

**REVISED  
MAY 7, 2018**

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

May 8, 2018

CALENDAR

May	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	8	immediately following	Executive Session, J.C. Rice Educational Services Center
May	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
May	22	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	22	immediately following	Executive Session, J.C. Rice Educational Services Center
May	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Memorial High School  
Central High School
- E. STUDENT RECOGNITION:  
Memorial Winter Guard  
Air Force JROTC
- F. SPECIAL RECOGNITION:  
Premier Arts
- G. MINUTES  
April 24, 2018 – Public Work Session  
April 24, 2018 – Regular Board Meeting
- H. TREASURER'S REPORT

Consideration of Claims

Sale of Land at North Side Middle School to City of Elkhart

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

I. NEW BUSINESS

New Course Offering – The administration presents a new proposed course offering for Board review.

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

Board Policy 3139AC – Staff Discipline - The administration presents proposed revisions to Board Policy 3139AC – Staff Discipline, for initial consideration.

Board Policy 3139.01S – Disciplinary Actions - The administration presents proposed revisions to Board Policy 3139.01S – Disciplinary Actions, for initial consideration.

Board Policy 3139.02ACS – Administrative Leave of Absences - The administration presents proposed revisions to Board Policy 3139.02ACS – Administrative Leave of Absences, for initial consideration.

Board Policy 3422.06S – Secretarial/Business Compensation Plan - The administration presents proposed revisions to Board Policy 3422.06S – Secretarial/Business Compensation Plan, and asks to waive 2<sup>nd</sup> reading.

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plans - The administration presents proposed revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plans, and asks to waive 2<sup>nd</sup> reading.

Board Policy 7510 – Use of School Facilities and Property – Request for facility use.

J. 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.

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana  
April 24, 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	Susan C. Daiber Rodney J. Dale Glenn L. Duncan Carolyn R. Morris
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Roll Call

ECS Personnel Present:	Tony England Tony Gianesi Rob Haworth Dawn McGrath Kevin Scott	Doug Thorne Cheryl Waggoner Tara White Bob Woods
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The Board head a presentation on the I-READ3 Action Plan by Tara White, Director of Literacy. The Board also discussed agenda items for the regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 6:30 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  
April 24, 2018

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

Place/Time

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

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

Call to Order

Assistant superintendent of student services, Tony England, recited the Elkhart Promise.

The Elkhart Promise

Mrs. Carter discussed the invitation to speak protocol.

Superintendent's Student Advisory Council (SSAC) representative Dylan Rost, a freshman from Memorial High School (MHS), introduced himself. In addition to SSAC, Mr. Rost plays football, basketball and baseball for Memorial. Mr. Rost reported both orchestras, two choirs, and the concert band all received gold ratings at ISSMA contest last week and advanced choir and band compete this coming weekend. Mr. Rost commented he is looking forward to competing in the future as one school. Due to delays caused by weather, many Spring sports are needing to juggle their schedules including track, boys golf, softball and baseball.

SSAC Representative

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$750 from MOR/ryde International and \$500 from J&P Blinds in support of ElkLogics Robotics; used Amkus extrication equipment from the Bristol Fire Department (with an owner estimated value of \$4,000) to the Elkhart Area Career Center (EACC) to be used in public safety classes; \$825 in gift cards from St. Thomas the Apostle School and \$400 in gift cards from Growing Kids to assist families from Beardsley affected by the recent floods; \$500 from Christal Henderson for supplies for the boys and girls track team at Memorial; and \$25,000 from The Rex and Alice Martin Foundation for renovations to Rice Field and North Side Gym.

Gift Acceptance

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

Student  
Recognition

Mary Daly girls' basketball coach, Rob Wentz noted the team had a perfect season and he contributes being good teammates to their success. The team members are: Aracelie Aguilar, Mariana Ceron, Zakiya Clayborn, Daisy Coca, Kanaiya Harvey, Karma Hill, Shaniah Hughes, Denea'Ja Jackson, Kaniya Jackson, Jaya Johnson, Jordynn Johnson, Toriana Kidder, Aurora KuyKendall, Gabriela Prieto, Cinthia Stahl, Samiyah Stout, Shaniyah Stout, and Savannah Thomas. Each player received a certificate from Superintendent Rob Haworth and Mayor Tim Neese.

Dawn Ashton, music teacher at Hawthorne, directs the Roots of Rhythm group. The students were recognized for their dedication to the group and public performances including a program at Hubbard Hill and one with Memorial High School's choir. Group members include: Jared Alonso, Kimberly Bautista, Ingrid Bravo, Eberardo Cabrera, Isaac Canenguez-Rodriguez, Braulio Cervantes, Geovanni Garcia-Palacios, Seleni Hernandez, Chantel Hurtado, Janessa Jackson, Andrea Martinez, Angelina Ramirez, Luis Ramirez, Emily Reynoso, Jose Rico Velazquez, Nyelie Romo, Claudia Rosales, and Mary Smith. Each member received a certificate from Superintendent Haworth and Mayor Neese.

Cheryl Waggoner, director of human resources, introduced the employees nominated for Distinguished Support Staff of the Year: Donna Karacson, cafeteria at Memorial; Pushpa King, paraprofessional at Monger; Julie Weaver, paraprofessional at Cleveland; Kimberly Jones, paraprofessional at Cleveland; Rigoberto Carvajal, paraprofessional at Hawthorne; Mellanie Miller, paraprofessional at Hawthorne; Jamie Greenway, paraprofessional at Cleveland; Esau Corona, paraprofessional at Monger; Sheila Mravec, paraprofessional at Cleveland; Susan Raifsnider, paraprofessional at Bristol; Jennifer Novara, Nurse at Bristol; Kimberly Sevrey, paraprofessional at Bristol; Laura Petersheim, paraprofessional at Bristol; Christine Hack, secretary at Pinewood; Tracy Kirts, technical assistant at EACC; Diane Duncan, nurse at Daly; Sherri Torok, paraprofessional at Daly; Erin Rapp, social worker at Daly; Stacey Borst, secretary at Daly; Lindsey Walter, paraprofessional at Hawthorne; Joanne Scheetz, paraprofessional at Riverview; Barry Beyer, paraprofessional at Cleveland; and Megan Haas, paraprofessional at Daly. Awards were presented by Superintendent Haworth and Mayor Neese to winners in the following categories: Elementary – Stacey Borst; Secondary – Tracy Kirts.

