

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

January 23, 2018

CALENDAR

Jan	23	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	23	immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	13	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	22	Noon	Board Retreat, J.C. Rice Educational Services Center
Feb	23	Noon	Board Retreat, J.C. Rice Educational Services Center
Feb	27	5:00 p.m.	Regular Board Meeting, North Side Middle School

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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. HIGH SCHOOL DIPLOMA PRESENTATION
- F. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.
- G. SPECIAL PRESENTATIONS:
  - Capstone Projects
  - Hubbard Hill Program
  - Riverview Robotics Team
- H. MINUTES
  - January 9, 2018 – Public Work Session
  - January 9, 2018 – Organizational Meeting
  - January 9, 2018 – Board of Finance Meeting
  - January 9, 2018 – Regular Board Meeting
  - January 16, 2018 – Public Work Session
  - January 16, 2018 – Special Meeting

I. TREASURER'S REPORT

Consideration of Claims

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

Fund Loans – The Business Office reports on fund loans made at the end of December 2017.

Appropriation Transfers – The Business Office reports on the transfer of appropriations of the 2017 tax fund.

Monthly Insurance Update

J. UNFINISHED BUSINESS

2018-2019 School Calendar – The administration presents the 2018-2019 School Calendar as initially presented at the Board's January 9<sup>th</sup> regular meeting with recommended changes.

K. NEW BUSINESS

Administrative Regulation GDBA10 – The administration presents Administrative Regulation GDBA10 – Miscellaneous Position Pay Schedule, for initial review.

Administrative Regulation JC – The administration presents Administrative Regulation JC – School District Boundaries - Roosevelt, for initial review.

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

L. 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.

M. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

N. ADJOURNMENT



**ELKHART COMMUNITY SCHOOLS**



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

**TO: BOARD OF SCHOOL TRUSTEES**  
**FROM: DR. ROB HAWORTH**  
**DATE: JANUARY 11, 2018**

**SUBJECT: GIFT ACCEPTANCE**

The following donations were made to Elkhart Community Schools in 2017 for renovations to Rice Field and North Side Gym:

- \$100,000.00 Forest River  
Attn: Pete Liegl  
P O Box 3030  
Elkhart IN 46515
  
- \$25,000.00 Rich and Babette Boling  
30006 Hickory Ln  
Elkhart IN 46514
  
- \$25,000.00 Brian and Lauri Smith  
54631 County Road 131  
Bristol IN 46507

I am requesting approval from the Board of School Trustees to accept these donations and appropriate letters of acknowledgement and appreciation be sent.



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROB HAWORTH**  
**FROM: WILLIAM KOVACH**  
**DATE: JANUARY 16, 2017**

**GIFT APPROVAL – MUSIC DEPARTMENT**

Julie Bladel has offered to donate one (1) Selmer CL200 Clarinet (serial number 21716) 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 \$250.00.

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:

Julie Bladel  
661 Longwood Dr  
Sawyer MI 49125



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROB HAWORTH**  
**FROM: WILLIAM KOVACH**  
**DATE: JANUARY 16, 2017**

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**GIFT APPROVAL – MUSIC DEPARTMENT**

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Christian Losch has offered to donate one (1) Blessing Euphonium (serial number 09649) and one (1) Kay  $\frac{3}{4}$  Bass Violin (serial number 36900) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instruments and finds them to be in good condition. The fair market value of the instruments are \$500.00 and \$800.00 respectively.

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:

Christian Losch  
2521 E Bristol Street  
Elkhart IN 46514



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROB HAWORTH**  
**FROM: WILLIAM KOVACH**  
**DATE: JANUARY 16, 2017**

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**GIFT APPROVAL – MUSIC DEPARTMENT**

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An anonymous donor has offered to donate one (1) Kreuzler 15"+ Viola (serial number LK1102VA) 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.



**NORTH SIDE MIDDLE SCHOOL**  
300 LAWRENCE STREET • ELKHART, IN 46514  
PHONE: 574-262-5570

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

DATE:

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Principal Sara Jackowiak  
Teacher Shelly Circosta

RE: Donation Approval

North Side Middle School has received a donation from Santa Snap Shots. In the amount of \$123.00 this origination is part of Martin's Super Market. The purpose of this donation is to be used for the Intense Special Education students at North Side Middle School.

