

REGULAR MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING LOCATION CHANGE

Date: Tuesday, March 27, 2018

Time: 7:00 p.m.

Location: ETHOS Science Center
1025 N. Michigan Street
Elkhart, IN 46514



Superintendent of Schools

Posted and Mailed via U. S. Mail,
postpaid, to School Attorney and
News Media and electronically
delivered to Board Members on
Tuesday, March 13, 2018

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

PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING LOCATION CHANGE

Date: Tuesday, March 27, 2018
Time: 5:30 p.m.
Location: ETHOS Science Center
1025 N. Michigan Street
Elkhart, IN 46514



Superintendent of Schools

Posted and Mailed via U. S. Mail,
postpaid, to School Attorney and
News Media on Thursday, March 22,
2018, and electronically
delivered to Board Members on
Friday, March 23, 2018.

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

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, March 27, 2018

Time: Immediately following 5:30 p.m. Public Work Session

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-

- (2) For discussion of strategy with respect to any of the following:
 - (A) Collective bargaining.
 - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
- (6) With respect to any individual over whom the governing body has jurisdiction.

Location: ETHOS Science Center
1025 N. Michigan Street
Elkhart, Indiana 46514



Superintendent of Schools

Posted and Mailed via U. S. Mail,
postpaid, to School Attorney and
News Media on Wednesday,
March 21, 2018 and electronically
delivered to Board Members
on Friday, March 23, 2018.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

March 27, 2018

CALENDAR

Mar	27	5:30 p.m.	Public Work Session, ETHOS Science Center, 1025 N. Michigan St.
Mar	27	immediately following	Executive Session, ETHOS Science Center, 1025 N. Michigan St.
Mar	27	7:00 p.m.	Regular Board Meeting, ETHOS Science Center, 1025 N. Michigan St.
Apr	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	10	immediately following	Executive Session, J.C. Rice Educational Services Center
Apr	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	17	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Memorial High School
Central High School
- E. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.
- F. STUDENT RECOGNITION:
Central Art Students
Science Fair Winners
- G. MINUTES
March 13, 2018 – Public Work Session
March 13, 2018 – Regular Board Meeting
March 20, 2018 – Public Work Session
- H. TREASURER'S REPORT
Consideration of Claims
Financial Report – January 1, 2018 – February 28, 2018

Bus Purchase - The Business Offices requests authorization to purchases busses through the State Bid List purchasing program.

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

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

Monthly Insurance Update

I. UNFINISHED BUSINESS

Board Policy 5340.01 - Student Concussions and Sudden Cardiac Arrest - The administration presents Board Policy 5340.01 - Student Concussions and Sudden Cardiac Arrest, as initially presented at the March 13th regular meeting.

Board Policy 8455 - Coach Training - The administration presents Board Policy 8455 - Coach Training, as initially presented at the March 13th regular meeting.

J. NEW BUSINESS

Grant - The administration seeks Board approval for the submission of a grant as recommended by the administration.

K. 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.

L. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

M. ADJOURNMENT



BEARDSLEY ELEMENTARY SCHOOL

1027 MCPHERSON STREET • ELKHART, IN 46514

PHONE: 574-262-5575

ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 3/14/18

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Principal - Valerie Priller
Teacher (if applicable)

RE: Gift Acceptance

First Presbyterian Church donated \$300.00 (30-\$10) Kroger gift cards and \$200.00 (20-\$10) 711 cards for gas. The cards are to be used to assist Beardsley families affected by the recent floods.

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:

*First Presbyterian Church
200 East Beardsley Ave.
Elkhart, In. 46514*

If anonymous donor, just state that and omit the name and address of donor.



BEARDSLEY ELEMENTARY SCHOOL

1027 MCPHERSON STREET • ELKHART, IN 46514
PHONE: 574-262-5575

ELKHART COMMUNITY SCHOOLS

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

DATE: 3/10/18
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Principal - Valerie Priller
Teacher (if applicable)
RE: Gift Acceptance

The Elks Lodge 425 donated \$1000.00 (40 x \$25) Walmart gift cards to Beardsley School. The gift cards are to be distributed to Beardsley families affected by the recent floods.

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:

*Elks Lodge
116 W. Bristol St.
Elkhart, In. 46514*

If anonymous donor, just state that and omit the name and address of donor.



BEARDSLEY ELEMENTARY SCHOOL
1027 MCPHERSON STREET • ELKHART, IN 46514
PHONE: 574-262-5575

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

DATE: 3/14/18

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Principal - Valerie Priller
Teacher (if applicable)

RE: Gift Acceptance

*Walmart donated \$100.00 (4-\$25.) Walmart
gift cards. The gift cards are to be used to
assist families affected by the recent floods.*

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:

*Walmart
175 Country Road 6
Elkhart, In. 46514*

If anonymous donor, just state that and omit the name and address of donor.