Staff  
Recognition

Superintendent Haworth recognized Mindy Shaw from Pinewood and John Bloom from Building Services for their 40 years of service to Elkhart Community Schools. To put 40 years in perspective, Superintendent Haworth quoted the following facts: inflation was 12.4%; the prime lending rate was 12%; gas was 63 cents a gallon; the Susan B. Anthony coin was put into circulation; the first mobile phone was introduced; and popular movies were *Grease*, *Saturday Night Fever* and *Animal House*. Mayor Neese congratulated the recipients and awarded each of them a Key to the City.

Staff  
Recognition

By unanimous action, the Board approved the following minutes:

- April 10, 2018 – Public Work Session
- April 10, 2018 – Regular Board Meeting
- April 17, 2018 – Public Work Session

Approval of  
Minutes

By unanimous action, the Board approved payment of claims totaling \$2,097,745.19 as shown on the April 24, 2018, claims listing. (Codified File 1718-130)

Payment of  
Claims

The Board received a financial report for the period January 1 – March 31, 2018.

Financial  
Report

By unanimous action, the Board approved extra-curricular purchases for MHS choral department students' trip to New York City in April of 2019: deposit to WorldStrides in the amount of \$850, Cardinal Bus in the amount of \$2,325, House of Blues Rock and Roll Hall of Fame in the amount of \$1,197.91, and the Cleveland Aquarium in the amount of \$500.

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 1718-131)

Fundraisers

Chief financial officer, Kevin Scott provided the monthly insurance update.

Insurance  
Update

Jeff Komins, energy education specialist/elementary activities, reviewed the current energy audit report. Mr. Komins stated ECS for January and February combined, is ahead \$64,575 from the same point last year and thanked staff for their continued diligence in keeping energy costs low.

Energy  
Education  
Update

By unanimous action, the Board approved proposed revisions to Board Policy 5111 – Determination of Legal Settlement, as initially presented at the April 10<sup>th</sup> regular meeting.

Board Policy  
5111

By unanimous action, the Board approved proposed revisions to Board Policy 5120 – Assignment of Students to Schools and Programs Within the School District, as initially presented at the April 10<sup>th</sup> regular meeting.

Board Policy  
5120

The Board reviewed proposed revisions to Administrative Regulation JECBB – Assignment of Students to Schools, Classes, Grades, and Programs Within the School Corporation, as initially presented at the April 10<sup>th</sup> regular meeting.

Administrative  
Regulation  
JECBB

Wes Molyneaux, director of technology integration, provided an update on the progress of the district's 1:1 initiative and the professional development opportunities that teachers have to help them prepare to teach in a 1:1 environment. Currently, almost 1,200 iPads have been deployed at each high school, 400 at North Side, 400 at West Side and almost 600 at Pierre Moran. Mr. Molyneaux shared the plan for next year is for students in high school and at Pierre Moran to receive an iPad during the first week of school. North Side and West Side students will be receiving iPads in October. Elementary school students at Mary Beck already have iPads and each remaining elementary student will receive an iPad by March of 2020. The district will rollout 1:1 at the elementary level one building at a time each month starting in December of 2018 until every student has an iPad. To prepare teachers for this new learning environment teachers have had a myriad of professional development experiences the last two years including early release Wednesdays, Monday tech sessions, summer workshops, an institute day on February 7, 2018 and help during their prep periods. This coming summer, the instructional technology department will be providing workshops on Canvas, Seesaw, Instructional strategies in math, science, ELA and social studies that utilize the iPad. During the 2018-19 school year, all teachers in the district will continue to have opportunities to attend additional workshops during early release time, after school, during their prep periods and online via Canvas.

1:1 Update

By unanimous action, the Board approved the Common School Fund Loan application for \$1,248,759 to continue to expand the device total with an additional purchase of iPads to reach the 1:1 technology goal. (Codified File 1718-132)

Common  
School fund  
Loan

By unanimous action, the Board approved the First Amendment to Agreement between Elkhart Community Schools and ETHOS, Inc. Mr. Thorne explained the amendment allows the science kits to be leased to other educational institutions and providing income to both entities. (Codified File 1718-133)

Amendment to  
Agreement  
with ETHOS,  
Inc.

By unanimous action, the Board approved an overnight trip request for MHS choral department students to travel to New York City on April 4-7, 2019 to perform at the WorldStrides Heritage Music Festival and to see a Broadway musical.

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 April 24, 2018 listings. (Codified File 1718-134)

Conference  
Leaves

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

Agreement regarding unpaid time for a certified staff member.  
(Codified Files 1718-135)

Agreement regarding a resignation for a certified staff member.  
(Codified Files 1718-136)

Resignation of the following seven (7) certified staff members effective on the dates indicated:

- Adria Anderson - kindergarten at Bristol, 6/8/18
- Julie Cook - kindergarten at Hawthorne, 6/30/18
- Michelle Klumpenhower - grade 6 at Roosevelt, 6/8/18
- Pamalla McIntire - horticulture at EACC, 6/8/18
- Forrest Robertson - industrial tech at Memorial, 6/8/18
- Sara Sawtelle - science at Central, 6/8/18
- Sue Thomas - speech pathologist at ESC, 6/8/18

Change to maternity leave for certified staff member, Tricia Dailey, grade 3 at Feeser, beginning 3/29/18 and ending 5/4/18.

Employment of the following six (6) classified employees who have successfully completed their probationary period on dates indicated:

- Rebekah Altieri - food service at Central, 4/19/18
- Ryan Baker - admin/catering at Food Service, 4/19/18
- Susan Bonder - paraprofessional at Tipton, 4/18/18
- Kimberly Gappa - food service at Bristol, 4/24/18
- Samantha Negrete-Gonzalez - bus helper at Transportation, 4/17/18
- Robert Vo - technician I at Tech Services, 4/17/18

Retirement of the following four (4) classified employees effective on the dates indicated, with years of service in parenthesis:

- Carol Black - bus driver at Transportation, 5/31/18; (29)
- Carlene Duncan - therapist at PACE, 6/8/18; (20)
- Mary Keenoy - paraprofessional at Bristol, 6/8/18; (23)
- Vicki Klabusich - paraprofessional at Cleveland, 6/8/18; (31)

Resignation of the following eight (8) classified employees effective on the dates indicated:

- Miranda Austin - food service at Cleveland, 4/12/18
- Rigoberto Carvajal - paraprofessional at Hawthorne, 3/30/18
- Erica Gaffney - speech therapist at Bristol, 6/8/18
- Heather Harrington - secretary at ESC, 6/1/18
- Seth Miller - paraprofessional at Memorial, 4/13/18
- Shanda Oliver - food service at North Side, 4/11/18
- Angel Rupard - food service at North Side, 4/27/18
- Patricia Schmidt - paraprofessional at Memorial, 6/8/18

Personnel Report

Agreement

Agreement

Certified Resignation

Certified Leave

Classified Employment

Classified Retirement

Classified Resignation



Termination of classified employee Reesha Smith, food service at Central, in accordance with Board Policy 3139.01s a, b, c, d, e effective 4/10/18.