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:

Tonya Fisher  
51948 CR 11  
Elkhart, IN 46514



**RIVERVIEW ELEMENTARY SCHOOL**

2509 WOOD STREET • ELKHART, IN 46516

PHONE: 574-295-4850



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: January 16, 2018

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Barbara Cripe, Principal of Riverview School

RE: Donation Approval

Mr. Marion Schrock, President of Horizon Transport, has generously donated \$680.00 to the Riverview extracurricular account. This donation makes it possible for Riverview fifth grade students to attend JA Biz Town in Fort Wayne. Students and staff are so grateful to Mr. Schrock for this generous donation to our school.

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:

Mr. Marion Schrock, President Horizon Transport  
P.O. Box 826  
Wakarusa, In 46573



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

Elkhart Community Schools  
Elkhart, Indiana  
January 9, 2018

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

ECS Personnel Present:	Tony England Tony Gianesi Rob Haworth Maggie Lozano	Dawn McGrath Kevin Scott Doug Thorne Cheryl Waggoner Bob Woods
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The Board discussed the slate of officers, activities at the Farm, the crossing guard memorandum of understanding; strategic plan components, special meeting notices, February dates for the Board retreat, 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  
ORGANIZATIONAL MEETING  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

January 9, 2018

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

Time/Place

Board Members  
Present:

Karen S. Carter  
Douglas K. Weaver  
Jeri E. Stahr

Susan C. Daiber  
Rodney J. Dale  
Glenn L. Duncan  
Carolyn R. Morris

Roll Call

President Susan Daiber called the meeting to order and the pledge was recited.

Call to  
Order/Pledge

By unanimous action, the Board elected Karen Carter to serve as president, Doug Weaver to serve as vice president, and Jeri Stahr to serve as secretary of the Board of School Trustees and the Finance Committee for 2018. This election is in accordance with the Board's long standing rotation schedule. As past practice, outgoing President Daiber presided over the meeting.

Election of  
Officers

Five Board members – Karen Carter, Glenn Duncan, Jeri Stahr, Douglas Weaver and Rodney Dale – publicly disclosed potential conflicts of interest. (Codified Files 1718-82)

Conflict of  
Interest

The meeting adjourned at approximately 7:05 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  
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools  
Elkhart, Indiana  
January 9, 2018

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at  
approx. 7:05 p.m.

Time/Place

Board Members  
Present:

Karen S. Carter  
Douglas K. Weaver  
Jeri E. Stahr

Susan C. Daiber  
Rodney J. Dale  
Glenn L. Duncan  
Carolyn R. Morris

Roll Call

Outgoing President Susan Daiber called the annual meeting of the Board  
of Finance to order.

Call to  
Order

By unanimous action, the Board adopted a resolution authorizing the  
Treasurer of Elkhart Community Schools to invest funds from the  
depository balance instead of from a specific fund balance in  
accordance with the provisions established by Indiana Code 5-13-9.6.

Resolution

Board members were provided with an investment history report  
reflecting no investment activity during 2017.

2017  
Investment  
History

By unanimous action, the meeting was adjourned at approximately  
7:10 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Karen S. Carter, President

ATTESTED:

\_\_\_\_\_  
Jeri E. Stahr, Secretary

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
January 9, 2018

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at approximately 7:15 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

As in past practice, outgoing President Susan Daiber called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to Order

Board member Rodney Dale recited the Elkhart Promise.

The Elkhart Promise

Mrs. Daiber discussed the invitation to speak protocol.

Superintendent’s Student Advisory Council (SSAC) representative Abby Doncilovic, a senior from Memorial High School (MHS), introduced herself. In addition to SSAC, Ms. Doncilovic is the class secretary, National Honor Society secretary and a member of the tennis team. Ms. Doncilovic provided the following winter sports update: boys basketball is currently 5-4 overall and 2-0 in the Northern Lake Conference; during halftime at this Saturday’s home game the boys basketball team from Mary Daly will be recognized; girls basketball is currently 8-6 overall and city champs by a win over Central; and senior swimmers are being honored this evening. Ms. Doncilovic also reported the Varsity Club is again mentoring West Side athletes and Woodland students. As an athlete participating in the program, she found it to be highly successful and rewarding. Ms. Doncilovic thanked the Board for supporting the dual credits program where she was able to earn 42 credits and will be graduating from Ivy Tech as well as high school in the Spring, and noted the college tuition it has saved her parents.

