

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

February 13, 2018

CALENDAR

Feb	13	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	13	immediately following	Executive Session, J.C. Rice Educational Services Center
Feb	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	13	immediately following	Executive Session, J.C. Rice Educational Services Center
Feb	22	Noon	Board Retreat, ETHOS Science Center, 1025 N. Michigan Street
Feb	23	Noon	Board Retreat, Mary Beck Elementary School, 818 McDonald Street
Feb	27	5:00 p.m.	Regular Board Meeting, North Side Middle School
Mar	13	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	13	immediately following	Executive Session, J.C. Rice Educational Services Center
Mar	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
  - Memorial High School
  - Central High School
- E. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.
- F. STUDENT RECOGNITION:
  - EFF5 Robotics Team - Rockwell Collins Innovate Award
  - Pinewood Science Bowl Team
- G. PARTNERSHIP PRESENTATION
  - Grace Lutheran Church
- H. ANNUAL ENERGY AUDIT REPORT

I. MINUTES

January 23, 2018 – Public Work Session  
January 23, 2018 – Regular Board Meeting

J. TREASURER'S REPORT

Consideration of Claims

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

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

K. UNFINISHED BUSINESS

Administrative Regulation GDBA-10 – The administration presents Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule, as initially presented at the January 23<sup>rd</sup> regular meeting.

Administrative Regulation JC – The administration presents Administrative Regulation JC – School District Boundaries - Roosevelt, as initially presented at the January 23<sup>rd</sup> regular meeting.

L. NEW BUSINESS

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

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

M. 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.

N. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

O. ADJOURNMENT



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROB HAWORTH  
FROM: WILLIAM KOVACH  
DATE: JANUARY 23, 2017

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**GIFT APPROVAL – MUSIC DEPARTMENT**

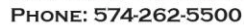
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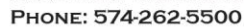
Kathy Westgate has offered to donate one (1) Bach Mercedes Trumpet (serial number 509666) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instrument and finds it to be in good condition. The fair market value of the instrument is \$300.00.

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:

Kathy Westgate  
61211 Bair Lake Road  
Jones, MI 49061







INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROB HAWORTH  
FROM: WILLIAM KOVACH  
DATE: JANUARY 23, 2017

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**GIFT APPROVAL – MUSIC DEPARTMENT**

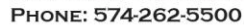
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Kathy Westgate  
61211 Bair Lake Road  
Jones, MI 49061



## WHERE LEARNING HAS NO LIMITS

## WHERE LEARNING HAS NO LIMITS



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

Elkhart Community Schools  
Elkhart, Indiana  
January 23, 2018

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

Place/Time

Board Members Present:	Douglas K. Weaver Jeri E. Stahr	Susan C. Daiber Rodney J. Dale Carolyn R. Morris
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Roll Call

Absent:	Karen S. Carter	Glenn L. Duncan
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ECS Personnel Present:	Tony England Tony Giansi Rob Haworth Maggie Lozano Dawn McGrath	Pam Melcher Kevin Scott Cheryl Waggoner Bob Woods
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The Board discussed upcoming meeting topics, student trip to Indianapolis, Teacher of the Year program, locations for the Board retreat days in February, and agenda items for the regular Board meeting.

Topics  
Discussed

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

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
January 23, 2018

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

Place/Time

Board Members	Douglas K. Weaver	Susan C. Daiber
Present:	Jeri E. Stahr	Rodney J. Dale Carolyn R. Morris

Roll Call

Absent:	Karen S. Carter	Glenn L. Duncan
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Vice President Doug Weaver called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to  
Order

Mr. Weaver recited the Elkhart Promise.

The Elkhart  
Promise

Mr. Weaver discussed the invitation to speak protocol.

Superintendent Robert Haworth presented an honorary delayed high school diploma to Janet Creekmore who attended Elkhart High School, but left in her junior year in 1967. Superintendent Haworth recited The Promise and remarked how Ms. Creekmore's accomplishments throughout her life have fulfilled the Promise. Ms. Creekmore went on to get a GED in 1975; attended Purdue University and became a Registered Nurse in 1982; finished a Bachelor's Degree in 1992 from the University of St. Francis; and completed her Master's Degree in Nursing in 2006 at Indiana Wesleyan University. (Codified File 1718-89)

Honorary  
Diploma

Superintendent's Student Advisory Council (SSAC) representatives introduced themselves: Irlyn Milfort, a freshman from Central High School (CHS) is a cheerleader for football and basketball. Ms. Milfort reported on the following upcoming events: Blazeline and Winter Guard performance on January 31; Blazeline competition show at halftime of basketball game February 6; girls basketball sectionals begin soon; Dollars for Scholars phone-a-thon is January 30-31; swimming and diving sectionals are in February and Logan Brown recently broke two school diving records; and Blazerfest is March 29. Ms. Milfort also stated SSAC members will be recording books for Beardsley students as part of their literacy project. Tianna Roundtree, a junior from Memorial High School (MHS), reported the following music department events: instrumental solo and ensemble compete this coming weekend at Central, and vocal solo and ensemble compete the following weekend at Clay. In sports: varsity Winter Guard recently placed fifth at Greenwood; boys/girls basketball teams have a double header January 26; wrestling sectionals are January 27; and spring sports have begun conditioning.

SSAC  
Representative

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$123 from Santa Snap Shots for the Intense Special Education students at North Side Middle School; \$680 from Marion Schrock, President of Horizon Transport to Riverview for fifth grade students to attend JA Biz Town in Fort Wayne; a Selmer CL200 clarinet (valued at \$250.00) from Julie Bladel; a Blessing euphonium and a bass violin (valued at \$500 and \$800 respectively) from Christian Losch; a Kreusler viola (valued at \$300) from an anonymous donor; also, the following donations were made in 2017 for renovations to Rice Field and North Side Gym: \$100,000 from Forest River; \$25,000 from Dr. and Mrs. Richard Boling; and \$25,000 from Mr. and Mrs. Brian Smith.

Gift Acceptance

JeNeva Adams, district transition coordinator, introduced Dejah Wright, an 8th grader from Pierre Moran Middle School, who presented her capstone project as required in the Preparing for College and Careers course. Ms. Wright stated she learned about her personality and learning styles, then used this information along with her interests to pick two careers to research. Based on her career choice, she determined her school pathway in what will be the new high school. Ms. Wright said the best one thing she learned was being able to research and put ideas in one place.