Classified  
Termination

Board vice president Doug Weaver, commended the Air Force JROTC's second place finish at the Raider Team competition in Terre Haute last weekend.

From the Board

Board member Susan Daiber, acknowledged William Kovach has received his PhD in curriculum and instruction with a focus on career and technical education from Purdue University.

From the Board

The meeting adjourned at approximately p.m.

Adjournment

APPROVED:

Signatures

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

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

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

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

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

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

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



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: TONY GIANESI AND KEVIN SCOTT**

**DATE: MAY 4, 2018**

**SUBJECT: SALE OF LAND AT NORTH SIDE MIDDLE SCHOOL**

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The City of Elkhart wishes to purchase approximately 109 square feet at the northeast corner of the North Side Middle School property. We have met with the city's representative and find their documentation to be in order. As a result, the business office recommends the sale of approximately 109 square feet to the City of Elkhart for \$1,510; and for authorization to allow the Chief Operating Officer to sign any and all necessary documentation on behalf of the school district to complete the transaction.

The Honorable  
Timothy Neese  
Mayor

Michael C. Machlan, PE  
City Engineer



Public Works &  
Utilities Department  
Engineering Division  
1201 S Nappanee St.  
Elkhart, IN 46516  
574 293-2572

## UNIFORM PROPERTY OR EASEMENT ACQUISITION OFFER

Date: 4/25/2018

PROJECT: 1400712  
CODE: NA PARCEL: 84  
ROAD: Cassopolis Street  
COUNTY: Elkhart

TO: Elkhart Community Schools  
Tony Gianesi, Chief Operating Officer  
2720 California Road  
Elkhart, IN 46514

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The City of Elkhart, Indiana, a municipal corporation and political subdivision of the State of Indiana, acting by and through the Indiana Department of Transportation is authorized by Indiana law to obtain your property or an easement across your property, for certain public purposes. The Indiana Department of Transportation needs your property for a public highway improvement known as Cassopolis Street and needs to take the property as described on the attached legal description.

It is our opinion that the fair market value of the property we want to acquire from you is \$1,510.00, and, therefore, the Indiana Department of Transportation offers you \$1,510.00 for the above described property. You have thirty (30) days from this date to accept or reject this offer. If you accept this offer, you may expect payment in full within ninety (90) days after signing the documents accepting this offer and executing the deed, grant or easement, and provided there are no difficulties in clearing liens or other problems with title to the land. Possession will be required thirty (30) days after you have received your payment in full.

Project: 1400712 Parcel: 84

**HERE IS A BRIEF SUMMARY OF YOUR OPTIONS AND LEGALLY PROTECTED RIGHTS:**

1. By law, the Indiana Department of Transportation is required to make a good faith effort to purchase your property.
2. You do not have to accept this offer and the Indiana Department of Transportation is not required to agree to your demands.
3. However, if you do not accept this offer, and we cannot come to an agreement on the acquisition of your property, the Indiana Department of Transportation has the right to file suit to condemn, and acquire the property in the county in which the real estate is located.
4. You have the right to seek advice of an attorney, real estate appraiser or any other person of your choice on this matter.
5. You may object to the public purpose and necessity of this project.
6. If City of Elkhart files a suit to condemn and acquire your property and the court grants its request to condemn, the court will then appoint three appraisers who will make an independent appraisal of your property to be acquired.
7. If we both agree with the court appraisers' report, then the matter is settled. However, if either of us disagrees with the appraisers' report to the court, either of us has the right to ask for a trial to decide what should be paid to you for your property condemned.
8. If the court appraisers' report is not accepted by either of us, then City of Elkhart has the legal option of depositing the amount of the court appraisers' evaluation with the court. And if such a deposit is made with the court, the Indiana Department of Transportation is legally entitled to immediate possession of your property. You may, subject to the approval of the court, make withdrawals from the amount deposited with court. Your withdrawal will in no way affect the proceedings of your case in court, except that, if the final judgment awarded you is less than the withdrawal you have made from the amount deposited, you will be required to pay back to the court the amount of the withdrawal in excess of the amount of the final judgment.

Project: 1400712 Parcel: 84

- 9. The trial will decide the full amount of damages you are to receive. Both of us will be entitled to present legal evidence supporting our opinions of the fair market value of the property or easement. The court's decision may be more or less than this offer. You may employ, at your cost, appraisers and attorneys to represent you at this time or at any time during the course of the proceeding described in the notice.


If you have any questions concerning this matter, you may contact us at:

ATTN: William D. Jones / Clifton Dickerson, Right of Way Agent  
 Right of Way Jones, Inc.  
 3020 Congressional Parkway Ste. D  
 Fort Wayne, IN 46808

Phone: 260-471-6515  
 Email: bill@rowjones.net or clifton@rowjones.net

This offer was made to owner(s):

<u>Elkhart Community Schools</u> <u>Tony Gianesi, Chief Operating Office</u>	of	<u>Elkhart County, IN</u>	on	<u>4/25/2018</u>	(Date)
_____	of	_____	on	_____	(Date)
_____	of	_____	on	_____	(Date)
_____	of	_____	on	_____	(Date)

BY:   
 (Signature)

William D. Jones / Clifton Dickerson, Right of Way Agent  
 (Printed Name and Title)  
 Agent of: The Indiana Department of Transportation

Project: 1400712 Parcel: 84

If you decide to accept the offer of \$1,510.00 made by the City of Elkhart, sign your name below and mail this form to the address indicated above. An additional copy of this offer has been provided for your file.

