

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

June 12, 2018

CALENDAR

Jun	12	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	12	immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jun	12	immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	19	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	26	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	26	immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	26	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. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.

- E. SPECIAL RECOGNITION

Administrative Retirees

- F. MINUTES

May 22, 2018 – Public Work Session  
May 22, 2018 – Regular Board Meeting

- G. TREASURER'S REPORT

Consideration of Claims

Meal Prices - The Business Office seeks Board approval of meal prices for the 2018-2019 school year.

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

H. UNFINISHED BUSINESS

Board Policy 5830 – Student Fundraising - The administration presents proposed revisions to Board Policy 5830 – Student Fundraising, as initially presented at the May 22<sup>nd</sup> regular meeting.

Administrative Regulation KI – Application for Fundraiser Approval - The administration presents proposed revisions to Administrative Regulation KI – Application for Fundraiser Approval, as initially presented at the May 22<sup>nd</sup> regular meeting.

Board Policy 8442 – Reporting Accidents - The administration presents proposed revisions to Board Policy 8442 - Reporting Accidents, as initially presented at the May 22<sup>nd</sup> regular meeting.

Administrative Regulation IICA Form – Education Study Trip Permission Form - The administration presents Administrative Regulation IICA Form – Education Study Trip Permission Form, as initially presented at the May 22<sup>nd</sup> regular meeting.

I. PERSONNEL

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

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

J. NEW BUSINESS

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

Recommendation from the Naming Committee

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT



**ELKHART CENTRAL HIGH SCHOOL**

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 5/25/2018

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Frank Serge (Principal)  
Jason Grasty (Asst. Principal)

RE: Donation Approval

Elkhart Central High School received a donation check (1<sup>st</sup> Source Bank #3751) from an anonymous donor in the amount \$25,000.00. The check is in support of the new Esports Team and will be used for supplies in support of the club.

I am requesting approval from the Board of School Trustees to accept this donation. Due to the request of an anonymous donation a letter of acknowledgement and appreciation can be waived.



DATE: April 23, 2018

TO: Dr. Rob Haworth  
Board of School Trustees

FROM: Brian Buckley, Athletic Director  
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$500.00 has been given to the Elkhart Central High School Athletic department for the Tom Eastman "Beast Award" Scholarship.

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:

Karen Weed  
30371 Deer Pointe  
Granger, IN 46530







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

Elkhart Community Schools  
Elkhart, Indiana

May 22, 2018

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

Place/Time

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

Absent:	Susan C. Daiber
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ECS Personnel Present:	Brian Buckley Tony England Tony Gianesi Rob Haworth Bill Kovach Henry Lohmeyer Dawn McGrath	Rod Roberson Jacquie Rost Kevin Scott Frank Serge Sarita Stevens Cheryl Waggoner Tara White
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Brian Buckley, Central Athletic Director, presented the Board with the reasoning and a recommendation for the contractor for the turf to be installed at Rice Field. In response to Board inquiry, Mr. Buckley and Jacquie Rost, Memorial Athletic Director, presented the IHSAA academic requirements and strategies currently used by the athletic departments. The Board also discussed agenda items for the regular Board meeting.

Topics Discussed

The meeting adjourned at approximately 6:15 p.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 REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
May 22, 2018

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

Place/Time

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

Roll Call

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

Call to Order

Director of business operations, Bob Woods, recited the Elkhart Promise.

The Elkhart Promise

Mrs. Carter discussed the invitation to speak protocol.

Superintendent’s Student Advisory Council (SSAC) representative Olivya Beathea, a senior, from Memorial High School (MHS) introduced herself. In addition to being president of SSAC, Ms. Beathea is involved in volleyball, National Honor Society, Rotary Club, PSAC and is president of student government. In sports: track has completed their regular season; the Unified Track team won the sectional last weekend and will compete in Kokomo on Saturday; boys golf are heading to sectionals on June 1; boys lacrosse is completing their season this evening; and varsity club is hosting former Charger athletes tomorrow. Ms. Beathea thanked the Board for their support of SSAC and invited them to attend the spring awards program on June 4.

SSAC Representative

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$875 from South Bend Medical Foundation in support of Central’s National Honor Society; \$273 from Elkhart Brass’ United To End Bullying Team to support bullying prevention efforts; \$200 from Lippert Components to Eastwood to sponsor the third grade trip to the RV Hall of Fame and lunch for the entire school; \$150 was given in memory of Carol Lynn Meyers to be used in the speech and hearing departments: donors were John & Teresa Jamison, John Hutchings, the family of Laura Stack, and Shirley Stajkowski.

Gift Acceptance

Rod Roberson, director of co-curricular programming, introduced Kathy Krauter, gymnastics coach for Central. Ms. Krauter stated in the 12 years of the program, more awards have been earned than any other sport. Ms. Krauter congratulated the team on their sectional win and introduced the members present.

Student  
Recognition

Mr. Roberson, introduced Sarah Patee, vice principal of West Side, who accepted certificates on behalf of Quiz Bowl members Charilyn Hummer and Jillian DeFerbrache, who finished in the top ten at the state level language arts quiz bowl.