Special  
Presentation

Tina Northern, director of special education, described a new program in collaboration with Corvillia and Hubbard Hill Retirement Community to provide access to internships for students with low incidence disabilities. Corvillia is able to support ECS through a Pre-Employment Services grant from the State. Kris Miller, special education teacher, shared the exciting outcome of this partnership and the powerful impact on young adults aged 18-22. The staff at Hubbard Hill has embraced ECS students with open arms while they work in various internships. It has been a life changing partnership. Aramis Kinnison reported prior to Hubbard Hill he placed cans in boxes to develop employment skills and now he hangs sheet rock, lays tile, use large machinery like a tractor and snow plow, pulls weeds, cuts grass, trims and edges. He is a true groundskeeper. Catalina reported she works in the Bistro and when she began could only roll napkins over tableware. Now she waits tables, serves food, and set up tables. The students have grown into mature, employable Elkhart County citizens.

Special  
Presentation

Douglas Hunnings, 6<sup>th</sup> grade teacher at Riverview and Robotics coach, introduced the team members: Karma Birkhead, Ezekiel Waits, Jillian Kruij, Taelor Sassaman, Meghan Grasty, and Nick Valdez. At the qualifying tournament hosted by Memorial, they placed 4th overall out of 36 teams and also won the Gracious Professionalism Award qualifying for the state tournament. At the state competition, the team placed second for the Inspiration Award in the Core Values Category, an award presented to the team showing qualities which would be considered an inspiration to all the teams competing.

Special  
Presentation

<p>By unanimous action, the Board approved the following minutes:</p> <ul style="list-style-type: none"> <li>January 9, 2018 – Public Work Session</li> <li>January 9, 2018 – Organizational Meeting</li> <li>January 9, 2018 – Board of Finance Meeting</li> <li>January 9, 2018 – Regular Board Meeting</li> <li>January 16, 2018 – Public Work Session</li> <li>January 16, 2018 – Special Meeting</li> </ul>	Approval of Minutes
<p>By unanimous action, the Board approved payment of claims totaling \$977,626.57 as shown on the January 23, 2018, claims listing. (Codified File 1718-90)</p>	Payment of Claims
<p>The Board received a financial report for the period January 1 – December 31, 2017, and found it to be in order. Chief financial officer, Kevin Scott, stated the end of year cash balance for five (5) funds will be adjusted based upon recently updated information from the Department of Local Government Finance (DLGF). Tax cap impact adjustments to cash balance will occur in debt service, pension debt, capital projects, transportation, and bus replacement.</p>	Financial Report
<p>Mr. Scott reported the following loan has been paid back effective 12/31/17: \$627,000 from Fund 0250 Retirement/Severance Bond to Fund 0200 Debt Service Fund.</p>	Fund Loans
<p>Mr. Scott reported on the transfer of appropriations of the 2017 tax fund.</p>	Appropriations Transfers
<p>Kevin Scott provided the year end insurance report noting expenses were up 4% for 2017.</p>	Insurance Update
<p>By unanimous action, the Board approved the 2018-2019 School Calendar as initially presented at the January 9<sup>th</sup> regular meeting with recommended changes from the administration. (Codified File 1718-91)</p>	2018-2019 School Calendar
<p>The Board was presented proposed revisions to Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule for initial consideration.</p>	Administrative Regulation GDBA-10
<p>The Board was presented proposed revisions to Administrative Regulation JC – School District Boundaries regarding Roosevelt for initial consideration. Doug Thorne, district counsel/chief of staff, explained the revisions clarify the boundaries for the STEAM academy and does not change the house count.</p>	Administrative Regulation JC
<p>By unanimous action, the Board approved an overnight trip request for West Side 8<sup>th</sup> graders to travel to Washington, DC on October 24-28, 2018 to learn, explore and discover the nation’s capitol.</p>	Overnight Trip Request
<p>By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the January 23, 2018 listings. (Codified File 1718-92)</p>	Conference Leaves

By unanimous action, the Board approved the following personnel recommendations of the administration:	Personnel Report
Three (3) administrative transfers effective 1/8/18: Howard Edwards - Assistant Principal at Memorial Sarita Stevens - Alternative Programs Principal Executive Principal Priority & Focus Schools at Elkhart Academy Denise Wappes - Interim Principal at Roosevelt	Administrative Transfers
A separation agreement regarding resignation and severance benefits for a certified staff member. (Codified Files 1718-93)	Agreement
Employment of the following seven (7) certified staff members for the 2017-2018 school year, effective on the dates indicated: Sarah Brown - grade 2 at Roosevelt, 1/8/18 Aliya Caldwell - grade 4 at Roosevelt, 1/26/18 Victoria Gingerich - language arts at West Side, 1/22/18 Benjamin Kain - physical education at Roosevelt, 1/11/18 Michael Kelley - counselor at Central, 1/22/18 Michelle Klumpenhower - grade 6 at Roosevelt, 2/12/18 Jennifer Pummill - grade 6 at Osolo, 1/16/18	Certified Employment
Retirement of the following three (3) certified staff members effective on the dates indicated with years of service in parentheses: David Benak - director at EACC, 6/30/18; (17) David Replogle - social worker at Memorial, 6/6/18; (33) Michael Youngs - machine tech at EACC, 6/6/18; (21)	Classified Retirement
Resignation of the following two (2) certified staff members, effective on the dates indicated: Cynthia East - job coordinator at Central, 6/6/18 Mark Huckleberry - construction trades at EACC, 12/21/17	Certified Resignation
Parental leave for certified staff member, Anh Oyer, grade 3 at Bristol, beginning 2/21/18 and ending 6/6/18.	Parental Leave
A settlement agreement regarding compensation benefits for a classified employee. (Codified Files 1718-94)	Agreement
Employment of the following six (6) classified employees who have successfully completed their probationary period on dates indicated: Rochelle Bock - food service at Osolo, 1/16/18 David Cassell - academic trainer at Pierre Moran, 1/11/18 Anthony Horvath - mechanic at Transportation, 1/8/18 Tracy Mayfield - nurse at Hawthorne, 1/15/18 Lisa Scott - food service at Central, 1/16/18 James Williams III - paraprofessional at Bristol, 1/15/18	Classified Employment