### ACCEPTANCE OF OFFER

I (We), Tony Gianesi, Chief Operating Office of Elkhart Community Schools, owner(s) of the above described property or interest in property, hereby accept the offer of \$1,510.00 made by the Indiana Department of Transportation on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Original Offer	\$1,510.00
_____	
Total Amount	\$1,510.00

Elkhart Community Schools

\_\_\_\_\_  
Tony Gianesi, Chief Operating Officer

### NOTARY'S CERTIFICATE

STATE OF: Indiana:

SS:

COUNTY OF Elkhart:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

My Commission expires \_\_\_\_\_

I am a resident of \_\_\_\_\_ County.

**EXHIBIT "A"**

Project: 1400712  
Des: 1400712  
Parcel 84 Fee Simple  
Form WD-1 Key #20-02-32-401-001.000-027

Sheet 1 of 1

A part of Lot 29 in Christiana Place, a subdivision in the Southeast Quarter of Section 32, Township 38 North, Range 5 East, Elkhart County, Indiana, the plat of which is recorded in Plat Book 2, page 112 in the Office of the Recorder of Elkhart County, and being that part of the grantors' land lying within the right-of-way lines depicted on the attached Right-of-Way Parcel Plat marked Exhibit "B", described as follows: Commencing at the southeast corner of Lot 28 in said Christiana Place; thence North 00 degrees 21 minutes 33 seconds West 38.34 feet (distance quoted from Instrument 2007 07356) along the east line of said Lot 28 to the intersection of the southwestern boundary of Bristol Street (S.R. 112) and Cassopolis Street (S.R. 19); thence North 44 degrees 35 minutes 10 seconds West 17.89 feet along said boundary to the POINT OF BEGINNING of this description; thence South 88 degrees 55 minutes 16 seconds West 15.15 feet to the point designated "1569" on said Exhibit "B"; thence North 1 degree 04 minutes 44 seconds West 11.04 feet to the south boundary of said Bristol Street; thence South 89 degrees 36 minutes 28 seconds East 4.80 feet along said south boundary to said southwestern boundary of Bristol Street and Cassopolis Street; thence South 44 degrees 35 minutes 10 seconds East 15.06 feet along said southwestern boundary to the POINT OF BEGINNING, containing 109 square feet, more or less

This description was prepared for the City of Elkhart, Indiana, by DLZ Indiana, LLC and certified by Aaron E. Springer, Indiana Registered Land Surveyor, License No. LS20000228, on the 12<sup>th</sup> day of January, 2018.



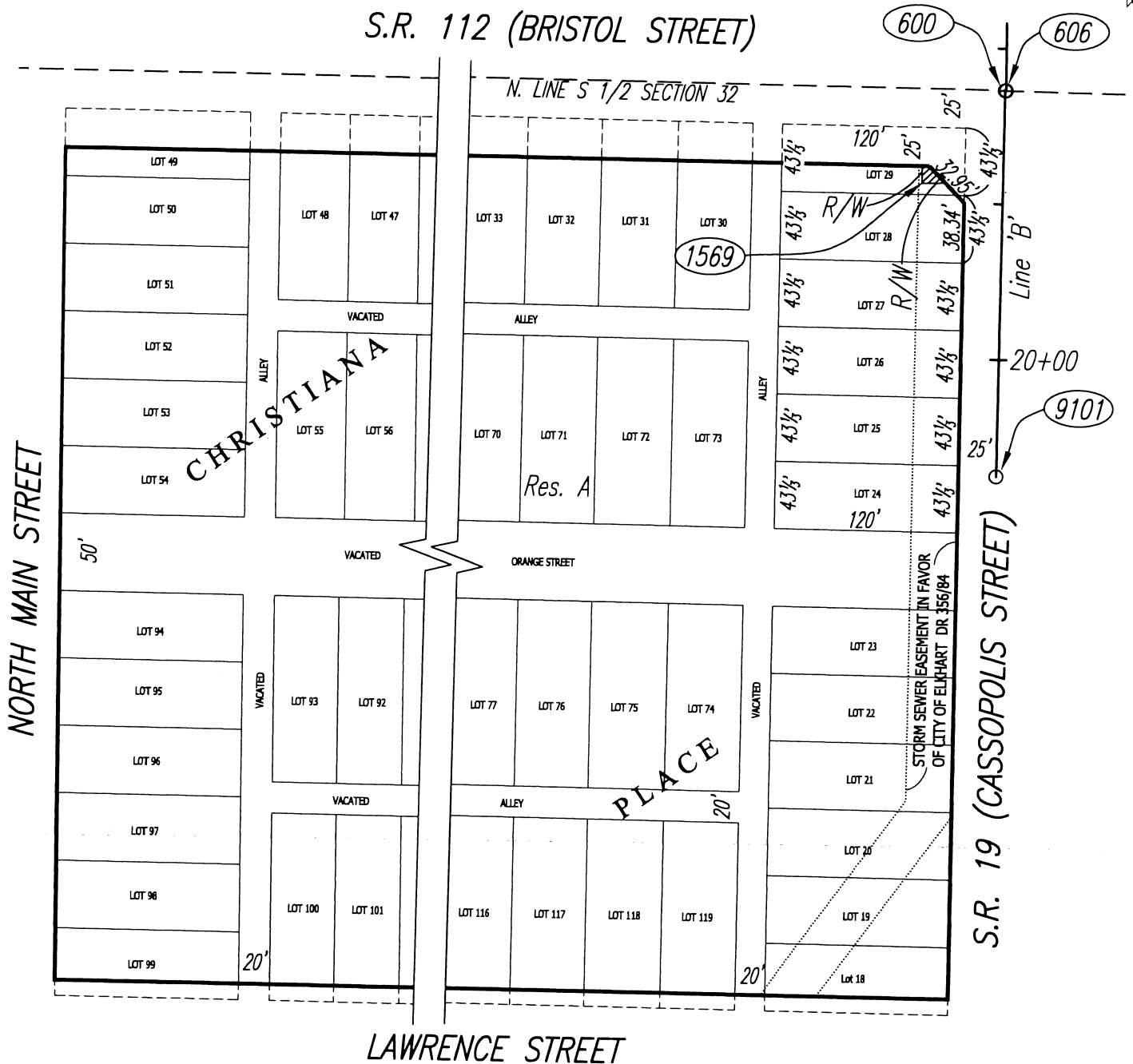
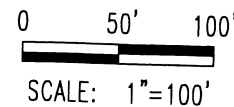
Aaron E. Springer, P.S  
Indiana Registered Land Surveyor No. LS20000228





# EXHIBIT "B"

## RIGHT OF WAY PARCEL PLAT

Prepared for the City of Elkhart, Indiana  
 By DLZ Indiana, LLC (Job No. 1561-2284-90)  
 ENCUMBERS KEY NO. 20-02-32-401-001.000-027



This plat was prepared from information obtained from the recorder's office and other sources which were not necessarily checked by a field survey.