SSAC Representative

By unanimous action, the Board approved the following minutes:  
December 19, 2017 – Business Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$9,825,991.61 as shown on the January 9, 2018, claims listing. (Codified File 1718-83)

Payment of Claims

By unanimous action, the Board adopted an organizational resolution naming Kevin Scott, treasurer; Erica Purvis, deputy treasurer; copy fees; officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees; Board member compensation; cash management provider is Lake City Bank; Legal Counsel is Barnes & Thornburg; legal notices to be published in the Elkhart Truth and Goshen News; mileage rate is \$.545; and bond amounts. (Codified File 1718-84)

Organizational Resolution

By unanimous action, the Board adopted a resolution authorizing the transfer of funds during calendar year 2018. (Codified File 1718-85)

Resolution for Transfer of Funds

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$100 from Brad and Evelyn Williams to pay negative food balances at Cleveland Elementary; \$675 from VFW Post 88 and \$675 from the VFW Ladies Auxiliary to pay negative food balances at Beardsley, Mary Beck and Osolo Elementary schools; fifteen 5-gallon buckets (valued at \$125) from Six Span Ace Hardware to Bristol Elementary to start a drumming circle; 50 hand-knitted hat and scarf sets from Ruth Ann Owens for distribution to children in need; \$2,000 from Dana Homo to Memorial boys and girls track team; \$4,625 from the Community Foundation of Elkhart County for cultural experiences that expand the value of diversity and inclusion; also, the following donations were made in 2017 for renovations to Rice Field and North Side Gym: \$100,000 from an anonymous donor; \$25,000 from Mr. and Mrs. Thad Naquin; and \$25,000 from the Welter Foundation

Gift Acceptance

The Board was presented the 2018-2019 School Calendar for initial consideration.

2018-2019 School Calendar

By a vote of 6-1, (Carter – yea; Weaver – yea; Stahr – yea; Daiber – yea; Dale – yea; Duncan – nay; Morris – yea), the Board confirmed a Memorandum of Understanding (MOU) regarding school resource officers and crossing guards. In response to Board inquiry, it was noted the City Council is not the approving body of the MOU. Board member Doug Weaver acknowledged all of the efforts of the Elkhart Police Department, the Board of Public Safety and the administration of ECS in preparation of the Memorandum of Understanding. (Codified File 1718-86)

Memorandum of Understanding

By unanimous action, the Board approved an overnight trip request for Elkhart Area Career Center veterinarian technician students to travel to Lansing, MI on January 26 – 28, 2018 to participate in a skill-a-thon and quiz bowl at the Michigan Green & White Swine Show.

Overnight Trip Request

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 9, 2018 listings. (Codified File 1718-87)

Conference Leaves

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

An agreement regarding unpaid time for a certified staff member. (Codified Files 1718-88)

Employment of the following three (3) certified staff members for the 2017-2018 school year, effective 1/8/18:

Allison Pennington - grade 1 at Roosevelt  
Jamie Schultz - special education at North Side  
Katie Smith - science at Elkhart Academy

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

Alexa Dolbee - grade 5 at Hawthorne, 1/12/18  
Lorinda Kline - instructional coach at Pierre Moran, 12/21/17  
Romison Saint-Louis - physical education at Roosevelt, 12/21/17  
Ryan Strozier - science at Memorial, 11/1/17  
Robert Weber - ENL at Beck, 12/21/17

Change to maternity leave for certified staff member, Hannah Hueni, kindergarten at Hawthorne, beginning 1/8/18 and ending 6/6/18.

Employment of the following nine (9) classified employees who have successfully completed their probationary period on dates indicated:

Jalethia Black - food service at Monger/Tipton, 12/20/17  
Joyce Cardosa - food service at Commissary, 1/9/18  
Cassandra Collins - bus driver at Transportation, 12/18/17  
Karen Krieg - paraprofessional at Eastwood, 12/18/17  
Dinorah Kuehn - paraprofessional at Pinewood, 12/19/17  
Heather Macioce - bus driver at Transportation, 12/14/17  
Kayla Magyar - bus driver at Transportation, 12/12/17  
Sabrina Martin - food service at North Side, 1/9/18  
Amanda Schenk - paraprofessional at Eastwood, 1/9/18

Resignation of the following seven (7) classified employees effective on the dates indicated:

Tracy Calhoun - paraprofessional at Daly, 1/5/18  
Janine DeShone - secretary at Memorial, 12/21/17  
Danielle Feliciano - paraprofessional at Eastwood, 1/5/18  
Kelly Martin Del Campo - food service at Commissary, 12/21/17  
Idelis Monge Roman - bus helper at Transportation, 12/21/17  
Amanda Rospopo - paraprofessional at Eastwood, 12/21/17  
Brittney Saint-Louis - paraprofessional at Beardsley, 12/21/17

Personnel Report

Consent Agreement

Certified Employment

Certified Resignation

Change to Maternity Leave

Classified Employment

Classified Resignation

Retirement of classified employee, James Kintigh, technical services at ESC, effective 6/15/18 with 12 years of service.