ELKHART COMMUNITY SCHOOLS

DATE: March 20, 2018

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Tessa Sutton

RE: In-kind Gift Approval

Request School Board to accept an in-kind service in the amount of \$315.00 from AlphaGraphics, Elkhart, Indiana. The service included the design/layout time for the Culture Series: Different Together book with written and artwork contributions from students and community members. Different Together books will be sold at the annual Continuing the Conversation event at the Lerner Theatre on March 22, 2018. Administrators aim to engage staff, students, and community in intercultural dialogue and to expand the value of diversity and inclusion in schools, community, and among all employees.

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

Erik Shultz, President
AlphaGraphics
660 CR. 15
Elkhart, IN 46514

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

Elkhart Community Schools
Elkhart, Indiana
March 13, 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 Jeri E. Stahr	Susan C. Daiber Rodney J. Dale Glenn L. Duncan Carolyn R. Morris
------------------------	----------------------------------	---

Roll Call

Absent: Douglas K. Weaver

ECS Personnel Present:	Tony England Tony Gianesi Rob Haworth Dawn McGrath	Kevin Scott Cheryl Waggoner Matt Werbiansky Bob Woods
------------------------	---	--

The Board discussed the salary and benefits presentations, the incident at Bristol, student threats, student support for Florida Shooting Victims, and agenda items for the regular Board meeting. Matt Werbiansky, Principal, Elkhart Area Career Center (EACC) presented information on future course offering, Mechatronics: Industrial Maintenance, at the EACC. The Board was provided an information packet on Ford Next Generation.

Topics Discussed

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

Adjournment

APPROVED:

Signatures

Karen S. Carter, President

Susan C. Daiber, Member

Douglas K. Weaver, Vice President

Rodney J. Dale, Member

Jeri E. Stahr, Secretary

Glenn L. Duncan, Member

Carolyn R. Morris, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
March 13, 2018

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

Place/Time

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

Roll Call

Absent: Douglas K. Weaver

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

Call to Order

District Counsel/Chief of Staff, Doug Thorne recited the Elkhart Promise.

The Elkhart Promise

Mrs. Carter discussed the invitation to speak protocol.

Superintendent's Student Advisory Council (SSAC) representatives from both high schools introduced themselves: Tyler Lehner, a sophomore from Memorial High School (MHS) and Logan Brown, a senior from Central High School (CHS). In addition to SSAC, Tyler Lehner is a quarterback for the Crimson Charger football team, a member of Unified Track, the Sports Editor of GENESIS magazine, and in varsity club. Mr. Lehner reported on the following activities: academic super bowl competition is Thursday evening at Northridge; the Elkhart County scholastic chess championship is Saturday at Central; the Spring blood drive is Friday, March 23; the play, Into The Woods, is March, 23, 24 and 25; MHS students helped clean up the homes of flood victims; and Spring sports are starting next week. Logan Brown recently completed his diving career for Central and will be diving for Indiana University next year. Mr. Brown stated the musical, James and Giant Peach, staged over the weekend was a huge success; Blazeline is in the middle of their competition season; winter sports recognition is Wednesday night; the most improved student ice cream social is Friday; students will be viewing the human rights display in the media center; spring sports are underway; Central will also have a blood drive on March 23; and BlazerFest is March 29.

SSAC Representative

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): greenhouse lights, ballasts, and stainless steel carts and trays (valued at over \$8,000) from Dow Agro Sciences, LLC for the Agriculture Community Center and Environmental Learning Center (ACCELL) program; 30 books of various titles by author Kathryn Otoshi (valued at \$450) from Safe Fleet Mirrors to the district; \$25,000 from Lippert Components for renovations to the Tom Kurth Sport Complex and Field House; \$500 from Winona Powder Coating, Inc. to the ElkLogics Robotics club for supplies; and a trailer (valued at \$2,800) from LGS Industries to the ElkLogics robotics club to be used to transport robots and equipment.

Gift Acceptance

Rod Roberson, director of co-curricular programming, introduced the following groups of students being recognized for sports:

Student Recognitions

Jacque Rost, athletic director, congratulated the wrestlers and their coaches for a great season. Mrs. Rost introduced the following team members: Bryton Goering, a senior, is a two time conference champion, semi-state runner up, and 8th place finisher at the state meet this year. He has a career record at Memorial of 52-13. Christian Mejia, a senior, has a Memorial career record of 155-20, is a two time Charger Invite champion, a three time conference champion, a three time sectional and regional champion, and two time semi state champion. This year was his third trip to state where he finished 5th. In swimming, Mrs. Rost congratulated Mitchell Rockrohr, a senior, who broke his own school record in the 100 meter breaststroke with a time of 57.87, and has also helped set records in three other events. Mr. Rockrohr was a captain this year and was honored first team all conference.