PARCEL: 84  DES. NO.: 1400712 PROJECT: 1400712 ROAD: Cassopolis St. COUNTY: Elkhart SECTION: 32 TOWNSHIP: 38N RANGE: 5E	OWNER: SCHOOL CITY OF ELKHART AND ELKHART COMMUNITY SCHOOLS DEED RECORD 175 PAGES 503-504      DATED: 11-23-1944 DEED RECORD 175 PAGE 339          DATED: 10-27-1944 INSTRUMENT 2007 07356              DATED: 11-16-2006 INSTRUMENT 2009-15911              DATED: 5-5-2009 PLAT BOOK 2, PAGE 112              RECORDED: 7-19-1924	DRAWN BY: S. Hartman CHECKED BY: A. Springer   <b>DLZ</b> INDIANA, LLC 2211 EAST JEFFERSON BOULEVARD SOUTH BEND, INDIANA 46615 574-236-4400
 Hatched area is the approximate taking.  Dimensions shown are from the above listed record documents.		



PARCEL COORDINATE CHART					
POINT	CENTERLINE	STATION	OFFSET	NORTHING	EASTING
600*	'B'				
606*	'B'				
9101*	'B'				
1569	'B'	21+12.55	R(52.54') Lt.	2351083.7489	244683.8197
* See "Location Control Route Survey Plat"			Note: Stations & Offsets control over both Northing & Easting coordinates and Bearings & Distances		

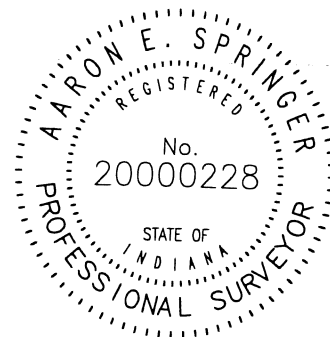
SURVEYOR'S STATEMENT


To the best of my knowledge and belief, this plat, together with the "Location Control Route Survey Plat" recorded as Instrument No. 2016-17747 on 09/01/2016 in the Elkhart County Recorder's Office, comprise a Route Survey executed in accordance with Indiana Administrative Code 865 IAC 1-12, (Rule 12).



1/12/2018

Aaron E. Springer  
 Indiana Registered Land Surveyor No. 20000228



PARCEL: 84  DES. NO.: 1400712 PROJECT: 1400712 ROAD: Cassopolis St. COUNTY: Elkhart SECTION: 32 TOWNSHIP: 38N RANGE: 5E	OWNER: SCHOOL CITY OF ELKHART AND ELKHART COMMUNITY SCHOOLS	DRAWN BY: S. Hartman CHECKED BY: A. Springer   2211 EAST JEFFERSON BOULEVARD SOUTH BEND, INDIANA 46615 574-236-4400
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**Elkhart Community Schools**  
Proposed School Fundraising Activities  
May 8, 2018, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Beardsley 6th Grade	6th grade students will have a Nelson's Chicken BBQ in the North Side parking lot. Proceeds will be used to help cover the cost of the 6th grade trip to Medieval Times.	9/8/2018	4/26/2018	Mike and Tracy Thompson, Mike Clemons
Memorial Sigma Beta Upsilon	Students will collect donations during lunch as well as hold a food drive for Church Community Services. Proceeds will be donated to Church Community Services.	5/10/2018 - 5/11/2018	4/23/2018	Janie Boyden
Central Orchestra and Choir	Students will sell brochure items such as cheese, sausage and gift items to family and friends. Proceeds will be used for Orchestra and Choir expenses such as music, tuners and trips.	10/23/2018 - 11/5/2018	4/26/2018	Kyle Weirich
	<b>Please note the following fundraiser is presented for confirmation only.</b>			

# policy

## DISCIPLINARY ACTIONS

In the event of an infraction of Corporation rules or the laws of the State of Indiana by a support staff member, it shall be the policy of the Board to take appropriate disciplinary measures.

### Dismissal

The employer may terminate an employee's employment for any of the following reasons:

- A. failure to perform duties in a satisfactory manner
- B. insubordination
- C. neglect of duty
- D. immorality
- E. decrease in number of job positions
- F. acts considered by the employer to be detrimental to the School Corporation
- G. any other act which the employer determines to be sufficient for dismissal

### Administrative Leave

~~The Superintendent, or his/her designee, shall have the authority to place an employee on administrative leave pending an investigation into possible misconduct. The Board of School Trustees shall receive timely notification of such action from the Superintendent, or his/her designee; who shall seek confirmation of the action taken, at the next regularly scheduled Board meeting.~~

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3139.01S/page 2 of 2

## Suspension

The employer may suspend an employee for any of the reasons listed above. The employer will investigate the factual situation relative to any allegations involving the employee. Such suspension may be with or without pay, as the employer determines.

## Other Discipline

Any employee may be disciplined by the Superintendent, designee, or any administrator/supervisor. Progressive discipline shall normally be used as follows:

- A. discussion/counseling,
- B. written notice,
- C. suspension,
- D. dismissal.

However, the employer may use alternative disciplinary measures at any step including suspension and dismissal, as the employer deems appropriate.

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~~January 1, 2017~~ June 8, 2018

# policy

## STAFF DISCIPLINE

The Board believes ~~that~~ standards of conduct for certified and administrative employees are necessary to provide students with a positive example of adult behavior and an orderly instructional environment. To this end, the Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. In instances of gross misconduct, the purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.

As used in this policy, “progressive discipline” means imposition of the least severe sanction that the Administration determines, in its sole discretion, to be likely to prevent a recurrence of the offense. If the Administration finds facts that support the use of progressive discipline, the Administration may impose a penalty which may include, but not be limited to one or more of the following:

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.
- ~~D. Administrative leave with pay.~~
- ~~D~~. Suspension without pay imposed in compliance with the applicable Indiana statutes.
- ~~F~~~~E~~. Termination imposed in compliance with applicable Indiana statutes.