By unanimous action, the Board approved the following minutes:

- May 8, 2018 – Public Work Session
- May 8, 2018 – Regular Board Meeting
- May 15, 2018 – Public Work Session

Approval of  
Minutes

By unanimous action, the Board approved payment of claims totaling \$2,259,586.60as shown on the May 22, 2018, claims listing. (Codified File 1718-141)

Payment of  
Claims

The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1 – April 30, 2018.

Financial  
Report

Mr. Scott reported the following fund loans were made on 4/30/18: \$743,000 from Fund 0420 Bus Replacement to Fund 0350 Capital Projects Fund; and \$135,000 from Fund 0420 Bus Replacement to Fund 0160 Referendum Tax Levy Fund.

Fund Loans

By unanimous action, the Board adopted a resolution to cash in an outstanding certificate of deposit. (Codified File 1718-142)

Resolution to  
Cash In CD

Mr. Scott presented the Board with the 2019 budget time line for review

2019 Budget  
Timeline

By unanimous action, the Board approved the contract for field turf at Rice Field. In response to Board inquiry, it was noted the construction will begin on June 11, 2018.

Field Turf  
Contract

By unanimous action, the Board approved the purchase request from MHS choir to purchase t-shirts for the annual Spring Sing concert in the amount of \$1,016.50.

Extra-  
Curricular  
Purchase  
Request

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school’s extra-curricular fund. (Codified File 1718-143)

Fundraisers

Mr. Scott provided the monthly insurance update.

Insurance  
Update

By unanimous action, the Board approved the sale of land at North Side Middle School to the City of Elkhart.	Sale of Land at North Side
The Board reviewed the new course offering Bio: II/BIOL 101 Ivy Tech DC4321 for the 2018-2019 school year. (Codified File 1718-144)	New Course Offering
By unanimous action, the Board approved proposed revisions to Board Policy 3139AC – Staff Discipline, as presented at the May 8 <sup>th</sup> regular meeting.	Board Policy 3139AC
By unanimous action, the Board approved proposed revisions to Board Policy 3139.01S – Disciplinary Actions, as presented at the May 8 <sup>th</sup> regular meeting.	Board Policy 3139.01S
By unanimous action, the Board approved proposed revisions to Board Policy 3139.02ACS – Administrative Leave of Absences, as presented at the May 8 <sup>th</sup> regular meeting.	Board Policy 3139.02ACS
The Board was presented proposed revisions to Board Policy 5830 – Student Fundraising, for initial consideration.	Board Policy 5830
The Board was presented proposed revisions to Administrative Regulation KI – Application for Fundraiser Approval, for initial consideration. Doug Thorne, district counsel/chief of staff, noted the revisions pertain to the sale of food to students on campus and the need to comply with USDA Dietary Guidelines and SMART snacks guidelines.	Administrative Regulation KI
The Board was presented revisions to Board Policy 8442 – Reporting Accidents, for initial consideration.	Board Policy 8442
The Board was presented proposed revisions to Administrative Regulation IICA Form – Education Study Trip Permission Form, for initial consideration.	Administrative Regulation IICA Form
The Board approved and waived seconded reading of proposed revisions to Board Policy 3422.14S – Employees in Technology Services Positions Compensation Plan.	Board Policy 3422.14S
Liliana Quintero, executive director of the Northern Indiana Hispanic Health Coalition, presented information on the Healthy Hearts Program designed to combat childhood obesity currently offered in some of the District’s elementary schools.	Healthy Hearts Program
By unanimous action, the Board authorized the administration to join the Indiana Coalition of Continuous Improvement School Districts. (Codified File 1718-145)	Indiana Coalition
By unanimous action, the Board appointed Tony England, assistant superintendent of student services, to the Elkhart and St. Joseph Counties Head Start Consortium Board.	Head Start Consortium Board

By unanimous action, the Board authorized the change of the early release day of the week from Wednesday to Monday for the 2018-2019 school year. In response to an audience question, Dawn McGrath, deputy superintendent, stated the rationale for the request was related to the initiation of block scheduling. Since there are 5 less Monday's in the school year, any course scheduled regularly on a Monday would be shortchanged significant instructional time. The plan designates Monday as a day where students go to all 8 of their classes and then get out early. Periods 1 - 4 would run on Tuesdays and Thursdays while periods 5 - 8 would run Wednesdays and Fridays.

Early Release  
Day Change

By unanimous action, the Board approved submission of a Safe Haven Bullying Prevention grant to the Indiana Criminal Justice Institute for \$47,917.00 from Student Services for continued training and supplies for the bullying prevention program. Mr. Todd Kelly, bully prevention coordinator, reviewed the items made possible by the grant, to include: a social media helpline, staff training, a motivational speaker, and program supplies. (Codified File 1718-146)

Grant

By unanimous action, the Board approved an overnight trip request for the Central Blazeline to travel to Indianapolis on November 14 -18, 2018, to compete in a drumline battle.

Overnight Trip  
Request

At this point, Board member Rodney Dale left the meeting.

Dale left

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 22, 2018 listings. (Codified File 1718-147)

Conference  
Leaves

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

Personnel  
Report

Agreement regarding unpaid time for a certified staff member. (Codified Files 1718-148)

Agreement

Appointment of Philip Lederach, director of secondary instruction, effective 7/1/18.

Appointment

Retirement of certified staff member, Linda Gray, grade 3 at Woodland, with 15 years of service.