<p>Resignation of the following five (5) classified employees effective on the dates indicated:</p> <p>Julieanne Hartin - food service at West Side, 1/19/18  Denise Jackson - paraprofessional at EACC, 1/8/18  Bradley Minix - tech support tech I at Tech Services, 1/16/18  LeDeana Owens - bus driver at Transportation, 1/22/18  Angela Turpin - building substitute at Elkhart Academy, 12/21/17</p>	Classified Resignation
<p>Termination of the following two (2) classified employees, in accordance with Board Policy 3139.01s, effective 1/23/18:</p> <p>Sabrina Martin – food service at North Side  Valerie Van Vynckt – bus helper at Transportation</p>	Classified Terminations
<p>An audience member spoke regarding the possible effects on middle schools students taking courses at the high schools once they switch to block scheduling in the Fall; the continued lack of textbooks at the middle schools; and textbook rental fees.</p>	From the Audience
<p>Superintendent Haworth thanked those who made Monday night’s State of the Schools presentation possible and the coverage provided by <i>The Elkhart Truth</i>.</p>	From the Superintendent
<p>Mr. Weaver invited everyone to the upcoming Military Ball hosted by the Air Force JROTC program.</p>	From the Board

The meeting adjourned at approximately 8:20 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

**BUSINESS OFFICE**

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**ELKHART**  
COMMUNITY SCHOOLSINTERNAL MEMO

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

**FROM: DR. ROBERT WOODS**

**DATE: FEBRUARY 8, 2018**

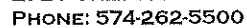
**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EMHS Extracurricular Account	Chicago Symphony tickets	\$3,200.25
EMHS Extracurricular Account	Giordano's Restaurant	\$1,145.00





**Ms. Rebecca Yoder**  
**Elkhart Memorial High School**  
**2608 California Rd**  
**Elkhart, IN 46514**

Fax: N/A  
E-mail: [ryoder@elkhart.k12.in.us](mailto:ryoder@elkhart.k12.in.us)

Concert Date: 4/14/2018  
Concert Day: Saturday  
Concert Time: 8:00 PM  
Concert Description: CSO - Muti conducts Dvorak

**A deposit payment of \$564.75 has been processed on 9/26/2017 with CHK...42188**  
**You are now obligated to purchase 40 tickets, which is 80% of your original total.**

After this date, tickets not paid for in full will be released. Please note that any additional mailing fees (i.e. FedEx, UPS, etc.) incurred due to late receipt of final payment will be the responsibility of the patron. If an order drops below 20 tickets, all discounts will be suspended and regular single ticket prices will be applied.

***After final payment has been received, there will be NO REFUNDS OR EXCHANGES.***

Visa, Mastercard, American Express, Discover, Carte Blanche and check payments are accepted. All checks should be made payable to the Chicago Symphony Orchestra and sent to: Chicago Symphony Orchestra, Attn.: Group Services 220 South Michigan Ave., Chicago, IL 60604. After receipt of full payment, group tickets will be mailed or made available for pick up at the Symphony Center box office.

Please feel free to contact the Group Services office at (312) 294-3040 within the Chicago area, or (800) 223-7114 ext. 3040 outside Chicago or at [groupsales@cso.org](mailto:groupsales@cso.org). Thank you!

A pre-concert conversation is held prior to each CSO concert. A separate ticket is required for group attendance. Please contact us if you would like more information.

**Address**  
Chicago Symphony Orchestra  
Attn: Group Services  
220 S. Michigan Ave.  
Chicago, IL 60604

**E-mail**  
groupsales@csso.org

**Website**  
www.cso.org



**ELKHART MEMORIAL HIGH SCHOOL**  
2608 CALIFORNIA ROAD • ELKHART, IN 46514  
PHONE: 574-262-5600

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

Rebecca Yoder  
EMHS Orchestra Director

# Memo

To: Cary Anderson and Dr. Robert Woods  
From: Rebecca Yoder  
Date: 1/17/18  
Re: Expenditure of Extracurricular Funds

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The purpose of this memo is to request board approval for the expenditure of EMHS Extracurricular Funds. The **Orchestra** will be spending **\$1145** to pay for their food at Giordano's during their field trip to Chicago on Saturday, April 14<sup>th</sup>, 2018. Students will be experiencing Chicago and observing a world class orchestra, the Chicago Symphony Orchestra. This payment is due by check to the restaurant on the day of the trip.



## Central Business Loop GROUP PACKAGE CONTRACT

### EVENT INFORMATION

Date of Call 9/5/17 Date of Event 4/14/18  
Number of Guest(s) 51 Scheduled Time of Event 4:30pm  
Occasion School Trip \*Is your party able to access the event space via stairs? ☒ Yes ☐ No  
Set-Up Requirements / Special Request(s) \_\_\_\_\_

### CUSTOMER INFORMATION

Party Name Elkhart Memorial Orchestra Tel 937-409-5289  
Contact Name Rebecca Yoder Fax 574-262-5625  
Payment Method ☒ Visa ☐ MC ☐ Amex ☐ Discover  
Credit Card # [REDACTED] Exp Date [REDACTED]  
Authorized Signature [Signature] Date 9/18/17

Will be paying  
with school check  
on day of visit.  
Please don't charge  
this card.

### PACKAGE OPTIONS (Please check (✓) your selection)

- ☒ Party Package #1 Salad, Pizza, Focaccia & Soda  
☐ Party Package #2 Salad, Pizza, Rigatoni Marinara, Focaccia & Soda  
☐ Party Package #3 Salad, Pizza, Rigatoni Marinara, Meatballs, Focaccia & Soda  
☐ Add Dessert  
☐ Add Appetizer Menu Items to Any of the Packages.

#### Per Person

16.95

18.95

19.95

3.50

Menu Price

- add 10.25%  
for tax  
and 20%  
for gratuity

### PLEASE NOTE

- \*Our event space may be seated upstairs or downstairs, please consult with event coordinator.
- All parties are served family-style.
- Final Payment due the day of the event. No Personal Checks. Prices do not include applicable taxes nor 20% gratuity.
- Any changes and guarantee of the number of attendees is required 48 hours prior to event; otherwise, expected number becomes the guarantee.
- A Deposit is not required; however, a \$10.00 per person no-show fee will be assessed to the host credit card.
- Parties are limited to one and a half hours due to constraints and regular business flow.
- Prices based upon reasonable consumption of food (4-5 people per pizza). All food must be consumed on premise. Children 6 and under are half the price, 2 and under are free.
- Your party must arrive within 15 minutes of scheduled time of event. After 20 minutes, your party will be considered a no-show and the table will be forfeited to other Guests.
- Prices are valid through December 2017.