Classified Retirement

The administration recognized Heidi Compton on her commitment to the District and thanked her for her dedication upon her retirement.

From the Staff

Alex Holtz, Elkhart Teachers Association President, shared an article from School Matters and a portion of the data described in it. The title of the article is "Effective schools aren't the ones you expect". The article summarizes the results of a study done by Stanford professor, Sean Reardon. Mr. Reardon analyzed data for all Indiana school districts for the cohort of students who were in third grade in 2009 and eighth grade in 2014. ISTEP language arts and math data were used as a measure of annual learning in each Indiana district. Encouragingly, Elkhart Community Schools' students showed the highest annual growth in achievement of any Indiana district's students.

From the Audience

The meeting adjourned at approximately 7:45 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
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

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

Elkhart Community Schools  
Elkhart, Indiana  
January 16, 2018

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

Place/Time

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

Roll Call

Absent: Douglas K. Weaver Rodney J. Dale

ECS Personnel Present: Rob Haworth Kevin Scott  
Dawn McGrath Doug Thorne

The Board discussed the upcoming State of the Schools presentation, the  
Board retreat, and future work session topics.

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



MINUTES  
OF THE SPECIAL MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
January 16, 2018

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at approximately 8:00 a.m.

Place/Time

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

Roll Call

Absent: Douglas K. Weaver Rodney J. Dale

President Karen Carter called the special meeting of the Board of School Trustees to order.

Call to Order

President Carter opened a public hearing on the extension of the Superintendent's contract. Doug Thorne, District Counsel/Chief of Staff, provided an overview of the proposed extension. Board members discussed the contract. Hearing no comments from the audience, President Carter closed the hearing. Mr. Thorne indicated the proposed extension will be presented to the Board for its approval later this year.

Public Hearing

The meeting adjourned at approximately 8:15 a.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
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

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**December 2017**

PETTY CASH \$ 500.00

**GENERAL ACCOUNTS:**

Lake City Bank - Deposit Account	19,833,652.41
Lake City Bank - Accounts Payable	-
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,918,692.48
BMO Harris Bank (UMR insurance)	407,420.00

**SCHOOL LUNCH ACCOUNTS:**

Lake City Bank - Prepaid Lunch	136,111.46
Change Fund	2,010.00

**TEXTBOOK RENTAL ACCOUNTS:**

Chase Bank	1,541,351.72
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**PAYROLL ACCOUNTS:**

Lake City Bank - Payroll Account	-
Lake City Bank - Flex Account	63,709.59

**INVESTMENTS:**

Certificate of Deposit	-
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**\$ 24,903,447.66**



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**To: Kevin Scott**

**From: Erica Purvis**

**Date: January 12, 2018**

**Subject: Temporary Inter-fund Loans**

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**The following loans have been paid back effective 12/31/17:**

\$627,000 from Fund 0250 Retire/Sev Bond to Fund 0200 Debt Service Fund

**TRANSFER APPROPRIATIONS  
2017**

GENERAL FUND	DECREASED	INCREASED
11000 Instruction		577,816.08
12000 Special Programs	1,282,254.14	
13000 Adult/Continuing Education	219,222.34	
14000 Summer School Programs		57,817.61
15000 Enrichment Programs	5,220.74	
16000 Remediation		2,538.30
17000 Payments to Other Govt Units		552,771.36
21000 Support Services - Students		133,859.12
22000 Support Services - Instruction	52,742.17	
23000 Support Services - General Admin	159,602.89	
24000 Support Services - School Admin		431,307.65
25000 Central Services		44,466.30
26000 Operation & Maint of Plant Services	65,302.27	
27000 Student Transportation	21,904.93	
45000 Building Acquisition, Construction & Improvement		184.06
60000 Nonprogrammed Charges		5,489.00
	<b>(1,806,249.48)</b>	<b>1,806,249.48</b>