Certified  
Retirement

Resignation of the following three (3) certified staff members effective on 6/8/18:

Certified  
Resignation

Hannah Hueni - kindergarten at Hawthorne  
Kimberly Kalamaros - kindergarten at Woodland  
Brittany Walter - art at West Side

<p>Employment of the following fifteen (15) certified staff members for the 2018-2019 school year:</p>	<p>Certified Employment</p>
<ul style="list-style-type: none"> <li>Kennedy Boland - grade 3 at Riverview</li> <li>Austin Brooks - grade 6 at Pinewood</li> <li>Alexis Burgess - ENL at Central</li> <li>Rebecca Dodd - grade 1 at Beardsley</li> <li>Angela Garcia - ENL at Central</li> <li>Kelcie Haas - grade 5 at Monger</li> <li>Kylie Hill - language arts at Central</li> <li>Benjamin Kase - mathematics at Memorial</li> <li>Ashley McClintock - grade 1 at Riverview</li> <li>William McCollum - special education at North Side</li> <li>Sara Miller - grade 3 at Pinewood</li> <li>Clare Palenchar - language arts at West Side</li> <li>Jerry Scott - special education at North Side</li> <li>Kaitlyn Stanley - speech pathologist at TBD</li> <li>Allan Whitehead - music at North Side/Central</li> </ul>	
<p>Personal leave for certified staff member, Debra Bachman, grade 2 at Osolo, beginning 8/14/18 and ending 6/5/19.</p>	<p>Personal Leave</p>
<p>Employment of the following four (4) classified employees who have successfully completed their probationary period on dates indicated:</p>	<p>Classified Employment</p>
<ul style="list-style-type: none"> <li>Zaria Anderson - bus helper at Transportation, 5/10/18</li> <li>Patricia Best - food service at Beardsley/Pinewood, 5/21/18</li> <li>Olivia Cox - bus helper at Transportation, 5/14/18</li> <li>Elizabeth Hulse - food service at Memorial, 5/21/18</li> </ul>	
<p>Retirement of classified employee, Sarah Miles, social worker at Central, effective 6/12/18, with 29 years of service.</p>	<p>Classified Retirement</p>
<p>Resignation of the following four (4) classified employees effective on the dates indicated:</p>	<p>Classified Resignation</p>
<ul style="list-style-type: none"> <li>Beverly Cannan - food service at Beardsley, 5/9/18</li> <li>Sharon Hiles - food service at North Side, 6/8/18</li> <li>Lynda Miller - food service at Pinewood, 6/8/18</li> <li>Penny Seegers - paraprofessional at EACC, 6/8/18</li> </ul>	
<p>An audience member expressed concern for the elementary population and questioned the timeline for roof and other improvements at Monger. Tony Gianesi, chief operating officer, stated the roof currently has been repaired and replacement and other building improvements should commence in the fall.</p>	<p>From the Audience</p>

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

APPROVED:

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

\_\_\_\_\_  
Douglas K. Weaver, Vice President

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

\_\_\_\_\_  
Susan C. Daiber, Member

\_\_\_\_\_  
Rodney J. Dale, Member

\_\_\_\_\_  
Glenn L. Duncan, Member

\_\_\_\_\_  
Carolyn R. Morris, Member

Adjournment

Signatures

June 6, 2018

To: Rob Haworth & Board of School Trustees  
From: Pam Melcher  
Re: Recommendation for School Meal Price Increase

Using the Price Adjustment Calculator as provided by the USDA we are required to adjust our weighted average lunch price by 10 cents. Reimbursement rates for the 2018-2019 school year have not yet been released.

I will be recommending your approval of the 2018-2019 meal pricing list below in the June 12th Board meeting. If you have any questions concerning the proposed pricing prior to Tuesday night please contact me at 262-5551.

<u>Breakfast</u>	<u>2017/2018</u>	<u>2018/2019</u>
Elementary	\$1.65	\$1.75
Secondary	\$1.85 Middle School \$1.90 High School	\$1.95 Middle School \$2.00 High School
Reduced	\$0.30	\$0.30
Elementary Staff	\$2.25	\$2.35
Secondary Staff	\$2.60 Middle School \$2.65 High School	\$2.70 Middle School \$2.75 High School
Milk	\$ .65	\$ .75
<u>Lunch</u>	<u>2017/2018</u>	<u>2018/2019</u>
Elementary	\$2.55	\$2.65
Secondary	\$2.80 Middle School \$2.90 High School	\$2.90 Middle School \$3.00 High School
Reduced	\$0.40	\$0.40
Elementary Staff	\$3.50	\$3.60
Secondary Staff	\$3.90 Middle School \$3.95 High School	\$4.00 Middle School \$4.05 High School
Milk	\$ .65	\$ .75