Customer Signature [Signature] Date 9/18/17  
Giordano's Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

233 WEST JACKSON BLVD • CHICAGO IL 60606 • TEL 312 583 9400 • FAX 312 583 9585



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DR. ROBERT WOODS**

**DATE: FEBRUARY 8, 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 Extra-Curricular Account	ISTEP t-shirts	\$2,868.00


10 JAN 30 AM 9:45



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

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**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:** 1/30/18  
**Re:** Approval for Purchase of ISTEP Shirts

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West Side Middle School is re questing approval to purchase ISTEP t-shirts for staff and students from our extra-curricular account. The cost of the t-shirts is \$2868.00 The t-shirts are used as an incentive for students to give best effort on ISTEP. The t-shirts are being purchased from

Valerie Miller  
6032 Huguenard Rd.  
Fort Wayne, IN 46818

West Side Student Council and National Junior Honor Society sell Nelson's chicken to raise the money for t-shirts.

WHERE LEARNING HAS NO LIMITS

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
Feb. 13, 2018 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Pierre Moran NYC/Philadelphia Trip	Student group will sell flowers and notes for Valentines Day. Proceeds will be used for students attending the end of year trip.	2/8/2018 - 2/13/2018	1/17/2018	Anthony Venable
West Side Boys and Girls Basketball Teams	Team members will host a Nelson's Port-a-Pit sale. Proceeds will be used to purchase new uniforms, equipment, travel gear and team training/camps.	4/12/2018	1/17/2018	Krista Hennings
Central Boy's and Girl's Track	Teams will sell dicount coupons for pizza, movies, etc. Proceeds will be used to purchase track supplies.	2/14/2018 - 2/23/2018	1/19/2018	Jake Balch
Central Dance Marathon	A give back night at Nibco Skate Park will be hosted. A portion of ticket sales will be given to Dance Marathon. Proceeds will be donated to Riley Children's Hospital.	2/19/2018	1/17/2018	Sarah Bertsch
Central Chess Club	A chess tournament will be held. Proceeds will be used for club members to pay for entry fees, trophies and supplies.	3/17/2018	1/30/2018	Helene Dauerty
Memorial Class of 2018	An online apparel store will be set up for seniors to buy clothing. All proceeds will be used for a class gift to MHS as well as the end of the year Senior Picnic.	2/19/2018 - 3/5/2018	1/30/2018	Jeff Miller
Memorial Student Publications: GENESIS	Students will pre-sale Rise n Roll donuts, pies and cookies to family and friends. Distribution will be after school on April 18th and April 19th. Proceeds will be used to pay for the cost of printing the school magazine, graduation cords, varsity letters and chevrons, awards and admision to Journalism day at Ball State.	3/12/2018 - 3/30/2018	1/12/2018	Sherri Greenfield-Ludwig
Memorial Freshman Student Government	A Give Back Night at Twisted Cow will be hosted. 20% of proceeds will be returned to group. Proceeds will be used for student government activities.	3/23/2018	1/12/2018	Julie Tyrakowski & Sarah Horn
Elkhart Academy	A Nelson's Chicken sale will be held at O'Reilly Auto Parts on Cassopolis. Proceeds will be used for student activities.	3/23/2018	1/22/2018	Leigh Todd
	<b>Please note the following fundraiser is presented for confirmation only.</b>			
West Side National Jr. Honor Society	A Nelson's Chicken sale will be held. Proceeds will be used for ISTEP incentives.	2/3/2018	1/24/2018	Natalie Schultz
Central Society for A Better Earth	Students will sell catalog items from Nature Vision. Proceeds will be used to purchase plants, furniture etc. for the SFABE Garden.	2/6/2018 - 3/6/2018	1/26/2018	Eric Jantzen

Memorial Varsity Club	A competition was held for select teachers to receive a pie in the face. Money donated will be sent to Riley Children's Hospital.	1/22/2018 - 1/26/2018	1/24/2018	Jacquie Rost
EACC Medical Assisting Skills USA Club	Collection boxes will be placed in each classroom for donations. Friendship bracelets and stuffed animals will be sold for Valentines day and fruit smoothies will be sold one day as well.	2/2/2018 - 2/28/2018	1/30/2018	Laurie Hund-Schieber & Kathy Overholt



MISCELLANEOUS POSITION PAY SCHEDULE

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
<u>HIGH SCHOOL FOOTBALL:</u>			
	Event Supervisor	\$50 per Event	ECS Gen Fund
<u>Adult</u>			
	Firemen	\$18.78 per hour	ECS Gen Fund
	Usher/Security	\$50 per game	H.S. Ath. Dept
	Ticket Sellers/Takers	\$27 per game	"
	Public Address Announcer	\$15 per game	"
*	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS Gen. Fund
	Fan Bus Supervision	\$15 + 2 Tickets per Trip	H.S. Ath. Dept.
	Parking Director	\$17 per hour	ECS Gen Fund
	Parking Attendant	\$12 per hour	"
<u>HIGH SCHOOL BASKETBALL</u> (Games @ N.S. and Tournament)			
	Event Supervisor	\$50 per event	ECS Gen. Fund
	Tournament Supervisor	\$100 per event	ECS Gen. Fund
<u>Adult</u>			
	Firemen	\$18.78 per hour	ECS Gen Fund
	Usher/Security	\$50 per regular game	H.S. Ath. Dept
		\$25 per tournament session	"
	Ticket Sellers/Takers	\$27 per session	"
	Timers/Scorers	\$10 JV game	"
		\$15 Varsity game	"
		\$25 per tournament session	"
	PA Announcer	\$15 per session	"
*	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS Gen. Fund
	Fan Bus Supervision	\$15 + 2 Tickets per trip	H.S. Ath. Dept.
	Parking Director	\$17 per hour-regular game	ECS Gen. Fund
		\$17 per hour-tournament session	"
	Parking Attendant	\$12 per hour-regular game	"
		\$12 per hour-tournament session	"
<u>Student</u>			
	Usher/Security	\$6 + Ticket per regular game	H.S. Ath. Dept.
		\$6 + Ticket per tournament session	"
	Ticket Takers	\$10 per session	"
	Cloakroom Attendant	\$6 per regular game	"
		\$7 per tournament session	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
<u>HIGH SCHOOL ATHLETICS</u>			
Event Supervisor			
	Volleyball		
	Varsity/JV	\$50 per event	ECS Gen Fund
	Freshmen	\$30 per event	"
	Freshmen 3-way	\$50 per event	"
	4 team or less tourney	\$50 per event	"
	5 teams or more tourney	\$100 per event	"
	Soccer		
	Reg. season varsity & JV	\$50 per event	"
	Tournament	\$100 per event	"
	Swimming		
	Reg. season meet	\$50 per event	"
	All day tournament	\$100 per event	"
	Diving only	\$50 per event	"
	Wrestling		
	Varsity/JV	\$50 per event	"
	Super dual meet	\$100 per event	"
	Gymnastics		
	Varsity/JV	\$50 per event	"
	Invitational	\$100 per event	"
	Baseball/Softball		
	Varsity/JV	\$50 per event	"
	Freshmen	\$50 per event	"
	Tournament 4 teams	\$100 per event	"
	Tournament 5+ teams	\$100 per event	"
	Track		
	Dual or triangular meet	\$50 per event	"
	Invitational	\$100 per event	"