Michelle Guipe, swimming coach, congratulated and introduced Eric Kelm, Adam Krauter, Carter Reif, and Chris Quarandillo. The four swimmers were 200/400 relay finalists at the state meet. Mr. Kelm also completed at state in 100 fly. Ms. Guipe also introduced Logan Brown, who recently placed 5th at state.

Superintendent, Rob Haworth, presented a partnership award to Thor Industries for all of the time, talent and treasures they share will the district. Thor has assisted with awareness of career pathways for fifth graders, eighth graders and high school students. Rick Schutt, Director of Community Engagement, accepted the award on behalf of Thor, and thanked the Board and staff for the recognition.

Partnership Presentation

By unanimous action, the Board approved the following minutes:

- February 23, 2018 – Board Retreat/Public Work Session
- February 27, 2018 – Regular Board Meeting
- March 2, 2018 – Public Work Session
- March 5, 2018 – Special Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$4,683,224.95 as shown on the March 13, 2018, claims listing. (Codified File 1718-106)

Payment of Claims

By unanimous action, the Board approved the cash tuition rates for the 2018-2019 school year. Kevin Scott, chief financial officer, stated the rate for students in grades K-12 will be \$7,375. (Codified File 1718-107)

Cash Tuition Rates

By unanimous action, the Board approved an extra-curricular purchase request for a portable spike trainer, setter targets, and elastic bands for volleyball at West Side Middle School in the amount of \$662.

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 1718-108)

Fundraisers

The Board was presented proposed revisions to Board Policy 5340.01 – Student Concussions and Sudden Cardiac Arrest, for initial consideration.

Board Policy 5340.01

The Board was presented proposed revisions to Board Policy 8455 – Coach Training, for initial consideration.

Board Policy 8455

The Board reviewed the following new course offerings: Finite Math/DC3851, DC3852, DC3871 and DC3882 for the 2017-2018 school year; and Sports Officiating/HS9275 and HS9276 for the 2018-2019 school year. (Codified File 1718-109)

New Course Offerings

By unanimous action, the Board approved the submission of a 2018-2019 Adult Education Continuation Grant to the Indiana Department of Workforce Development for \$475,000 from the EACC. (Codified File 1718-110)

Grant

By unanimous action, the Board confirmed the following overnight trip requests for Central JAG (Jobs for America's Graduates) student to travel to Indianapolis, IN on March 15-16 for state competition; EACC Ag/Motorcycle/Outdoor Power students to travel to Cleveland, OH on March 16-18 to attend Piston Power Show for Hot Rodders; and ElkLogics Robotics team members to travel to Plainfield, IN on March 23-25 for a robotics competition.

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 March 13, 2018 listings. (Codified File 1718-111)

Conference Leaves

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

Personnel Report

Consent agreement regarding unpaid time for a certified staff member. (Codified Files 1718-112)

Agreement

<p>Employment of the following two (2) certified staff members for the 2017-2018 school year, effective on the dates indicated: Shawna Davenport - grade 6 at Roosevelt, 3/26/18 Steven Shivley - construction trades at EACC, 3/1/18</p>	<p>Certified Employment</p>
<p>Retirement of certified staff member Gayle Davidhizar, math at Memorial, with 20 years of service at the end of the 2017-2018 school year.</p>	<p>Certified Retirement</p>
<p>Resignation of the following four (4) certified staff members effective on the dates indicated: Kirstin Durfey - language arts at West Side, 6/6/18 Kaylie Dvorak - grade 1 at Beardsley, 6/6/18 Victoria Gingerich - language arts at West Side, 3/2/18 Kasey Graber - grade 4 at Roosevelt, 6/6/18</p>	<p>Certified Resignation</p>
<p>Maternity leave for the following three (3) certified staff members: Kaitlin Putt - speech pathologist at Bristol, beginning 4/9/18 and ending 4/27/18 Jamie Schultz - special education at North Side, beginning 3/13/18 and ending 4/11/18 Tara Schuster - grade 4 at Osolo, beginning 3/13/18 and ending 6/6/18</p>	<p>Certified Leave</p>
<p>Employment of the following twelve (12) classified employees who have successfully completed their probationary period on dates indicated: Grace Bontrager - paraprofessional at PACE, 3/5/18 Amber Brandys - paraprofessional at Pierre Moran, 3/5/18 Sondia Branscomb - behavioral building sub at Roosevelt, 3/13/18 Tiffany Caceres - food service at Central, 3/2/18 Jenna Carper - paraprofessional at Pierre Moran, 3/5/18 Brittaney Conrad - food service at Daly, 3/5/18 Madalyn Keeslar - speech therapist assistant at Beck, 3/5/18 Ginger Knox - paraprofessional at North Side, 3/5/18 Shanda Oliver - food service at North Side, 3/13/18 Alma Parnell - paraprofessional at Cleveland, 3/5/18 Nancy Whittaker - paraprofessional at EACC, 3/5/18 Kristin Wuthrich - behavioral building sub at Roosevelt, 3/5/18</p>	<p>Classified Employment</p>