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
June 12, 2018, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Bristol PRIDE	Students will be able to purchase a pencil from the pencil machine for 50 cents. Proceeds will be used for PRIDE efforts.	8/16/2017 - 5/31/2018	5/25/2018	Kristen Weaver
Bristol PRIDE	Healthy snacks will be purchased from the commissary and sold for 50 cents. Proceeds will be used for PRIDE efforts.	9/1/2018 - 5/31/2019	5/25/2018	Kristen Weaver
Bristol PRIDE	Parents will have an opportunity to purchase a positive Pirate message for students at conferences. Messages will then be delivered to students. Proceeds will be used for PRIDE efforts.	10/23/2018 - 10/24/2018	5/25/2018	Kristen Weaver
Bristol PRIDE	Parents will have an opportunity to purchase a positive Pirate message for students at conferences. Messages will then be delivered to students. Proceeds will be used for PRIDE efforts.	2/7/2019	5/25/2018	Kristen Weaver
Bristol PRIDE	Texas Roadhouse gift cards will be sold. Proceeds will be used for PRIDE efforts.	11/1/2018 - 12/21/2018	5/25/2018	Kristen Weaver
Bristol PRIDE	A school wide Rudolph Romp will be held. Grade level races will be held which will include a Penny War. PRIDE will choose a community partner to be the recipient of donations and other items.	12/3/2018 - 12/21/2018	5/25/2018	Kristen Weaver
Bristol PRIDE	Staff will put together themed baskets to be auctioned at Parent Teacher Conferences. Proceeds will be used for PRIDE efforts.	2/7/2019	5/25/2018	Kristen Weaver
EMHS Choir	Students will conduct a brochure sale for cake rolls and coffee. Proceeds will be used for choir/orchestra fees as well as towards the choir's trip to New York.	11/13/2018 - 11/27/2018	6/4/2018	Rebecca Yoder & Josh Hren
	<b>Please note the following fundraiser is presented for confirmation only.</b>			



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

STUDENTS  
*Proposed Revised 5830/page 1 of 4  
(as presented during the 5/22/18 BST meeting)*

## STUDENT FUNDRAISING

The Board acknowledges that the solicitation of funds by or from students must be limited.

For purposes of this policy "student fundraising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board may permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that for any fundraiser by student clubs and organizations, as well as by Corporation-support organizations, which involve the sale to students of food items and/or beverages to be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans or SMART snacks guidelines.

Fundraising by approved school support organizations, that is, those organizations whose funds are managed by the Corporation, may be permitted in school by the principal. Such fundraising off school grounds may be permitted by the Superintendent.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

The Board may permit fundraising that involves any games of chance, such as bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. However, any fundraiser involving games of chance must comply with Indiana law, including obtaining the appropriate license or permits.

Involvement of students under the age of eighteen (18) in fundraisers involving games of chance is limited as follows:

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

STUDENTS

*Proposed Revised 5830/page 2 of 4  
(as presented during the 5/22/18 BST meeting)*

In compliance with I.C. 4-32. 2-5-21, no student under the age of eighteen (18) may play or participate in any of the following types of fundraising events - bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. No student under the age of eighteen (18) may sell tickets for any of the following types of fund-raising events - bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. Students, even those under eighteen (18) years of age, may sell tickets or chances for a raffle.

All other fundraising by Corporation support organizations shall be done in accordance with Board Policy 9211 and Policy 9700.

The Superintendent shall include

A. Philosophy

It is important for Elkhart Community Schools to protect the safety of all students within the district, encourage and support the positive image of Elkhart Community Schools, recognize the increased competition for available contributions to worthy organizations, and avoid the appearance of pressure, intimidation, or annoyance during school sponsored fundraising activities.

B. Guidelines

School sponsored fundraising activities should follow certain general guidelines. The activities should discourage door-to-door solicitation, bring people into the schools, provide buyers with fair return for money spent, indicate the school-related purpose for the fundraising event, minimize competition with local businesses, avoid promoting activities contradictory to appropriate educational goals, and allow for direct contributions to individual schools subject to Board approval, as appropriate.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5830/page 3 of 4  
(as presented during the 5/22/18 BST meeting)

## C. Procedures

School sponsored fundraisers must have the prior approval of the Board of School Trustees. Administrators seeking the approval of the Board must submit a written request to the Business office which includes the following information~~to the Board of School Trustees and provide the following information to the Business Office:~~

1. description of the proposed fundraising activity
2. school employee responsible for the fundraising activity
3. school employee responsible for the collection of proceeds from the fundraising activity
4. school employee responsible for the ordering of products, and
5. restrictions (if any) on the use of the proceeds from the fundraising activity

Subsequent to receipt of the forgoing information, the Business Office will submit the request to the Board of School Trustee for review.

The Superintendent shall distribute this policy to each organization granted permission to solicit funds.

### Solicitation by Students or Staff

The solicitation of funds by school classes, organizations, students, or staff is subject to the following:

- A. Solicitation of the public must be approved by the appropriate building principal(s) or the Assistant Superintendent for Instruction for solicitations involving more than one building.
- B. Solicitation of staff by students or students by staff is discouraged.
- C. Solicitation by sale of school pictures, book club programs, class rings, school publications, concessions, and book store items to students on school property requires principal approval.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5830/page 4 of 4  
*(as presented during the 5/22/18 BST meeting)*

## Fundraising by School Support Organizations

All fundraising activities should be conducted in such a way that the best educational interests of students are served, and the interest of the general public in the quiet enjoyment of home and hearth is preserved. Sections 1(A), 1(B) and 2, above, should be used by School Support Organizations as a guide for their fundraising activities.