NON-ATHLETIC EVENTS (ECS RENTALS, MISCELLANEOUS ASSIGNMENTS):

Adult

	Electronic Technical Service Mgr.	\$14.50 per hour	ECS Gen. Fund
*	Building Rental Manager	\$14.50 per hour <i>(per Teachers Contract)</i>	"
	Police/Firemen	\$18.78 per hour	"
	Swimming Pool Manager	\$15.00 per hour	"
	Swimming Pool Lifeguard (Certified)	\$6.25 per hour	"
	Security	\$10.00 per hour	"
	Usher	\$8.00 per event	"
	Ticket Seller/Taker	\$12.00 per event	"
	Parking Director	\$17.00 per hour	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
	Parking Attendant	\$12.00 per hour	"
	Substitute Custodian	\$12.19 per hour	"
	* Intramurals	\$6.50 per hour	"
	Food Service Sub	<del>\$9.34</del> <u>\$9.43</u> per hour	Food Service Fund
	Food Service Sub (retired Food Service employee)	<del>\$11.64</del> <u>\$11.76</u> per hour	"
	Food Service Driver Sub	<del>\$15.59</del> <u>\$15.75</u> per hour	"
<u>Student</u>	Stage Hand/Music Helper	\$4.25 per hour	ECS Gen. Fund
	Swimming Pool Lifeguard	current minimum wage	"
	Usher	\$6.00 per event	"
	Ticket Taker	\$8.00 per event	"
	Cloakroom Attendant	\$6.00 per event	"

In the event the federally established minimum wage exceeds the hourly rate set forth under this regulation, the minimum wage shall apply.

\* Negotiated Rates

~~February 28, 2017~~February 13, 2018

**ROOSEVELT**

North: East on the south side of railroad tracks from 11<sup>th</sup> Street extended to E. Indiana Avenue; West on E. Indiana Avenue to Main Street.

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

South: West on Lusher Avenue to Benham Avenue.

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

~~April 11, 2017~~ February 13, 2018

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.
Lowe's Small Toolbox for Education Grant Program	EACC/Diesel Service Technology Program	Elkhart Area Career Center	Pete Lestinsky	\$2,500.00	The grant will be used for the Project Based Learning Food Truck. The grant will cover material costs.	This grant will be used to purchase supplies for work-based learning opportunities for the Diesel Automotive students in working with business and industry putting together a "Food Truck" to be used in marketing Elkhart Community Schools.	\$2,500.00 will be used for various parts that will be needed to convert a simple box truck into a Food Truck for the school district.