<p>Resignation of the following five (5) classified employees effective on the dates indicated:</p> <ul style="list-style-type: none"> Leticia Armstrong - substitute teacher at ESC, 3/2/18 Yolanda Ivory - food service at Osolo, 3/21/18 Brittany Lowe - food service at Pinewood, 3/16/18 Terri Neely - paraprofessional at Cleveland, 2/28/18 Christina Wilds - food service at Memorial, 2/14/18 	Classified Resignation
<p>Retirement of classified employee Alan McMillian, mechanic at Transportation, with 31 years of service, effective 3/30/18.</p>	Classified Retirement
<p>Leave for classified employee Shela Jackson, food service at Woodland, beginning 3/22/18 and ending 5/5/18.</p>	Classified Leave
<p>Termination of classified employee Barbara Dunn, bus driver at Transportation, in accordance with Board Policy 3213.03 ACS effective 3/13/18.</p>	Classified Terminations
<p>By unanimous action, the Board approved the Superintendent's Contract for Employment. The contract begins July 1, 2018 and concludes June 30, 2021. (Codified Files 1718-113)</p>	Superintendent Contract
<p>By unanimous action, the Board adopted a Resolution establishing the Superintendent's goals. (Codified Files 1718-114)</p>	Resolution
<p>At this point, Board member Glenn Duncan left the meeting.</p>	Duncan Departed
<p>Audience member, Karin Frey, president of the Lions Club, reported all third graders have been given dictionaries again this year, and over the course of the program, well over 8,000 dictionaries have been distributed. In addition, Mrs. Frey spoke as president of the Elkhart Art League and introduced Ellen Ridenour who is teaching an art class at Pierre Moran. Mrs. Frey also introduced Diane Parker of the Lions Club who reported on the success of visions screenings for 1st, 3rd, and 8th grade students as well as screenings of all pre-schoolers in the Headstart program in Elkhart County. Ms. Parker also noted, in the future they will be working in conjunction with Dr. Boling.</p>	From the Audience

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

APPROVED:

Karen S. Carter, President

Douglas K. Weaver, Vice President

Jeri E. Stahr, Secretary

Susan C. Daiber, Member

Rodney J. Dale, Member

Glenn L. Duncan, Member

Carolyn R. Morris, Member

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana
March 20, 2018

Mary Beck Elementary School, 818 McDonald St., Elkhart – at 7:00 a.m.

Board Members Present:	Karen S. Carter	Susan C. Daiber Glenn L. Duncan Carolyn R. Morris
Absent:	Douglas K. Weaver Jeri E. Stahr	Rodney J. Dale
ECS Personnel Present:	Tony England Rob Haworth Tracey Kizyma Dawn McGrath	Sarita Stevens Doug Thorne Dee Wappes

Place/Time

Roll Call

The Board discussed recent personnel changes, Title I funds, and the 6th graders writing samples. Sarita Stevens, Executive Principal, Priority & Focus Schools, provided an update on the efforts to improve the four focus schools. Dee Wappes, Interim Principal, Roosevelt Elementary, spoke regarding changes being made at Roosevelt to include: an increase in supervision and interaction, increase literacy and music programs, effort to increase building relations with parents, and improving trust within the community. Tracey Kizyma, Principal, Mary Beck Elementary, reported on the Beck model program, current enrollment is 249 students, the Headstart program, and work in conjunction with IUSB. Student ambassadors provided tours for the Board.

Topics Discussed

The meeting adjourned at approximately 9:00 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

MONTHLY FINANCIAL REPORT

February 2018

The attached Financial Report contains several sections. Following is a brief description of each which should assist you in reviewing the financial activity for the month.

Page 2 - ACCOUNT BALANCES / INVESTMENT DETAIL

Ending balances in each bank account are shown. Funds which are invested are detailed. Interest rates and maturity dates are shown for each investment. Investments are made in accordance with I.C.5-13-1 and State Board of Accounts direction which requires that competitive quotations be solicited for funds invested.

Page 3 - UNENCUMBERED PERCENTAGES

General Fund unencumbered percentages are shown for the year to date. These percentages can be compared with percentages from the same period for the past five years as well as the five year average. The unencumbered percentage reflects the balance in the General Fund after deducting expenditures for the year to date and funds obligated on purchase orders.