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~~January 1, 2017~~ June 12, 2018

Application for Fundraiser Approval

School sponsored fundraisers must have the prior approval of the Board of School Trustees. Administrators seeking the approval of the Board must provide the following information to the Business Office:

Name of School:  Date Submitted:

Name of sponsoring group, club, class, etc:

Name of employee responsible for the fundraiser:

Phone number of employee responsible for fundraiser:

Name of employee responsible for collecting proceeds from the fundraising activity:

Description of the fundraising activity (include location if not at your school):

Does fundraising activity involve the sale of food to students on campus? Yes or No (circle one)

If yes, does fundraising activity comply with the current USDA Dietary Guidelines for Americans or SMART snacks guidelines? Yes or No (circle one)

Start Date/Time:  End Date/Time:

For what purpose will the proceeds from this fundraiser be used?

Does the fundraiser require students to go door to door? Yes or No (circle one)

Are there any restrictions of the use of the proceeds from this fundraising activity?

I acknowledge I have read and understand the policy regarding fund raising activities and sales adopted by the Board of School Trustees of the Elkhart Community Schools and agree to abide by the same.

Signature of employee responsible for fund raising activity: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approved by the Board of School Trustees on \_\_\_\_\_

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

OPERATIONS  
Proposed Revised 8442/page 1 of 1  
(as presented during the 5/22/18 BST meeting)

## REPORTING ACCIDENTS

The Board directs all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and so legitimate employee claims for worker's compensation be expedited, the Board requires all accidents to be reported and evaluated. Any accident which results in an injury to a student, an employee of the Board, or a visitor to ~~the schools~~ a school corporation property or facility must be reported promptly ~~and~~ in writing to the Corporation business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form, available in the office of the principal, which includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury.

The Superintendent shall prepare administrative guidelines which should include procedures for notification of the insurer.

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~~January 1, 2017~~ June 12, 2018

Elkhart Community Schools  
Education Study Trip Permission Form  
(Day Trip Only)

\_\_\_\_\_ [Student Name] \_\_\_\_\_ has my permission to participate in the education study trip taken by  
\_\_\_\_\_ [Class or Organization] \_\_\_\_\_ on \_\_\_\_\_ [Date of Trip] \_\_\_\_\_ to \_\_\_\_\_ [Destination] \_\_\_\_\_.

1. I have been informed of the details of this education study trip.

a. Description of activities occurring while on this trip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Mode of Transportation (check one)

- i. School Bus \_\_\_\_\_
- ii. Activity Bus \_\_\_\_\_
- iii. Car \_\_\_\_\_
- iv. Other (please specify) \_\_\_\_\_

2. I agree to instruct my child to obey all rules, regulations and instructions given by teachers and/or authorized school personnel including the Guidelines for Good School Order and Rules for Student Conduct.

3. I understand participation in this education study trip is voluntary, is not required, and it exposes my child to some risk; I assume any such risk which might occur to my child by reason of his/her participation in this activity. I accept full responsibility for all medical expenses for any injuries which might occur to my child by reason or his/her participation. I further agree no teacher or authorized school personnel shall be held responsible or liable for injuries or other mishaps caused by my child's deliberate disobedience of rules, regulations or instructions.

4. I understand during this field trip, the Elkhart Community Schools will not be liable for injury to my child as a result of the negligence, errors, and omissions of others, their heirs, employees or assigns either through their action or inaction.

5. I further understand if my child takes personal belongings on this education study trip, he/she will be responsible for them. Elkhart Community Schools accepts no responsibility for personal items, such as watches, purses, money, cameras, cell phones, wallets, etc.

Parental Contact Information During Trip Hours:

Parent/Guardian Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

Emergency Contact Information (In Case Parent is Unavailable):

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

Medical Information:

Allergies and/or Special Medical Conditions (Please Circle)

Yes

No

\_\_\_\_\_

Medications Student is Taking:

\_\_\_\_\_

Do you give consent for a school district representative for this trip to seek medical attention in the event of an emergency? (Please Circle)      Yes      No

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

June 12, 2018



**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: April 18, 2018  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak *DRB*  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 June 12, 2018 - Board of School Trustees Meeting**