REFERENDUM TAX LEVY	DECREASED	INCREASED
27000 Student Transportation	59,388.76	
31000 Food Services Operations		52,330.76
47000 Purchase of Mobile or Fixed Equipment		7,058.00
	<b>59,388.76</b>	<b>59,388.76</b>

DEBT SERVICE FUND	DECREASED	INCREASED
25000 Central Services		500.00
52000 Interest on Debt	500.00	
	<b>500.00</b>	<b>500.00</b>

CAPITAL PROJECTS FUND	DECREASED	INCREASED
22000 Support Services - Instruction		1,529,506.22
25000 Central Services	2,289,623.92	
26000 Operation & Maint of Plant Services	438,730.87	
43000 Professional Services		445,511.09
47000 Purchase of Mobile or Fixed Equipment		753,337.48
	<b>(2,728,354.79)</b>	<b>2,728,354.79</b>

TRANSPORTATION FUND	DECREASED	INCREASED
21000 Support Services - Students		26,225.49
23000 Support Services - General Admin		38,354.26
24000 Support Services - School Admin		74,991.59
25000 Central Services		118,833.49
26000 Operation & Maint of Plant Services		9,675.16
27000 Student Transportation	268,079.99	
	<b>(268,079.99)</b>	<b>268,079.99</b>

# Medical Plan Experience

December 2017

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 1,249,927	\$ 1,127,310	\$ 122,617	\$ 10,649,885	\$ 9,734,732	\$ 915,153
UMR Rx	\$ 227,896	\$ 294,477	\$ (66,581)	\$ 1,929,365	\$ 2,310,586	\$ (381,221)
Less Amt Above Stop Loss	\$ (397,653)	\$ (198,258)	\$ (199,395)	\$ (1,558,893)	\$ (852,826)	\$ (706,067)
Total	\$ 1,080,170	\$ 1,223,529	\$ (143,359)	\$ 11,020,357	\$ 11,192,492	\$ (172,135)
Expected	\$ 898,471	\$ 976,300	\$ (77,829)	\$ 11,087,373	\$ 12,152,923	\$ (1,065,550)
Claims vs. Expected	\$ 181,699	\$ 247,229	\$ (67,016)	\$ (67,016)	\$ (960,431)	



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**  
**FROM: WILLIAM KOVACH**  
**DATE: JANUARY 17, 2018**

**RE: 2018-19 SCHOOL CALENDAR DRAFT**

The 2018-19 school calendar draft has changes from the draft viewed at the January 9, 2018 meeting:

- October 23 and 24, 2018 - full day for all teachers and students then evening parent/teacher conferences. Fall Break will then be Thursday, Friday, Monday (10/25, 10/26, 10/29).
- Elementary parent/teacher conferences moved from Wednesday, 2/6/19 to Thursday, 2/7/19.



### SCHOOL CALENDAR: JULY 2018 – JUNE 2019

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2019						
S	M	T	W	T	F	S
		X	X	X	X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28	29	30	31		

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019						
S	M	T	W	T	F	S
						1 2
3	4	5	6	△	8	9
10	11	12	13	14	E	16
17	X	19	20	21	22	23
24	25	26	27	28		

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	X	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	E	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	ⓓ	ⓓ	X	X	27
28	X	30	31			

APRIL 2019						
S	M	T	W	T	F	S
	X	X	X	X	X	6
7	8	9	10	K	12	13
14	15	16	17	18	E	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	X	X	X	24
25	26	27	28	29	30	

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	E	25
26	X	28	29	30	31	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X					

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	E	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### August

14 Full day pre-session for teachers – non-student day  
 15 Full day pre-session for teachers – non-student day  
 16 Students' first day – Full day for all students

#### September

3 Labor Day – All Schools Closed

#### October

12 End of 1<sup>st</sup> grading period/midterm – all schools  
 23-24 Parent/Teacher Conferences in the evening hours – (full day for all school students)  
 25-26 Fall Recess – All Schools Closed  
 29 Fall Recess – All Schools Closed

#### November

21-23 Thanksgiving Recess – All Schools Closed

#### December

21 End of 2<sup>nd</sup> grading period/1<sup>st</sup> semester – all schools  
 24-Jan 4 Winter Recess – All Schools Closed