SUPPLEMENTARY PAGES - RECEIPTS AND EXPENDITURES

The supplementary pages detail financial balances, monthly activity, and year to date totals for each fund of the school corporation.

ACCOUNT BALANCES/INVESTMENT DETAIL

February 2018

PETTY CASH	\$	500.00
------------	----	--------

GENERAL ACCOUNTS:

Lake City Bank - Deposit Account	18,454,266.05
Lake City Bank - Accounts Payable	(2,100,472.14)
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,921,122.29
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank - Prepaid Lunch	137,330.55
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,575,515.98
------------	--------------

PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	(25,930.73)
Lake City Bank - Flex Account	61,891.24

INVESTMENTS:

Certificate of Deposit	-
------------------------	---

\$	21,433,653.24
----	----------------------



TO: MR. KEVIN SCOTT
FROM: HENRY F. LOHMEYER
DATE: 21 MARCH 2018

SUBJECT: BUS BID RECOMMENDATIONS

Mr. Scott,

Listed below you will find my recommendations for the awarding of the 2018 School Bus Bid.

The State Cooperative Purchasing web site was used to establish our minimum specifications for the bus build. The most responsive bidder meeting our specifications is Midwest Transit.

I recommend awarding the purchase of fourteen (14) 78 passenger conventional buses, four (4) 78 passenger conventional buses with modified specifications and two (2) 72 lift buses at the total price of \$1,992,469.00. This price reflects a trade value of \$51,800.00.

The next most responsive bidder was Kerlin Bus Sales with a total price of \$2,048,969.00 for the same equipment breakdown. This price reflects a trade value of \$47,000.00.

The third bidder available on the State Cooperative Purchasing web site did not provide any trade values by the advertised deadline and was not considered responsive.

Enclosed you will find a copy of the State Cooperative listing detailing the specifications as well as a copy of the trade values for both Midwest Transit and Kerlin Bus Sales.



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: DR. ROBERT WOODS

DATE: MARCH 22, 2018

SUBJECT/ EXTRA CURRICULAR PURCHASE

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Memorial Extra Curricular Account	Tickets to Willis Tower Skydeck for Orchestra	\$636.00

Elkhart Community Schools
Proposed School Fundraising Activities
March 27, 2018, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Central Baseball	A Trivia Night will be hosted April 21st. Proceeds will be used to purchase equipment and uniforms.	4/21/2018	3/13/2018	Steve Stutsman
Memorial Football	An on-line apparel store will be used for family and friends to purchase items. Proceeds will be used to purchase equipment and for the player food fund.	3/30/2018 - 4/13/2018	3/12/2018	Jeff Miller
Memorial Class of 2019	A 3 verses 3 basketball tournament will be held for high school students. Non-Memorial students will be invited to participate as well. Proceeds will be used to help cover the cost of prom and dinner.	4/19/2018	3/7/2018	Julie Tyrakowski
	Please note the following fundraiser is presented for confirmation only.			
Central Baseball	Tumblers will be sold to family and friends. Proceeds will be used to purchase equipment and uniforms.	3/17/2018 - 3/24/2018	3/13/2018	Steve Stutsman

Medical Plan Experience

February 2018

	<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	\$ 525,418	\$ 954,285	\$ (428,867)	\$ 1,427,808	\$ 2,066,703	\$ (638,895)
UMR Rx	\$ 116,384	\$ 83,256	\$ 33,128	\$ 161,979	\$ 188,580	\$ (26,601)
Less Amt Above Stop Loss	\$ -	\$ 119,764	\$ (119,764)	\$ -	\$ 136,502	\$ (136,502)
Total	\$ 641,802	\$ 1,157,305	\$ (515,503)	\$ 1,589,787	\$ 2,391,785	\$ (801,998)
Expected	\$ 929,536	\$ 936,686	\$ (7,150)	\$ 1,853,735	\$ 1,873,372	\$ (19,637)
Claims vs. Expected	\$ (287,734)	\$ 220,619		\$ (263,948)	\$ 518,413	

STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST

It is the policy of the Board ~~that~~ the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires, ~~that~~ before beginning practice for ~~a high school interscholastic and intramural sports activity, the coach/sponsor of the activity provide the parent of each high school student participant and each high school student participant who is eighteen (18) years of age or older with the information sheet on Student Concussions and form issued by the Indiana Department of Education, and~~ an interscholastic and/or intramural sports activity, including cheerleading, the coach of the activity shall provide to each student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) an information sheet on Concussion and Head Injury and an acknowledgement form issued by the Indiana Department of Education. Additionally, the Board shall require the student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor)~~student's parent and any student who is eighteen (18) years of age or older~~ to sign and return the form acknowledging the receipt of ~~the~~ information from the Indiana Department of Education on ~~Student Concussions~~Concussions and Head Injury.