2017- 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>State Ag Mech Contest</b>                      This will help to build the students experience and earn money for college.</p> <p>IVY Tech/Purdue West Lafayette, IN                      June 18, 2018                      Ryan Gortney (3-7 )                      Leadership</p>	\$183.75	\$0.00
<b>TOTAL</b>	<b>\$183.75</b>	<b>\$0.00</b>
2017-18 YEAR-TO-DATE PERKINS FUNDS	\$40,831.83	\$4,090.00
<b>GRAND TOTAL</b>	<b>\$41,015.58</b>	<b>\$4,090.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: June 7, 2018  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**June 12, 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>
<p><b>INDIANA SBOE MEETING</b></p> <p>We are one of eight school districts chosen to look at ways to approach graduation pathways differently. We will be looking at teacher licensure, course flexibility, and student schedules. This SBOE meeting is to allow for school official comments. I will represent ECS.</p> <p>Indianapolis, IN</p> <p>June 13, 2018 (1 day's absence)</p> <p align="center">WILLIAM KOVACH - ESC (7-18)</p>	\$417.13	\$0.00
<p><b>INDIANA SUICIDE PREVENTION CONFERENCE: HAVING THE CONVERSATION</b></p> <p>This conference will increase knowledge in identifying youth that are high risk for suicide ideation and depression. It will also enhance intervention and the referral process for students that are in need of mental health services and professional help.</p> <p>Fort Wayne, IN</p> <p>June 14 - 15, 2018 (1 day's absence)</p> <p align="center">NATALIE BICKEL - ESC (1-3)</p>	\$437.27	\$0.00
<p><b>CONNECTING THE DOTS - ANNUAL SCHOOL HEALTH CONFERENCE</b></p> <p>This conference will provide information about system change, oral health, covering kids and health agency, Project 18 WSCC curriculum, relationships and sexual health for students, wellness councils, brain behavior and learning.</p> <p>Indianapolis, IN</p> <p>June 19 - 20, 2018 (0 day's absence)</p> <p align="center">JOHN MCCLURE - ROOSEVELT (0-0)</p>	\$432.62	\$0.00
<p><b>SKILLS USA NATIONALS</b></p> <p>National contest for SkillsUSA.</p> <p>Louisville, KY</p> <p>RAY COLLINS - EACC (1-1)</p> <p>NICOLE DYER - EACC (0-0)</p> <p>BRANDON EAKINS - EACC (2-4)</p> <p>ANGEE GORTNEY - EACC (1-1)</p> <p>RYAN GORTNEY - EACC (3-9)</p> <p>MARTIN HOSTETLER - EACC (2-4)</p> <p>LAURIE HUND-SCHIEBER - EACC (1-1)</p> <p>PETE LESTINSKY - EACC (1-1)</p>	\$4,809.00	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
JEFF LINDKE - EACC (1-1) KATHY OVERHOLT - EACC (0-0) TRACY PLANK-TEEGARDEN - EACC (1-1) JAIME STITH - EACC (1-1) AMY STUTZMAN - EACC (2-4) MATT WERBIANSKY - EACC (2-4)		
<b>SMEKENS LITERACY RETREAT</b> Effective literacy instruction is a district/building initiative that supports the Elkhart Promise. Reading is the foundation of all learning. Shipshewana, IN June 26 - 27, 2018 (0 day's absence) CHELLI ALLEN - OSOLO (1-3) NAOMI BAUMGARTNER - HAWTHORNE (0-0) JEN BENAK - BECK (1-3) NATALIE BLAIR - FEESER (0-0) MELISSA CADOTTE - OSOLO (0-0) ELLEN COGET - HAWTHORNE (0-0) KATRINA FORCE - HAWTHORNE (0-0) MARIA GARCILAZO - BECK (0-0) GARY GARDNER - OSOLO (2-5) AMBER GENOVESE - HAWTHORNE (0-0) BRITNEY GOFF - BECK (0-0) KATIE GREEN - OSOLO (0-0) JULIE GUNN - HAWTHORNE (0-0) ANNETTE HINES - OSOLO (0-0) SUZANNE HOLCOMB - BECK (1-3) SHERYL KEESLAR - ESC (3-7) BETHANY KEEVER - OSOLO (1-3) AMY KINDIG - HAWTHORNE (0-0) TRACEY KIZYMA-WHITMYER - BECK (2-6) ANGIE KUCHARSKI - HAWTHORNE (0-0) MICHELLE MAHAFFEY - BECK (2-6) COREY SHEETS - OSOLO (0-0) HOLLY STANFILL - BECK (0-0) HELEN STEGMANN - HAWTHORNE (0-0) NANCY TROYER - OSOLO (0-0) DEE UITDENHOWEN - HAWTHORNE (0-0) LINDSEY WALTERS - BECK (2-6) KRISTINE WEIMER - OSOLO (1-3)	\$797.67	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>GREAT MINDS INSTITUTE - EUREKA MATH</b>  This conference will provide sessions for K-5 math content and strategies as well as sessions that dig deeper into K-2 grade band work and word problems. All information will be turned into district level math training.  Denver, CO  June 26 - 29, 2018 (5 day's absence)  KATHRYN BROMEN - ESC (2-4)</p>	\$4,110.00	\$0.00
<p><b>AP SUMMER INSTITUTE IN PHYSICS I, ALGEBRA BASED</b>  This conference will provide AP certification in Physics which will ensure Memorial's continued ability to best serve their students.  Indianapolis, IN  July 10 - 13, 2018 (0 day's absence)  AUSTIN CONNER - MEMORIAL (0-0)</p>	\$816.20	\$0.00
<p><b>GREAT MINDS INSTITUTE - EUREKA MATH</b>  This conference will dig deeper into K-2 grade band work and word problems. All information will be turned into district level math training.  Chicago, IL  July 12 - 13, 2018  KATHRYN BROMEN - ESC (0-0)</p>	\$1,232.00	\$0.00
<p><b>PLANT SCIENCE - CASE INSTITUTE</b>  This professional development will help me to further educate not only myself, but my students. It will allow me to enrich my teaching and provide my students with a more in-depth knowledge of horticulture. This will allow me to expand my CASE trainings.  Elkhart, IN  July 14 - 20, 2018 (0 day's absence)  BARBARA STARR - PIERRE MORAN (0-0)</p>	\$0.00	\$0.00
<p><b>CHEMISTRY I MODELING WORKSHOP AND 25TH BIENNIAL CONFERENCE ON CHEMICAL EDUCATION</b>  This conference will provide professional development with an emphasis on modeling, communication, design, and application of knowledge, helping students be more College and Career ready.  South Bend, IN  July 16 - August 2, 2018 (0 day's absence)  HEATHER FELLOWS - MEMORIAL (0-0)</p>	\$1,234.95	\$0.00
<p><b>OSHA 30 HOUR TRAINING</b>  This training will provide essential skills to assess potential OSHA violations and take corrective action.  South Bend, IN  August 6 - 10, 2018 (5 day's absence)  JAMES SYNDER - KENT STREET (0-0)</p>	\$849.00	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>		
<b>IDOE - JIM SHIPLEY &amp; ASSOCIATES</b> This professional development comes from a Title I Tier III grant. The training is to learn a systems-based approach to school improvement with a focus on a continuous improvement approach centered around school-level priorities and goals. Indianapolis, IN June 5 - 6, 2018 (2 day's absence) TIFFANY MASON - ROOSEVELT (0-0) HELENIA ROBINSON - ROOSEVELT (0-0) MACHELLE SEESE - ROOSEVELT (0-0) DENISE WAPPES - ROOSEVELT (2-5)	\$1,760.50	\$380.00
	<b>\$16,896.34</b>	<b>\$380.00</b>
2017 YEAR-TO-DATE GENERAL FUNDS	\$23,813.84	\$1,805.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$16,507.98	\$760.00
2017 YEAR-TO-DATE OTHER FUNDS	\$262,471.70	\$18,360.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
2018 YEAR-TO-DATE OTHER FUNDS	\$91,071.01	\$3,990.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$393,594.53</b>	<b>\$24,915.00</b>