#### January

7 School resumes after Winter Recess  
 21 Martin Luther King Jr. Day – All Schools Closed

#### February

7 Parent/Teacher Conferences for elementary only and Professional Development day for secondary teachers – (no school for all students)  
 15 No School – Emergency Make-up Day  
 18 Presidents' Day Recess – All Schools Closed

#### March

15 End of 3<sup>rd</sup> grading period/midterm – all schools  
 18 No School – Emergency Make-up Day

#### April

1-5 Spring Recess – All Schools Closed  
 11 Kindergarten Kick-off – Elementary Schools (Kindergarten Registration runs April 8 – May 4)  
 19 No School – Emergency Make-up Day

#### May

24 No School – Emergency Make-up Day  
 27 Memorial Day – All Schools Closed

#### June

5 Last Day of School – full day for all students\*\*  
 5 Last Day for Teachers\*\*  
 6 Emergency Make-up Day (if necessary)  
 9 Graduation

#### Key:

           = Professional Day for teachers (non-student day)

X School Out of Session (during the Instructional school year)

△ Parent/Teacher Conferences (no school for all students)

E No School (may be used as emergency make-up day, if necessary)

K Kindergarten Kick-off

\*\*If necessary, additional emergency make-up days will be added at the end of the school year

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.

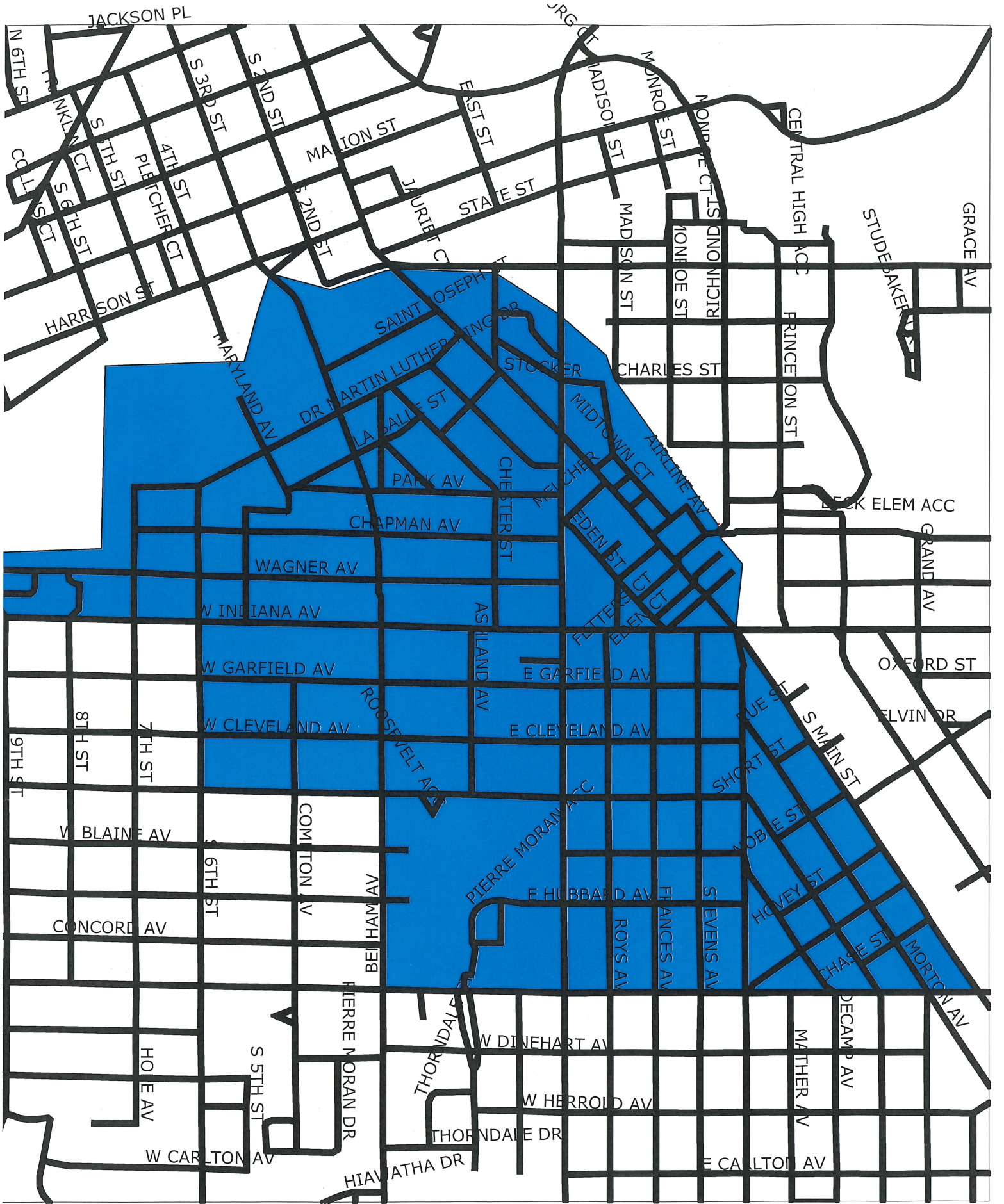
\* Negotiated Rates

~~February 28, 2017~~ January 23, 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~~ January 23, 2018



2017-2018 ROOSEVELT ATTENDANCE BOUNDARY

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

**School:** West Side Middle School

**Class/Group:** 8<sup>th</sup> Grade Social Studies Students

**Number of Students:** 50+

**Date/Time Departing:** We plan to travel on Fall Break 2018. If fall break is over a Friday/Monday schedule we would like to leave on Wednesday evening and be excused from school on Thursday for field trip.

**Date/Time Returning:** returning on Sunday morning. (October 2018, Fall Break)

**Destination:** Washington, D.C.  
City State

**Overnight facility:** Dulles Sheraton

**Mode of Transportation:** Royal Excursion Charter bus

**Reason for trip:** To learn, explore, and discover our nation's capital so that students may apply the knowledge gained to become productive citizens of society.  
Students will work to complete a "Discovery Journal" as a resource.

**Names of chaperones:** 5 total or 1 for every 10 students attending

**Cost per student:** \$858.00

**Describe Plans for Raising Funds or Funding Source:** Flag Scholarship offered through the company will be available to all students. In addition, we plan to have a discount card sale, and also a day where proceeds from "5 Below" store will assist students.