It is recognized that progressive discipline is not required in serious cases.

# policy

Exceptions to the principle of progressive discipline contained in this policy may be made in cases in which the Administration finds that the interests of students and the school community make the application of the principle of progressive discipline inappropriate. Examples include, but are not limited to the following:

- A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- B. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.
- C. Willful refusal to follow established policies, rules or standards for the conduct of a certified employee, directives issued by an administrative supervisor, i.e. insubordination.
- D. Theft, fraud, or another violation of criminal law.
- E. Arrest and subsequent conviction of a crime.
- F. Falsification or omission of a material fact in the application for employment by the Board.
- G. Threats of and/or acts of violence to a person or substantial property damage.
- H. Poor judgment resulting in a risk of physical harm to a person.
- I. Harassment in violation of Board policy on harassment.

In the event a certified or administrative staff member is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
Proposed Revised 3139AC/page 3 of 3

Certified and administrative employees of the Board shall be paid on a “salary basis” and suspension of a certified employee without pay shall not negate the certified employee’s exemption from the Fair Labor Standards Act overtime provisions pursuant to 29 C.F.R. 541.303.

I.C. 20-28-6 and 7  
I.C. 20-28-9-21 through 23  
29 C.F.R. 541.303

© **NEOLA 2013**

| ~~January 1, 2017~~ June 8, 2018

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed Revised** 3139.02ACS/page 1 of 1

## ADMINISTRATIVE LEAVES OF ABSENCE

The Superintendent shall have the specific authority to place an employee on administrative leave of absence with pay. Unrequested administrative leave, with pay, of any employee may be put into effect by the Superintendent ~~or designee~~ for ~~incompetency, insubordination, neglect of duty, immorality, or any other~~ cause which the Superintendent ~~or designee~~ determines to be a proper cause.

The Superintendent, ~~or his/her designee~~, shall have the authority to place an administrator on administrative leave with pay pending an investigation into possible misconduct. The Board shall receive timely notification of such action from the Superintendent, ~~or his/her designee~~, who shall seek confirmation of the action taken at the next regularly scheduled Board meeting.

An employee placed on unrequested administrative leave without pay shall follow statutory provision where applicable.

The Superintendent, in addition to the foregoing, shall have the authority to transfer an employee on paid administrative leave, to an alternative assignment within the Corporation.

Americans with Disabilities Act of 1990, as amended  
42 U.S.C. 12101 etseq.  
29 C.F.R. Part 1630  
I.C. 20-28-7-3,4,5, 20-28-10-4

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~~January 1, 2017~~ June 8, 2018



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3422.06S/page 1 of 17

## SECRETARIAL/BUSINESS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for secretaries commencing January 1, 2018. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6	V
1	0 - 55 days	11.67	11.86	12.09	12.30	12.60	12.92	13.24	13.74	14.19	16.46
2	55 days - 1 year	11.95	12.19	12.47	12.76	13.20	13.64	14.08	14.53	14.99	17.26
3	1 year plus	12.30	12.61	12.92	13.24	13.69	14.15	14.48	14.94	15.45	17.73
4	2 years plus	12.76	13.20	13.64	14.08	14.46	14.84	15.25	15.70	16.18	18.45
5	3 years plus	13.24	13.67	14.08	14.48	14.99	15.54	16.06	16.53	17.00	19.27
6	4 years plus	14.08	14.46	14.84	15.25	15.74	16.29	16.83	17.30	17.76	20.03
7	5 years plus	14.48	14.99	15.54	16.06	16.69	17.32	17.93	18.38	18.86	21.13

\*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3422.06S/page 2 of 17

## Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

## Classifications

V	Secretarial	Business
	Classified Human Resources Assistant	Certified Payroll Assistant Classified Payroll Assistant Insurance ( <i>effective January 1, 2018</i> )
IV.	Secretarial	Business
	Board of School Trustees Director of Career & Technical Ed. High School Principal Secretary/Human Resources Data Specialist – Instructional Leadership	Building Services Office Manager Payroll Assistant Director of Business Operations EACC – WVPE Office Manager Director of Transportation Mail Room/Duplicating <a href="#">Traditional Programs Route</a>
III.	Secretarial	Business
	<a href="#">Community Ed. Coordinator</a> EACC Principal EACC Central Office/Guidance/Accounting Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals Elkhart Academy Student Services Secretary ( <i>5 positions</i> ) Receptionist Library Services (CO) *Federal Programs Instructional Leadership	Business Office/Purchasing Cafeteria Building Services- <a href="#">Textbook Supply</a> Coordinator Director of Food Services Safety & Security
II.	Secretarial	Business
	Adult & Community Ed. Data Entry Adult & Community Ed. Receptionist Office Assistants High School Assistant Principal High School Media Center Middle School Assistant	EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS)

\*Subject to reclassification if this position becomes funded from the General Fund.

~~February 27, 2018~~ [May 8, 2018](#)

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3422.12S/page 1 of 15

## EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for January 1, 2018. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	23.54 – 29.07
Transportation Trainer/Dispatcher	19.61 – 22.92
Food Service Truck Driver	15.75 – 18.71
Food Service Receiving/Supply	15.75 – 18.71
Evening Supervisor of Building Services	20.64 – 25.41
Food Service Training Specialist	17.84 – 24.99
Food Service Bids & Commodity Coordinator	16.99 – 26.55
Executive Chef & Culinary Event Coordinator	16.99 – 26.55
Quality Assurance Coordinator	19.61 – 22.92
Production Coordinator	19.61 – 22.92
Transportation Route/Driver Coordinator	19.61 – 22.92
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	27.41 – 34.27
Radio Station Staff Announcer	9.24 – 13.14
Radio Station Development Assistant	10.75 – 17.19
School Security Officer	30.00**
Title I/Funded Pupil/Program/Parent Support Person	19.58 – 28.52
School Parent/Community Liaison	19.58 – 28.52
District Translator	19.58 – 28.52
Evening Events Supervisor	14.82
Asst. Site Coordinator - 21st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	16.12 – 30.10
Early College Data Specialist	24.24 – 27.70
EACC Testing Specialist	24.24 – 27.70
21st Century Community Education Program Manager	28.00 – 33.00
<b>Campus Security - I</b>	<b>12.00 – 20.00</b>
<b>Campus Security - II</b>	<b>14.00 – 22.00</b>