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



**TO: DR. ROBERT HAWORTH**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: JUNE 12, 2018**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointments effective August 1, 2018:

<b>JeNeva Adams</b>	<b>Freshman Division Transition Principal/ Asst Principal / Central</b>
<b>Kelly Blair</b>	<b>Transition Asst. Principal / Memorial</b>
<b>Holey Conley</b>	<b>Principal / Riverview</b>
<b>Charlene Trotter</b>	<b>Director of Inclusion / Memorial</b>
<b>Denise Wappes</b>	<b>Principal / Roosevelt</b>

- b. **Administrative Appointment** – the administration recommend confirmation of the following administrative appointments effective July 1, 2018:

<b>William Kovach</b>	<b>Director / Career Center</b>
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- c. **Agreement** – We recommend the approval of a consent agreement regarding employment retention.

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

<b>Melissa Danner</b>	<b>Central/Special Education</b>
<b>James Davisson</b>	<b>Hawthorne/Grade 4</b>
<b>Jamie Gonzales Torres</b>	<b>Bristol/ENL</b>
<b>Mark Nowak</b>	<b>Cleveland/Academic Dean</b>

**Jeremy Rohyans**

**Cleveland/Grade 4**

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

**Kristy Cisneros**  
Began: 8/25/17

**Pierre Moran/Counselor**  
Resign: 6/15/18

**Nicolaas DeJong**  
Began: 8/12/13

**Central/Special Education**  
Resign: 6/8/18

**Elizabeth Franks-North**  
Began: 8/2/16

**West Side/Language Arts**  
Resign: 6/8/18

**Britny Jimenez**  
Began: 8/4/15

**Woodland/Grade 2**  
Resign: 6/8/18

**Jennifer Loupee**  
Began: 8/17/09

**Woodland/Assistant Principal**  
Resign: 6/19/18

**Mirlym Milfort**  
Began: 8/4/15

**Monger/Grade 4**  
Resign: 6/8/18

**Carol Roach**  
Began: 11/12/07

**Central/Special Education**  
Resign: 6/8/18

**Michelle Salgado**  
Began: 8/2/16

**Central/Science**  
Resign: 6/8/18

**Erica Shannon**  
Began: 8/12/13

**Memorial/Science**  
Resign: 6/8/18

**Jennie Siri**  
Began: 8/25/15

**Pierre Moran/Speech Pathologist**  
Resign: 5/10/18

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

**Anh Oyer**  
Begin: 8/14/18

**Bristol/Grade 3**  
End: 6/6/19



**CLASSIFIED**

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective July 1, 2017:

<b>Valerie Gillespie</b>	<b>ESC/Supervisor of Accounting, Audits, and Investments</b>
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- b. **Resignation** – We report the resignation of the following classified employees:

<b>Sha Teisa Davis</b> Began: 6/20/16	<b>Osolo/Custodian</b> Resign: 5/21/18
<b>Deborah Douglas</b> Began: 8/11/14	<b>Pierre Moran/Registered Nurse</b> Resign: 6/11/18
<b>Asa Ennis</b> Began: 1/9/17	<b>ESC/District Substitute Teacher</b> Resign: 6/8/18
<b>Yolanda Ivory</b> Began: 12/4/17	<b>Cleveland/Food Service</b> Resign: 5/14/18
<b>Brittney Shipe</b> Began: 8/16/17	<b>Hawthorne/Paraprofessional</b> Resign: 6/9/18
<b>Mary Szekendi</b> Began: 10/2/17	<b>Osolo/Paraprofessional</b> Resign: 6/8/18
<b>Sara Valencia</b> Began: 3/6/06	<b>Memorial/Secretary</b> Resign: 5/31/18