The Board also directs and requires, before beginning practice for an interscholastic and/or intramural sports activity, including cheerleading, the coach of the activity shall provide to each student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) an information sheet on Sudden Cardiac Arrest and acknowledgement form issued by the Indiana Department of Education. Further, the Board shall require the student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) to sign and return to the coach the form acknowledging the receipt of the information from the Indiana Department of Education on Sudden Cardiac Arrest.

The coach/~~sponsor~~ shall maintain an original of the signed acknowledgement for each student ~~participant~~ and shall not allow the student athlete to participate in the sport until the signed acknowledgement form from the parent and ~~any~~ student ~~who is eighteen (18) years of age or older~~ is properly executed and returned.

~~A high school student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until the student athlete has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, and the coach/sponsor receives a written clearance from the licensed healthcare provider who evaluated the student athlete that the student athlete can safely return to participation in the sport or activity.~~

~~A coach/sponsor shall maintain the original of the written clearance from the health care provider for the student athlete to return to play for no less than three (3) years.~~

A student athlete who participates in an interscholastic and/or intramural sports activity, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until s/he has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student athlete confirming s/he can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since s/he was removed from play.

A coach shall maintain the original of the written clearance from the health care provider for the student athlete to return to play for no less than three (3) years after the student reaches age eighteen (18).

A student athlete who participates in an interscholastic and/or intramural sports activity, including cheerleading, and is suspected of experiencing a symptom of sudden cardiac arrest in a practice or game shall be removed from practice or play at the time the symptom is identified, and the parent or legal guardian of the student athlete shall be notified of the student athlete's symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). A student athlete who has been removed from practice or play may not return to practice or play until the coach has received verbal permission from a parent of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for him/her to return to practice and play. Within twenty-four (24) hours after giving verbal permission for the student athlete to return to practice and play, the parent (or the student if the student is at least age eighteen (18) or is an emancipated minor) must provide the coach with a written statement confirming the student has permission to return to practice and play.

A coach shall maintain the original of the written statement confirming the student has permission to return to practice and play for no less than three (3) years after the student reaches age eighteen (18).

Each coach of an interscholastic and/or intramural sports activity, including cheerleading, shall receive training on concussions, sudden cardiac arrest (including the symptoms), cardiopulmonary resuscitation, and the use of an automated external defibrillator.

I.C. 20-34-7

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS
Proposed Revised 8455/page 1 of 3
(as presented during the 3/13/18 BST meeting)

COACH TRAINING

The Corporation shall comply with State law governing the training and certification of all coaches, including cheerleading and athletic activity sponsors. This applies to all coaches, whether employees, volunteers, or other individuals, who are participating in activities with coaching student athletes.

~~All coaches and athletic activity sponsors shall receive training regarding State law governing concussions and sudden cardiac arrest. All football coaches shall also complete a certified coaching education course that is sport specific; contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique; requires the football coach/activity sponsor to complete a test demonstrating comprehension of the content of the course; and awards a certificate of completion to a football coach who successfully completes the course. The certification course must be completed prior to coaching. The course must be approved by the Indiana Department of Education, and each football coach must complete a course not less than once during a two (2) year period. However, each football coach must again complete instruction and successfully complete a test if s/he receives notice that new information has been added to the course prior to the end of the two (2) year period.~~

~~All coaches and athletic activity sponsors, other than football coaches, shall be required to complete a coaching education course that should contain player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course must be completed prior to coaching or serving as an athletic activity sponsor. Each coach and athletic activity sponsor must complete a course not less than once during a two (2) year period.~~

~~The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or athletic activity sponsor has the appropriate qualifications, has been properly interviewed, has cleared a criminal background check, and has received the required training.~~

The School Board requires:

- A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS

Proposed Revised 8455/page 2 of 3
(as presented during the 3/13/18 BST meeting)

Department of Education not less than once during a two (2)-year period which:

1. is sport specific;
2. contains player safety content, including content on:
 - a. concussion awareness;
 - b. equipment fitting;
 - c. heat emergency preparedness;
 - d. proper technique; and
 - e. cardiac arrest
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation about new information which has been added to the course before the end of the two (2)-year period, the coach must complete instruction and successfully complete a test concerning the new information.

B. After June 30, 2017, prior to coaching students in grades 5 - 12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the Indiana Department of Education at least once during a two (2)-year period which:

1. contains player safety content on concussion awareness;
2. requires a coach to complete a test demonstrating comprehension of the content of the course; and
3. awards a certificate of completion to a coach who successfully completes the course.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

OPERATIONS

Proposed Revised 8455/page 3 of 3

(as presented during the 3/13/18 BST meeting)

If the coach receives notice from the Corporation about new information which has been added to the course before the end of the two (2)-year period, the coach must complete instruction and successfully complete a test concerning the new information.