School Name	Organization Name	Applicant Point Person	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Budget	Approved for Funding
Elkhart Memorial High School	Ski Club	Alia Munley	Ski Club First Year	9-12	10-15, first year	\$500.00	The Ski Club at Elkhart Memorial High School is requesting funds to help restart Ski Club. The funds will be used to help fill any financial gaps for our free/reduced lunch students and help make Ski Club a reality for all students.	We currently have 10 students signed up, with 3.5 needing financial assistance. Between the 3-5 students that need financial assistance, each will receive \$75.00-\$150.00 to help off set the cost. The leftover money, if any, will be used to help kick start ski club during the 2018-2019 school year.  Our fees include; \$131.00 Club Package without rental (7 lift tickets, 3 lessons, Club membership) or \$173.00 Club Package with rental ( 7 lift tickets, 3 lessons, club membership, and 7 equipment rentals), or \$20.00 (for students with season pass and equipment they just have to pay for transportation).	\$500.00
Elkhart Memorial	Unified Track	Todd Sheely	"United Together"	9-12	40	\$600.00	I would like to put the EEF logo on the back of warm up tee shirts for the team.	\$15 per shirt times 40 shirts= \$600	\$600.00
Elkhart Memorial High School	Elkhart Memorial Boys and Girls Golf	Todd King	EMHS Golf Indoor Equipment	7-12	25 or more	\$604.95	The boys and girls golf programs at Elkhart Memorial are in need of adding indoor off-season/bad weather practice equipment. This includes an indoor putting mat, a hitting mat, and a hitting net. The addition of these items to our program would greatly improve our off-season workouts as well as better prepare our athletes for in-season competition. The equipment would also be used by EMHS feeder students learning to play golf at our future clinics or camps given by our high school program.	The items to be purchased have been researched from various golf companies. If funded, the items to be purchased will be: Putting Mat\$234 (free shipping) – Birdieball Golf Company Hitting Mat:\$213 (free shipping) – DW Quail Golf Company Hitting Net\$149 (\$8.95 shipping) – DW Quail Golf Company Total:\$604.95	\$604.95
Elkhart Memorial High School	Anime Club	Sarah Horn	Field trip to A-Cen Chicago	9-12	18	\$650.00	Anime club students are going on a field trip to Anime Central Convention in Chicago on Saturday, May 19th, 2018. We are requesting funding to cover the cost of transportation and reduce the cost of the day pass to gain access to the convention.	Our Club would be using the money granted to us to cover the cost of transportation to and from the convention, and to reduce the cost of the entrance fee for our members. We ask for \$650 to be able to make this trip more affordable for our club members.	\$650.00
Elkhart Central High School	EFF5 FTC Robotics	Tracy Korn	FTC Team Reboot	10-12	5 (with potential feeder programs)	\$2,500.00	After voluntarily parting ways with E3 Robotics (a subsidiary of ETHOS) in the spring of 2017, Elkhart Community School's Award Winning / State Qualifying NERDS Robotics team reorganized by aligning with its equally successful grassroots sister team, EFF5 FTC Robotics, out of Goshen and the surrounding area. In cooperation with Lori Hall, FIRST director for the state, and as the only two female FTC coaches in Northern Indiana, Theresa Sailor and I hope to both diversify and differentiate Elkhart's FIRST program through cultivating unique school and community partnerships, by modeling a healthy balance of extracurricular interests, and by inspiring more girls to become involved in engineering and technology.	Four Inspiron 15 5000 Computers -- \$599 each, for a total of \$2,500 after tax / shipping.	\$1,250.00
Elkhart Memorial and Central High School	Elkhart Community Schools	Stephen F. Asbury	2018 ECS Washington DC Experience	9-12	12-30	\$4,000.00	We would like to provide the students of Elkhart Community Schools a once in a lifetime learning experience by touring our nation's capital. A gift from EEF can make this a reality for some students who would not otherwise be able to afford this trip.	Costs for the upcoming trip include travel costs to DC, lodging costs, gratuities throughout trip, meals, trip coordinator and chaperone pay, and metro transportation service while in DC, and admission fees to various museums and other DC Experience attractions. The trip could cost a student from \$650-\$750 and a gift from EEF will greatly help reduce the families expected contribution.	\$2,000.00
Mary L. Daly Elementary	Run Club	Lisa Regan	Dashing through the Halls	K-6	225-250+	\$3,187.00	From the end of February to the beginning of May, Mary Daly students in grades K-6 are able to participate in Run Club 2 days each week (Monday and Thursday) in preparation for a culminating event, Daly's Annual Dash. In the past students have set goals and tracked their laps (distance) on sticks, weekly. We would like to eliminate the sticks and lanyards and move to pedometers, enabling students to run continuously and set more lofty goals. Staff members and parents volunteer their time to encourage kids, supervise, and walk/run with students throughout the building. This has been an excellent opportunity to build positive relationships and make connections. Students collect track feet for each mile that they run. Run Club has drawn 220-250 students each year and our goal is to continue to improve the club from year to year. In addition to pedometers we would like to end the last Run Club with a group spaghetti dinner/ Pre Dash meal for our students to share together in the cafeteria as both a celebration and preparation for their culminating event.	ECS Food Service- 5.75 per person plus labor( 15.00-20.00 per hour). Quoted last year. \$5.75 X 250= \$1,437.50+ \$20= \$1,457.50 or, for a slightly lower cost- Olive Garden - Pasta with Marinara Sauce for 6 x 41 orders @ \$32.49=\$1,332.09 Pedometers-MAC-T® Pedometer - Set of 24 with Storage Box from NASCO \$157.95 X 11= 1,737.45 Prizes- 5- \$20 gift cards + 5- \$10 gift cards =\$150  \$150 + \$1,737.45+ \$1,457.50= \$3,344.95Total	\$3,194.95

School Name	Organization Name	Applicant Point Person	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Budget	Approved for Funding
Elkhart Community Schools	Elkhart Community Schools	Tara White	Reading Rocks with Pete the Cat	K-2	All students in district K-2 (2958)	\$5,000.00	Eric Litwin, original author of "Pete the Cat," is a song-singing, guitar-strumming, # 1 New York Times Best Selling, award winning author who brings early literacy and music together. Eric believes early literacy is more joyful and successful when the child is fully engaged with the book. He calls this interactive reading. Eric's books have sold over 10 million copies, been translated into 15 languages, and won 19 literacy awards including a Theodor Geisel Seuss Honor Award. Eric Litwin's books take early literacy to a new level of interactivity. They are educationally designed to be fully experienced. This makes them fun. It also helps children learn to read. Eric's books interweave traditional reading methods such as sight-words and phonetics with interactive methods such as music, singing, movement, rhyme, rhythm, call-and-response and repetition. Eric will share his love of interactive literacy and music at Elkhart Community Schools May 15-17. He will give 12 performances at 6 different venues across the district during these days, reaching almost 3000 ECS students in grades K-2. Eric's performances are thoroughly entertaining and share the importance of interactive reading for early education. Children and adults are engaged from start to end. They sing, dance, respond, laugh and leave inspired.	\$5,000 will go to pay for a portion of the cost of Litwin's fees. He will be presenting his programming at 6 different venues across the district, and ECS will provide transportation so that all students K-2 can attend.	\$5,000.00
Monger Elementary	Student Council and MSTAR (Monger Students Taking Action Responsibly)	Jessica Moreno	Monger Learning Garden and Courtyard	4-6	Whole School	\$5,000.00	After much deliberation, Monger Student Council decided that revamping our run down courtyard would be their mission. Student Council spent 2 years raising money for this project and has come up with about \$2,000 for the project. The students want to turn it into a place where classes can go and enjoy the outdoors. They imagine themselves holding a class outside or being aloud to eat lunch in the courtyard. The council thought it would also be beneficial to have plants and vegetables growing in the courtyard.	Miscellaneous Plants ans Shrubs: \$1500 Building Supplies (Flower Boxes) : \$1000 Soil, fertilizer, planting materials: \$200 Benches: \$400 Tables: \$2,000 Mulch: \$400  Balance for the project will go towards the access point.	\$5,000.00
Elkhart Community Schools	Elkhart Rowing Club	Rod Roberson	Crew Program for Elkhart Community Schools	6th thru 12th	150 targeted for high school program	\$5,000.00	Elkhart Community Schools is starting a crew program for middle and high schools students. The program will offer another competitive opportunity to participate in a co-curricular activity. In order to start the program, the Elkhart Rowing Club and ECS will begin to equip the program with boats and ergometers (rowing machines). We will also establish a relationship with US Rowing to certify the program. Our startup projection cost is \$15,000.	Trailer - \$2,500; (3) boats + oars and rigging - \$2,500.	\$5,000.00
									\$23,799.90
NOTE: These grants are still pending a final vote from the Elkhart Education Foundation Board									