\* Hourly rate based on .001 of the certified teacher's base salary set forth in Appendix B of the 2017-2018 Master Contract

\*\* Effective August 1, 2017

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

**Proposed Revised** 3422.12S/page 2 of 15

POSITION	YEARLY SALARY RANGE
Radio Station Manager	49,673 – 73,798
Radio Station Development Director	46,748 – 70,738
Radio Station Business Account Manager	36,896 – 69,562
Radio Station Program Director	36,896 – 56,766
Radio Station Senior Reporter and Assignment Editor	31,875 – 46,672
Radio Station Operations Manager	25,545 – 41,865
Radio Station Morning Edition Host	28,991 – 45,636
Radio Station Promotions Manager	29,818 – 44,367
Radio Station Membership Manager	38,741 – 52,384
Olweus Bullying Prevention Program Coordinator	42,664 – 57,723
Assistant Supervisor of Building Services	55,049 – 68,811
Adult and Community Education Program Manager	63,518 – 74,105
Data Specialist	37,619 – 59,116
Digital Communication Specialist	37,619 – 59,116
<b><u>Staff Accountant</u></b>	<b><u>40,000 – 50,000</u></b>
School Psychologist Intern	36,230
21st Century Community Learning Center Coordinator	2,500 (per semester)

An hourly employee who is required to report to work to respond to an emergency outside of the employee's regular work hours will be paid for a minimum of two (2) hours.

~~December 12, 2017~~ **May 8, 2018**



## **INSTRUCTIONAL LEADERSHIP**

PHONE: 574-262-5559



### **ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

May 1, 2018

TO: Board of School Trustees

FROM: William Kovach

RE: New Course for (2018-19 school year):

#### **Bio II/BIOL 101 Ivy Tech - DC4231/DC4242**

##### ***Essential Questions and Standards***

Advanced Biology affords students the opportunity to complete an introductory course at the college level. This course is focused on building connections between biology at the cellular and molecular level through biology at the environmental level.

##### ***Assessments***

Teacher generated informal and formal assessments along with lab demonstrations.

##### ***Student Activities***

Discussion, modeling activities, case studies, internet simulations, labs and inquiry applications.

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

Advanced Biology affords students the opportunity to complete an introductory course at the college level. This course is focused on building connections between biology at the cellular and molecular level through biology at the environmental level. It is important for students to understand the role biology has on society and the responsibility that students have to make informed decisions about issues raised by advancements and research in biology. Successful completion of 2 semester may qualify for Dual Credit in Ivy Tech Introductory Biology (BIOL 101).

##### ***Student needs met by this course***

Dual Credit opportunity for students needing a science course for the STGEC (transfer Core 30 certificate from Ivy Tech)

##### ***College and Career Pathway***

Science

##### ***Data to support the demand for this course***

Liberal Arts Dual Credit courses that can be used for completion of the General Education certificate are needed to increase opportunities

WHERE LEARNING HAS NO LIMITS

***Expected improved outcome***

More STGEC completers

**REQUIRED RESOURCES**

***Software/Hardware:***

Primary Text = OpenStax: Concepts in Biology

***Digital content:***

Canvas will be used for daily agendas, calendar and homework; OpenStax: Concepts in Biology

***Materials/Supplies:***

Consumables needed to perform the various hands on activities necessary to cover the curriculum include:

Wire (various gauges)

Fuses

Tapes (plumbers, electrical, duct)

3D printer filament

Electrical connectors

Batteries (various)

Pneumatic tubing

Pneumatic fittings

Fasteners

Solder

Wood (Various)

***Printed material, text:***

Campbell Biology 9th edition,

**THE OPPORTUNITY COST AND INSTRUCTIONAL CAPACITY:**

We anticipate using this course for our Early College students as a required science dual credit course.

***State Subject Code:***

3026

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

Yes

***Number of credits per semester:***

2

***Graded? (Yes/No)***

Yes

***GPA? (Yes/No)***

Yes

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

Yes

***Credit Type for Graduation Progress:***

SCI



**Additional comments:**

None

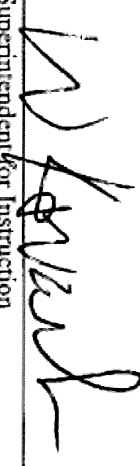


## Course Number Assignment Form

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

Course Number	Course Title (State Course Title if applicable)	State Subject Code	Eligible For		Credit	Graded (Y/N)	GPA (Y/N)	GPA Added Value (weighted)	Credit Type for Graduation Progress	Comments
			Dual Credit (Y/N)	Yes						
DC4231	Bio I/BIOL 101 Ivy	3026	Yes	2	Yes	Yes	Yes	Yes	SCI	
DC4242										

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

  
 Assistant Superintendent for Instruction

  
 Date

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



What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.
Innovation Grant	United Way	Community Education	Darcey Mitschelen	\$10,000	Family literacy programming/staffing overseen by Darcey Mitschelen	Families that learn together, grow together. Programming includes ELL for Tots, access to community resources, as well as activities that support strong family educational foundations.	Staffing (support) \$8,000 Materials/supplies/marketing \$2,000

Received information to submit application on Friday, April 27th with a due date of May 4th.

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: May 3, 2018  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**May 8, 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>PUBLIC RADIO IN MIDDLE AMERICA (PRIMA)</b>                      This conference will provide discussion of public radio issues with fellow station managers through the Midwestern states.                       Chicago, IL                      May 10 - 11, 2018 (2 day's absence)                      ANTHONY HUNT - WVPE (2-6)</p>	\$721.70	\$0.00
<p><b>IDOE - JIM SHIPLEY &amp; ASSOCIATES</b>                      This professional development comes from a Title I Tier III grant. The training is learning 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)                      CYNTHIA BONNER - PIERRE MORAN (3-8)                      MARIANA CORTEZ - PIERRE MORAN (0-0)                      KYLE MILLER - PIERRE MORAN (1-3)                      STEPHANIE NEWTON - PIERRE MORAN (1-3)                      BETH WILLIAMS - ESC (1-2)</p>	\$560.50	\$0.00
<p><b>EXCELLING AS A MANAGER OR SUPERVISOR</b>                      This workshop will provide valuable information on how to be a better communicator, to motivate my workers and become a better supervisor.                       South Bend, IN                      June 18, 2018 (1 day's absence)                      LEIGH BELL - TRANSPORTATION (0-0)</p>	\$106.63	\$0.00
<p><b>FIRST EVER SPECIAL NEEDS TRANSPORTATION POST CONFERENCE</b>                      This conference will provide more understanding of Indiana's law on Article 7, special needs equipment and behaviors pertaining to transportation.                       Fort Wayne, IN                      June 20, 2018 (1 day's absence)                      TODD BAUGH - TRANSPORTATION (0-0)                      LEIGH BELL - TRANSPORTATION (1-1)                      SHANNON HICKS - TRANSPORTATION (1-4)</p>	\$279.69	\$0.00