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

<b>Therese Kauffman</b> Began: 3/28/16	<b>Pierre Moran/Food Services</b> End: 6/12/18 Board Policy: 3039.01s a, b, c, d, e
<b>Denise Pletcher</b> Began: 8/13/13	<b>Beck/Food Services</b> End: 6/12/18 Board Policy: 3039.01s a, b, c, d, e
<b>Alexus Pressler</b> Began: 5/15/17	<b>Central/Food Services</b> End: 6/12/18 Board Policy: 3039.01s a, b, c, d, e





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

**Tara Browning**  
Began: 3/27/18

**Pinewood/Food Service**  
PE: 5/29/18

**Shelley Carpenter**  
Began: 3/22/18

**Transportation/Bus Driver**  
PE: 5/24/18

**Amanda Hager**  
Began: 3/26/18

**Osolo/ Speech Pathology Asst**  
PE: 5/29/18

**Khadijah Moore**  
Began: 3/26/18

**Feeser/Food Service**  
PE: 5/29/18

**Debi Richardson**  
Began: 4/3/18

**Hawthorne/Behavioral Building Substitute**  
PE: 5/30/18

**Darla White**  
Began: 4/10/18

**Bristol/Food Service**  
PE: 6/5/18

e. **Revision** – We recommend the revision of the resignation date reported on the May 8, 2018, Board report of the following employee:

**Lois Tully**  
Began: 8/18/14

**Osolo/Food Service**  
End: 5/18/18





HUMAN RESOURCES

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM MS. CHERYL WAGGONER**  
**DATE: JUNE 12, 2018**

**ADDENDUM TO PERSONNEL REPORT**

**CERTIFIED**

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

**Robert Haworth**  
Began: 7/1/12

**Superintendent of Schools**  
Resign: 6/30/18

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial  
Class/Group: Track  
Number of Students: 3  
Date/Time Departing: Dyer - Thurs., May 31<sup>st</sup> Bonduvant - Fri, June 1<sup>st</sup>  
Date/Time Returning: " - Sat, June 2<sup>nd</sup> " - Sat, June 2<sup>nd</sup>  
Destination: Bloomington, IL - State Track  
Overnight facility: Hampton Inn - Bloomington, <sup>City</sup> <sup>State</sup> IL  
Mode of transportation: Parent (Dyer) - Coach (Bonduvant)  
Reason for trip: Qualified for state track meet

Names of chaperones: Adam Horno,

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: Jacqueline R...

Signature of Principal: [Signature] Date: 5/29/18

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

Approval of Assistant Superintendent: [Signature] Date: 5/29/18

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

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial  
Class/Group: Unfred Track  
Number of Students: 18  
Date/Time Departing: Friday, June 1<sup>st</sup> @ 4pm  
Date/Time Returning: Saturday, June 2<sup>nd</sup> @ 9pm  
Destination: Bloomington, IN. - State Unfred.  
Overnight facility: Quality Inn & Suites <sup>City</sup> Ind. <sup>State</sup> Track  
Mode of transportation: School - yellow bus  
Reason for trip: Qualified to participate in state for Unfred Track

Names of chaperones: Todd Sheehy, Kris Burtley, Zach Stone

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: Jacqueline R

Signature of Principal: SPH Date: 5/29/18

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

Approval of Assistant Superintendent: Dymek Date: 5/29/18

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

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

**School:** Elkhart Memorial

**Class/Group:** FFA

**Number of Students:** 5

**Date/Time Departing:** June 18, 2018

**Date/Time Returning:** June 21, 2018

**Destination:** West Lafayette, IN  
City State

**Overnight facility:** TBD / Hotel

**Mode of Transportation:** SUV

**Reason for trip:** Vet Science Contest

State Chorus Participant

State FFA Convention

**Names of chaperones:** Brenda Mueller

Cyndy Keeling

**Cost per student:** 0

**Describe Plans for Raising  
Funds or Funding Source:**

**Plans to defray costs for  
needy students:** FFA funds

**Are needy students made  
aware of plans?**

**Signature of  
Teacher/Sponsor**

Cyndy Keeling  
SPT

**Signature of Principal:**

**Date:** 6/5/18

\*\*\*\*\*

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

**Approval of Assistant  
Superintendent:**

Gymcrath

**Date:** 6/6/18

**Approval by Board:**

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Area Career Center  
Class/Group: Skills USA  
Number of Students: 16  
Date/Time Departing: Monday, June 25, 2018 9 AM  
Date/Time Returning: Saturday June 30 11-12 noon  
Destination: Louisville Ky City State  
Overnight Facility: Hotel  
Mode of Transportation: Buses and cars  
Reason for Trip: Skills USA National Leadership competition

Names of Chaperones: Tracy Teegarden, Amy Studman, Laurie Hund, Schueler  
Angeles + Ryan Bortney, Jeff Kinkelke, Ray Colburn, Jamie Stith, Pete Pestinsky  
Cost per Student: \$650. est.

Describe Plans for Raising Funds or Funding Source: Skills USA fund + student  
Plans to Defray Costs for Needy Students: \_\_\_\_\_

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: Amy Studman

Signature of Principal: [Signature] Date: 5/22/18

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

Approval of Assistant Superintendent: [Signature] Date: 5/29/18

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