Beck/Paraprofessional
Resign: 6/8/18

- a. **Unpaid Leave Request** – We recommend an unpaid leave of the following employee:

Anita Byrd
Start: 8/22/18

Beardsley/Food Service
End: 6/5/19