- C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5 - 12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

The guidelines shall also provide that all coaches and athletic activity sponsors must be informed of Corporation policies regarding reporting requirements and investigation requirements for complaints of bullying or harassment and suspected child abuse/sexual abuse.

I.C. 20-34-7

I.C. 20-34-8

© NEOLA 2015/~~January 1, 2017~~March 27, 2018

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.
IDOE 2018 CTE Summer Expansion Grant	Indiana Department of Education	Elkhart Area Career Center	Dr. David Benak	\$35,000.00	These funds will be used for providing extended CTE summer school programming for the Intro to Mechatronics program for ninth and tenth graders which will support preparedness for the new graduation pathway requirements. The Elkhart Area Career Center will oversee the management of the grant for CTE District 8.	This grant will allow the EACC and Manufacturing Pathway Team (both high schools teaching staff and administrators along with Community Education) to provide opportunities to creatively design a summer career exploration and training program for our ninth and tenth grade students. Students will be exposed to the world of manufacturing by hands-on and computer based activities. They will tour three local businesses and Ivy Tech Community College as well as participate in an on-line curriculum program for summer school. Students will have the opportunity to earn one elective high school credit upon completion of this course. Students will be exposed to the MSSC Safety certification to be prepared to pass the certification exam in the following school year.	20% - Curriculum 25% - Salaries 5% -Snacks and Transportation = 50% for ECS. Remaining 50% to sending schools requesting funding for CTE programming per the IDOE grant stipulation.

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: March 22, 2018
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*
 RE: **Conference Leave Requests**
March 27, 2018 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p>RESPONSE TO INTERVENTION AT WORK</p> <p>The information learned at this conference will be used to compliment our efforts with our PLC work as well as support our commitment to help all students learn.</p> <p>New Orleans, LA</p> <p>April 11 - 12, 2018 (2 day's absence)</p> <p>SARA GOSZTOLA - BEARDSLEY (0-0)</p> <p>NICOLE SERGE - BEARDSLEY (1-3)</p> <p>TAMMY SMITH - BEARDSLEY (1-3)</p> <p>JULIE WILLIAMS - BEARDSLEY (1-3)</p>	\$11,476.00	\$380.00
<p>THE POWER OF MINDSETS</p> <p>This conference will share how educators, mental health professionals and social service workers can nurture positive emotions, motivation, hope and resiliency in students and parents.</p> <p>South Bend, IN</p> <p>April 18, 2018 (1 day's absence)</p> <p>THERESA MAIER - BECK (2-4)</p>	\$66.50	\$0.00
<p>PEERS FOR ADOLESCENTS CERTIFIED TRAINING SEMINAR</p> <p>This seminar provides a model for evidence based social skills treatment for teens in middle and high school with autism, ADHD, anxiety, depression and other social difficulties.</p> <p>South Bend, IN</p> <p>April 26 - 28, 2018 (1 day's absence)</p> <p>CYNTHIA PINKOWSKI - ESC (1-3)</p>	\$100.00	\$0.00
<p>PBIS COACHES FORUM</p> <p>This conference will provide information to enhance my ability to coach students in managing their behavior and emotions at school as part of PBIS implementation.</p> <p>South Bend, IN</p> <p>May 10, 2018 (1 day's absence)</p> <p>MELISSA FISHER - BEARDSLEY (0-0)</p>	\$40.00	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
HOBSON'S SUMMER INSTITUTE This conference will provide focused tracks of training, knowledge sharing and networking to high school counselors, teachers, administrators, admissions counselors and advisors. Palm Desert, CA July 16 - 19, 2018 (0 day's absence) JENNIFER BEER - WEST SIDE (0-0) HEIDI ELONICH - NORTH SIDE (0-0) SARAH FLAGG - CENTRAL (1-4) JENNIFER HIGLEY - PIERRE MORAN (1-4) ALLISON MAKOWSKI - MEMORIAL (2-7) SUMMER RUNYAN - MEMORIAL (3-9)	\$9,875.00	\$0.00
PaTTAN SUMMER TRAINING FOR ABA IMPLEMENTATION This training will look at implementing Applied Behavior Analysis strategies district wide. These behavioral strategies can be used with all students who may display behavioral difficulties and communication deficits. Pittsburgh, PA July 17 - 19, 2018 (5 day's absence) CYNTHIA PINKOWSKI - ESC (2-5)	\$1,226.00	\$0.00
	\$22,783.50	\$380.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$23,813.84	\$1,805.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$10,261.94	\$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	\$52,526.53	\$760.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$348,804.01	\$21,685.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MS. CHERYL WAGGONER
DATE: MARCH 27, 2018