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: ELKHART MEMORIAL  
Class/Group: MARCHING BAND  
Number of Students: 90+  
Date/Time Departing: APRIL 1, 2018 3pm  
Date/Time Returning: APRIL 7, 2018 3pm  
Destination: ORLANDO, CAPE CANAVERAL, COCOA BEACH FLORIDA  
City State  
Overnight facility: EMBASSY SUITES LAKE BUENA VISTA RESORT  
Mode of transportation: CHARTER BUS (ROYAL EXCURSION)  
Reason for trip: PERFORMANCE AT THEME PARK, EDUCATIONAL  
EXPERIENCE AT KENNEDY SPACE CENTER,  
STOP AT COCOA BEACH TO SEE ATLANTIC OCEAN

Names of chaperones: KURT WEIMER + BAND STAFF + PARENT CHAPERONES

Cost per student: \$700

Describe Plans for Raising Funds or Funding Source: ADBOOK PROFIT (\$300 per page), PIES (FUNDRAISER)

Plans to defray costs for needy students: STUDENTS WHO ARE ACTIVE W/FUNDRAISERS ELIGIBLE FOR \$100 FROM EEF GRANT

Are needy students made aware of plans? YES

Signature of Teacher/Sponsor: Kurt Weimer

Signature of Principal: SM

Date: 1/29/18

\*\*\*\*\*

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

Approval of Assistant Superintendent: Robert Wood

Date: 1-30-18

Approval of Deputy Superintendent: G. McCarthy

Approval by Board: \_\_\_\_\_

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

November 11, 2009



ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Central  
Class/Group: Girls Basketball Team  
Number of Students: 35  
Date/Time Departing: Friday 2/9 5:30 pm  
Date/Time Returning: Saturday 2/10 10:00 pm  
Destination: La Porte IN  
City State  
Overnight Facility: Comfort Inn Laporte  
Mode of Transportation: Royal Excursion Charter Kaser Fleet LLC  
Reason for Trip: Regional

Names of Chaperones: Will Coats

Cost per Student: \$

Describe Plans for Raising  
Funds or Funding Source:

Plans to Defray Costs  
for Needy Students:

Are Needy Students  
Made Aware of Plans?

Signature of  
Teacher/Sponsor:

Signature of Principal:

Date: 2/8/18

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

Approval of Assistant Superintendent:

Date: 2/8/18

Approved by Board:

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

November 11, 2009

ROT#855632

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Central  
Class/Group: Gymnastic Team  
Number of Students: 15  
Date/Time Departing: 2/9/18 5:00 pm  
Date/Time Returning: 2/10/18 5:00 pm  
Destination: Logansport IN  
City State  
Overnight Facility: Best Western Logansport  
Mode of Transportation: White Bus  
Reason for Trip: meet

Names of Chaperones: Kathy Krancher

Cost per Student: 0

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? N/A

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: Frank Serge Date: 2/18/18  
\*\*\*\*\*

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

Approval of Assistant Superintendent: Cheryl J. McNamee Date: 2/18/18

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Central  
Class/Group: Swim/Diving  
Number of Students: 5  
Date/Time Departing: 2/8/18 4:00pm  
Date/Time Returning: 2/10/18 10:00 pm  
Destination: IUPUI - Indianapolis IN  
City State  
Overnight Facility: Sheraton Hotel  
Mode of Transportation: Cars  
Reason for Trip: State Competition

Names of Chaperones: Michelle Guipe / Jenny Nolan

Cost per Student: 0

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? N/A

Signature of  
Teacher/Sponsor: [Signature]

Signature of Principal: [Signature]

Date: 2/8/18

\*\*\*\*\*

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

Approval of Assistant Superintendent: [Signature]

Date: 2/8/18

Approved by Board: \_\_\_\_\_

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Central  
Class/Group: Wrestling Team  
Number of Students: 10  
Date/Time Departing: 2/8/18 4:00 pm  
Date/Time Returning: 2/10/18 6:00 pm  
Destination: Fl. Wayne City State  
Overnight Facility: Homewood Suites  
Mode of Transportation: Cars  
Reason for Trip: Wrestling Semi State

Names of Chaperones: Zach Whickcar

Cost per Student: 0

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? N/A

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 2/8/18

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

Approval of Assistant Superintendent: [Signature] Date: 2/8/18

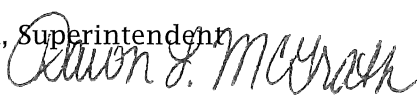
Approved by Board: \_\_\_\_\_

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

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

DATE: February 8, 2018

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath RE: **Conference Leave Requests****February 13, 2018 - Board of School Trustees Meeting****The following requests for excused absences are recommended for approval:**