**Plans to defray costs for needy students:** Students may apply and receive scholarship dollars from the company as well as using fundraising dollars. We will also implement a student sponsor program asking staff members if they would like to donate to students to help them meet their goal of exploring Washington, D.C..

**Are needy students made aware of plans?** Yes, all students are made aware of the plans to help offset costs.

**Signature of Teacher/Sponsor**

**Signature of Principal:**

Date: 11/27/17

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

**Approval of Assistant Superintendent**

Deputy Superintendent

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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: January 18, 2018

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath *Dawn F. McGrath*

RE: **Conference Leave Requests**

**January 23, 2018 - Board of School Trustees Meeting**

**The following requests for excused absences are recommended for approval:**

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>THE WHOLE BRAIN CHILD</b></p> <p>This conference will provide information to help serve, support and represent special education administrators to be able to provide high impact learning opportunities for all students.</p> <p>Wilmette, IL</p> <p>January 25, 2018 (1 day's absence)</p> <p>LUIS ALVAREZ - BECK (0-0)</p> <p>MARIA CORONA - BECK (0-0)</p> <p>CINDY GILBERT - BECK (1-3)</p> <p>THERESA MAIER - BECK (1-3)</p>	\$900.30	\$0.00
<p><b>PURDUE LEADERSHIP DEVELOPMENT PROGRAM</b></p> <p>This program will help with knowledge of special needs students in our program.</p> <p>West Lafayette, IN</p> <p>January 25 - 26, 2018 (2 day's absence)</p> <p>KIM DEHAVEN - EACC (3-12)</p> <p>DARCEY MITSCHELEN - EACC (4-14)</p>	\$604.49	\$0.00
<p><b>ICASE 2018 SPRING CONFERENCE</b></p> <p>This conference will provide information to help serve, support and represent special education administrators to be able to provide high impact learning opportunities for all students.</p> <p>Indianapolis, IN</p> <p>February 15 - 16, 2018 (2 day's absence)</p> <p>LINDSEY COX - WEST SIDE (3-7)</p> <p>RACHEL DENNEY - BECK (2-5)</p> <p>KATHY MENTZ - ESC (3-8)</p> <p>TINA NORTHERN - ESC (3-9)</p>	\$2,127.76	\$0.00
	<b>\$3,632.55</b>	<b>\$0.00</b>
2017 YEAR-TO-DATE GENERAL FUNDS	\$23,813.84	\$1,805.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$961.26	\$0.00
2017 YEAR-TO-DATE OTHER FUNDS	\$262,471.70	\$18,360.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
2018 YEAR-TO-DATE OTHER FUNDS	\$2,671.29	\$0.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$289,648.09</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: JANUARY 23, 2018**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Administrative Transfers** – The administration recommends confirmation of the following administrative transfers effective January 8, 2018:

<b>Howard Edwards</b>	<b>Memorial/Assistant Principal</b>
<b>Sarita Stevens</b>	<b>Elkhart Academy/Alternative Programs Principal Executive Principal Priority &amp; Focus Schools</b>
<b>Denise Wappes</b>	<b>Roosevelt/ Interim Principal</b>

- b. **Agreement** – We recommend the approval of a separation agreement regarding resignation and severance benefits.

- c. **New Certified Staff** – We recommend the following new certified staff for employment in the 2017-18 school year:

<b>Sarah Brown</b>	<b>Roosevelt/Grade 2</b>
<b>Aliya Caldwell</b>	<b>Roosevelt/Grade 4</b>
<b>Victoria Gingerich</b>	<b>West Side/Language Arts</b>
<b>Benjamin Kain</b>	<b>Roosevelt/Physical Education</b>
<b>Michael Kelley</b>	<b>Central/Counselor</b>
<b>Michelle Klumpenhower</b>	<b>Roosevelt/Grade 6</b>
<b>Jennifer Pummill</b>	<b>Osolo/Grade 6</b>



d. **Retirement** – We report the retirement of the following employees:

<b>David Benak</b>	<b>Career Center/Director</b>	<b>17 Years of Service</b>	<b>Eff: 6/30/18</b>
<b>David Replogle</b>	<b>Memorial/Social Worker</b>	<b>33 Years of Service</b>	<b>Eff: 6/6/18</b>
<b>Michael Youngs</b>	<b>Career Center/Machine Tech</b>	<b>21 Years of Service</b>	<b>Eff: 6/6/18</b>

e. **Parental Leave** – We recommend a parental leave for the following employee:

<b>Anh Oyer</b>	<b>Bristol/Grade 3</b>
Begin: 2/21/18	End: 6/6/18

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

<b>Cynthia East</b>	<b>Central/Job Coordinator</b>
Began: 8/14/06	Resign: 6/6/18
<b>Mark Huckleberry</b>	<b>Career Center/Construction Trades</b>
Began: 8/10/09	Resign: 12/21/17

## **CLASSIFIED**

a. **Settlement Agreement** – We recommend the approval of a settlement agreement regarding compensation benefits.

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

<b>Julianne Hartin</b>	<b>West Side/Food Service</b>
Began: 8/4/16	Resign: 1/19/18
<b>Denise Jackson</b>	<b>Career Center/Paraprofessional</b>
Began: 1/7/14	Resign: 1/08/18
<b>Bradley Minix</b>	<b>Tech Services/ Tech Support Tech I</b>
Began: 2/11/15	Resign: 1/16/18
<b>LaDeana Owens</b>	<b>Transportation/Bus Driver</b>
Began: 8/17/17	Resign: 1/22/18
<b>Angela Turpin</b>	<b>Elkhart Academy/Bldg Substitute</b>
Began: 11/28/16	Resign: 12/21/17



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

<b>Sabrina Martin</b> Began: 10/31/17	<b>North Side/Food Service</b> End: 1/23/18 Board Policy: 3139.01s
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<b>Valerie VanVynckt</b> Began: 12/20/17	<b>Transportation/Bus Helper</b> End: 1/23/18 Board Policy: 3139.01s
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d. **New Hires** – We recommend regular employment of the following employees:

<b>Rochelle Bock</b> Began: 11/7/17	<b>Osolo/Food Service</b> PE: 1/16/18
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<b>David Cassell</b> Began: 11/2/17	<b>Pierre Moran/Academic Trainer</b> PE: 1/11/18
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<b>Anthony Horvath</b> Began: 11/13/17	<b>Transportation/Mechanic</b> PE: 1/8/18
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<b>Tracy Mayfield</b> Began: 11/6/17	<b>Hawthorne/Nurse</b> PE: 1/15/18
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<b>Lisa Scott</b> Began: 11/7/17	<b>Central/Food Service</b> PE: 1/16/18
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<b>James Williams III</b> Began: 11/6/17	<b>Bristol/Paraprofessional</b> PE: 1/15/18
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