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of an agreement regarding unpaid time.
- b. **Agreement** – We recommend the approval of an agreement regarding compensation benefits.
- c. **Retirement** – We report the retirement of the following employees:

Stephen Greenlee	West Side/Physical Education	22 Years of Service
Lynda Ramsey	North Side/Special Education	29 Years of Service
William Ramsey	North Side/Social Studies	34 Years of Service

- d. **Professional Leave** – We recommend a professional leave for the following employee:

Susan Fritschi	Feeser/Grade 1 ~ 2 split
Begin: 8/14/18	End: 6/5/19

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

Kaleigh Estrup	Riverview/Grade 1
Begin: 8/14/18	End: 6/5/19
Lisa Haeck	Roosevelt/Special Education
Begin: 8/14/18	End: 6/5/19
Jamie Haradine	Pinewood/Grade 4
Begin: 8/14/18	End: 6/5/19

- f. **Personal Leave** – We recommend a personal leave for the following employees:

Julie DeWitt	Pinewood/Kindergarten
Begin: 8/14/18	End: 6/5/19
Emma Dugger	Pinewood/Kindergarten
Begin: 8/14/18	End: 6/5/19

Douglas Hunnings
Begin: 8/14/18

Riverview/Grade 4
End: 6/5/19

- g. **Medical Leave** – We recommend a medical leave for the following employee:

Amy Miller
Begin: 8/14/18

Roosevelt/Special Education
End: 6/5/19

- h. **Change to Maternity Leave** – We recommend a change to a maternity leave for the following employee:

Kaitlin Putt
Begin: 4/9/18

Bristol/Speech Pathologist
End: 4/20/18

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

Emily Guzman
Began: 8/11/08

Central/Mathematics
Resign: 6/8/18

Scott McAninch
Began: 8/19/14

Central/World Language
Resign: 6/8/18

Sarah Miller
Began: 8/2/16

North Side/Language Arts
Resign: 6/8/18

CLASSIFIED

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

Cherie Books
Began: 11/29/89

Memorial/Paraprofessional
Retire: 6/8/18
Years of Service: 28

Deborah Shoup
Began: 05/1/08

ESC/Supervisor Acct. Audits/Inv.
Retire: 6/30/18
Years of Service: 10

Sheryl Torok
Began: 12/11/92

Daly/Paraprofessional
Retire: 4/16/18
Years of Service: 25

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

Dionne Acker
Began: 8/14/17

Memorial/Food Service
Resign: 2/28/18

Kimberly Allen
Began: 12/1/14

Transportation/Bus Driver
Resign: 3/13/18



Miranda Doolittle
Began: 8/16/17

Central/Food Service
Resign: 3/29/18

Jerry Fuller
Began: 5/24/16

Commissary/Misc. Food Truck Driver
Resign: 6/7/18

Clarence Gregg
Began: 2/22/16

EACC/Paraprofessional
Resign: 3/9/18

Jennifer Perrin
Began: 7/14/16

Transportation/Misc. Route Driver Coord.
Resign: 3/23/18

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

Janet Barnes
Began: 11/17/17

Bristol/Food Service
End: 3/27/18
Board Policy: 3139.01s a, b, c, d, e

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

Jason Billings
Began: 1/22/18

Tech Services/Tech Support I
PE: 3/19/18

Sierra Coulahan
Began: 1/30/18

Daly/Paraprofessional
PE: 3/27/18

Laurie Crawford
Began: 1/29/18

Memorial/Secretary
PE: 3/26/18

Timothy Gallagher II
Began: 1/18/18

Transportation/Bus Driver
PE: 3/15/18

Natasha Gawthrop
Began: 1/17/18

Beck/Paraprofessional
PE: 3/14/18

Denise Kulp
Began: 1/29/18

Memorial/Secretary
PE: 3/26/18

e. **Unpaid Leave Request** – We recommend an unpaid leave of the following employees:

Cristal Chanon
Began: 10/31/18

Monger/Paraprofessional
End: 11/20/18

Ana Rosa Garcia
Began: 3/26/18

Transportation/Bus Driver
End: 6/8/18

f. **Medical Leave** - We recommend an unpaid medical leave of the following employee:

Cordelia Brown
Began: 1/29/18

Central/Food Service
End: 6/8/18





TO: DR. ROBERT HAWORTH
FROM: MS. CHERYL WAGGONER
DATE: MARCH 27, 2018

ADDENDUM TO PERSONNEL REPORT

CLASSIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective April 16, 2018:

Jason Inman

Director of Technology