<b>2017 - 2018 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>HASTI - HOOSIER ASSOCIATION OF SCIENCE TEACHERS, INC.</b> The HASTI Conference will provide opportunities for further development of science curriculum and implementation.  Indianapolis, IN February 14 - 16, 2018 (3 day's absence)  JOHN MORAN - ETHOS (0-0)	\$638.40	\$0.00
<b>PLANNING &amp; DELIVERING COMPREHENSION MINI-LESSONS</b> This conference will provide training and preparation for upcoming literacy initiatives across the district and skills and strategies for guiding coaching for teachers.  Merrillville, IN February 15 - 16, 2018 (2 day's absence)  SHERYL KEESLAR - ESC (1-3) TARA WHITE - ESC (2-6)	\$911.24	\$0.00
<b>ICASE 2018 SPRING CONFERENCE</b> This conference will inform us of pertinent issues in special education with updates and change in law/policy.  Indianapolis, IN February 15 - 16, 2018 (2 day's absence)  VICTORIA TONEY - ESC (2-7)	\$510.00	\$0.00
<b>REGIONAL DIRECTOR AND PDF MEETING</b> Information from this mandatory meeting will include professional development (requirements, best practices, opportunities - as outlined by DWD).  Indianapolis, IN February 23, 2018 (1 day's absence)  DARCEY MITSCHLEN - EACC (5-16)	\$349.59	\$0.00
<b>INDIANA DUAL CREDIT SUMMIT</b> This conference will provide information helpful to all secondary, higher education and agencies involved in dual credit programs in Indiana.  Indianapolis, IN February 28, 2018 (1 day's absence)  GAIL DRAPER - CHS/MHS (2-5) WILLIAM KOVACH - ESC (5-15)	\$287.13	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<b>AP MOCK EXAM READING</b> Teachers will receive instruction on exam grading, test-taking strategies, and test mechanics as well as information on the most recent AP exam questions. Indianapolis, IN March 9, 2018 (1 day's absence) HELENE DAUERTY - CHS (0-0) TINA DAVIDHIZAR - MHS (0-0) KASEY LUTRELL - MHS (1-1) AMY SEMANCIK - MHS (0-0) HEATHER WALKER - MHS (0-0)	\$1,658.70	\$475.00
<b>LUNAR AND METEORITE DISC CERTIFICATION</b> This training session and certification is provided by the NASA Glenn Research Center on lunar and meteorite related educational activities. This certification is required in order to borrow lunar and meteorite samples to be used on the Science 2 Go Bus. Kalamazoo, MI March 28, 2018 (1 day's absence) JOHN MORAN - ETHOS (1-3)	\$90.40	\$0.00
<b>AP CALCULUS READING</b> Being a reader for the AP Calculus test will help me understand changes taking place in the AP Calculus curriculum. The reading also helps me understand what I need to do to better prepare students for the AP Calculus Kansas City, MO June 1 - 6, 2018 (4 day's absence) JILL HALLORAN-BARNES - CENTRAL (0-0)	\$0.00	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>BENTELER AUTOMOTIVE VISIT</b> We are researching sector partnerships in mechatronics as well as other fields for training purposes, internships, and pipeline development. The Benteler program is a model similar to the European model. Spartanburg, SC February 7 - 8, 2018 (2 day's absence) WILLIAM KOVACH - ESC (6-16) FRANK KURTH - MEMORIAL (1-3)	\$796.53	\$0.00
<b>AASL/ALA MIDWINTER CONFERENCE AND MEETING</b> This conference will provide training and PD on new print and digital resources for K-12 as well as best practices and instructional strategies for collaboration and co-teaching for school librarians. Denver, CO February 8 - 12, 2018 (3 day's absence) LIBBY DECKER - ESC (0-0) LORI HUBBARD - ESC (0-0) JULIA JOHNSON - ROOSEVELT (0-0) LINDSEY WALTERS - BECK (1-3) TARA WHITE - ESC (1-3)	\$5,753.96	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<b>IMPROBABLE SCHOLARS</b> This visit is to look into how the parents are engaged in an A-rated school district. Union City, NJ February 12 - 14, 2018 (3 day's absence) CINDY GILBERT - BECK (2-4)	\$0.00	\$0.00
<b>NASP 2018</b> This conference will provide professional growth information on interventions and best practices in school psychology. Chicago, IL February 13 - 16, 2018 (4 day's absence) GINA PIRACCINI - ESC (1-3)	\$1,324.19	\$0.00
	<b>\$12,320.14</b>	<b>\$475.00</b>
2017 YEAR-TO-DATE GENERAL FUNDS	\$23,813.84	\$1,805.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$4,798.59	\$0.00
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	\$11,154.10	\$0.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$301,968.23</b>	<b>\$20,165.00</b>

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



## HUMAN RESOURCES

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# ELKHART

COMMUNITY SCHOOLS

## INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: FEBRUARY 13, 2018**

### PERSONNEL RECOMMENDATIONS

#### CERTIFIED

- a. **Agreement** – We recommend the approval of six agreements regarding unpaid time.
- b. **Retirement** – We report the retirement of the following employees at the end of the 2017-18 school year:

<b>Cheryl Gough</b>	<b>Pinewood/Physical Education</b>	<b>19 Years of Service</b>
<b>Lynne Gwin</b>	<b>North Side/Music</b>	<b>27 Years of Service</b>
<b>Susan Holycross</b>	<b>Pinewood/Grade 4</b>	<b>31 Years of Service</b>

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

<b>Jennifer Mohrback</b>	<b>Daly/Grade 2</b>
Begin: 2/10/18	End: 3/9/18

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

<b>Laurie Kaiser</b>	<b>Hawthorne/Grade 4</b>
Began: 8/4/15	Resign: 1/24/18

#### CLASSIFIED

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

<b>Janet Barnes</b>	<b>Bristol/Food Service</b>
Began: 11/17/17	PE: 1/26/18
<b>Travon Curry</b>	<b>Roosevelt/Misc. Parent/Community Liaison</b>
Began: 12/4/17	PE: 2/12/18
<b>Courtney Duerksen</b>	<b>Beardsley/Custodian</b>
Began: 11/27/17	PE: 1/22/18



**Katrina Healy**  
Began: 11/29/17

**Cleveland/Paraprofessional**  
PE: 2/8/18

**Yolanda Ivory**  
Began: 12/4/17

**Osolo/Food Service**  
PE: 2/12/18

**Corey Mull**  
Began: 11/30/17

**Tech Services/Support Tech I**  
PE: 1/25/18

**Rosa Ramirez-Arias**  
Began: 11/13/17

**Hawthorne/Paraprofessional**  
PE: 1/22/18

**Marvett Roberts**  
Began: 11/20/17

**North Side/Food Service**  
PE: 1/29/18

**Susan Roberts**  
Began: 11/13/17

**Riverview/Paraprofessional**  
PE: 1/22/18

**Christina Wilds**  
Began: 11/30/17

**Memorial/Food Service**  
PE: 2/8/18

**Mara Zapata Sanchez**  
Began: 11/30/17

**Bristol/Paraprofessional**  
PE: 2/8/18

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

**Laura Allard**  
Began: 10/31/08

**Food Service/Pinewood**  
Resign: 2/16/18

**Jalethia Black**  
Began: 10/24/17

**Monger/Food Service**  
Resign: 2/2/18

**Gary Sawtelle**  
Began: 10/28/13

**Tech Services/Director of Technology**  
Resign: 3/9/18

**Amanda Schenk**  
Began: 10/31/17

**Eastwood/Paraprofessional**  
Resign: 2/23/18

**Tiffany Vos**  
Began: 8/15/14

**Transportation/Bus Driver**  
Resign: 2/9/18

**Termination** – We report the termination of the following employees:

**Courtney Duerksen**  
Began: 11/27/17

**Beardsley/Custodian**  
End: 1/31/18  
Board Policy: 3139.01s a, b, c, f

**Robert Klinger**  
Began: 2/21/17

**Beardsley/Custodian**  
End: 1/31/18  
Board Policy: 3139.01s a, b, c, f