2017 - 2018 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>SMEKENS LITERACY RETREAT</b></p> <p>Effective literacy instruction is a district/building initiative that supports the Elkhart Promise. Reading is the foundation of all learning.</p> <p>Shipshewana, IN</p> <p>June 26 - 27, 2018 (0 day's absence)</p> <p>PAIGE ADAMS - BEARDSLEY (3-8)</p> <p>HANNAH BEACHEY - BEARDESLEY (0-0)</p> <p>TARA CIESIOLKA - MONGER (0-0)</p> <p>ALEX CUPERY - BEARDSLEY (0-0)</p> <p>SUE FELIX - BEARDSLEY (0-0)</p> <p>WENDY GOLEY - BEARDSLEY (2-5)</p> <p>STEPHANIE KLINE - BEARDSLEY (0-0)</p> <p>AMY MATHEWS - BEARDSLEY (1-3)</p> <p>JESSICA MORENO - MONGER (0-0)</p> <p>VAL MULLINS - BEARDSLEY (0-0)</p> <p>ANITA PRATT - BEARDSLEY (0-0)</p> <p>SAMMY SWAIN - BEARDSLEY (0-0)</p> <p>NINA SWARTZLANDER - MONGER (4-9)</p> <p>TRACY THOMPSON - BEARDSLEY (1-2)</p> <p>CYNTHIA TROXELL - BEARDSLEY (1-2)</p> <p>JOSEPH UREDNICK - MONGER (0-0)</p> <p>LINDA WAGNER - MONGER (0-0)</p> <p>MELANIE WATSON - BEARDSLEY (0-0)</p> <p>JULIE WILLIAMS - BEARDSLEY (2-5)</p> <p>KIM WILLIAMS - BEARDSLEY (2-6)</p>	\$2,792.50	\$0.00
<p><b>CULTURE KEEPERS: PRINCIPAL LEADERSHIP IN A PLC AT WORK</b></p> <p>This conference will provide tools so Elkhart Community Schools can implement best practices for establishing a culturally competent workforce.</p> <p>Atlanta, GA</p> <p>June 26 - 29, 2018 (0 day's or 3 day's absence)</p> <p>CARY ANDERSON - MEMORIAL (3-7)</p> <p>KELLY BLAIR - MEMORIAL (0-0)</p> <p>LATOSHA BONDS - MEMORIAL (1-2)</p> <p>CYNTHIA BONNER - PIERRE MORAN (2-5)</p> <p>KELLY CARMICHAEL - CLEVELAND (2-5)</p> <p>MICAH LAMBERT - FEESER (6-11)</p> <p>WES LIGGETT - FEESER (1-3)</p> <p>VAL PRILLER - BEARDSLEY (3-8)</p> <p>NICOLE SERGE - BEARDSLEY (2-5)</p>	\$23,519.08	\$0.00

<b>2017 - 2018 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
KRISTIE STUTSMAN - WEST SIDE (2-5) MARY TEETER - HAWTHORNE (2-4) DENNIS TRIGG - MEMORIAL (0-0) DEE WAPPES - ROOSEVELT (1-3)		
	<b>\$27,980.10</b>	<b>\$0.00</b>
2017 YEAR-TO-DATE GENERAL FUNDS	\$23,813.84	\$1,805.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$14,371.96	\$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	\$72,213.71	\$3,610.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$372,601.21</b>	<b>\$24,535.00</b>

*(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: MAY 8, 2018**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

<b>Kathy Byrd</b>	<b>Career Center/Counselor</b>	<b>26 Years of Service</b>
<b>Barbara Cripe</b>	<b>Riverview/Principal</b>	<b>40 Years of Service</b>
<b>Laurie Hund-Schieber</b>	<b>Career Center/Health</b>	<b>28 Years of Service</b>
<b>Cathy Mammolenti</b>	<b>ESC/Speech Pathologist</b>	<b>21 Years of Service</b>
<b>Melinda Shaw</b>	<b>Pinewood/Principal</b>	<b>41 Years of Service</b>

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

<b>Brandy Hill</b> Began: 8/16/06	<b>Roosevelt/Intervention</b> Resign: 6/8/18
<b>Carla Ray</b> Began: 8/15/11	<b>Pierre Moran/Special Education</b> Resign: 6/8/18

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

<b>Kristy Turner</b> Begin: 5/18/18 pm	<b>Beck/Behavior Support</b> End: 6/8/18
---	---

- d. **Personal Leave** – We recommend a personal leave for the following employee:

<b>Brianna Tribbett</b> Begin: 8/14/18	<b>Cleveland/Grade 6</b> End: 6/5/19
---	---

**CLASSIFIED**

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

**Diana Duncan**  
Began: 8/19/96

**Daly/Nurse**  
Retire: 6/11/18  
Years of Service: 21

**Diane Evans**  
Began: 8/21/06

**North Side/Secretary**  
Retire: 6/10/18  
Years of Service: 11

**Frances Chumas**  
Began: 8/25/04

**Transportation/Bus Driver**  
Retire: 6/8/18  
Years of Service: 13

**Richard Wright**  
Began: 5/5/08

**Transportation/Bus Driver**  
Retire: 5/31/18  
Years of Service: 10

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

**Madalyn Keeslar**  
Began: 1/8/18

**Beck/Speech Therapist**  
Resign: 6/8/18

**Mykayla Meachum**  
Began: 12/13/16

**Central/Custodian**  
Resign: 4/25/18

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

**Osolo/Food Service**  
Resign: 5/25/18

**Nakia Williams**  
Began: 8/23/17

**Food Service/Memorial**  
Resign: 4/24/18

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

**Cheri Wenzel**  
Began: 4/2/14

**Custodian/Pinewood**  
End: 5/8/18  
Board Policy: 3139.01s a,b,c,d,e,f,g

**Nicole Harris**  
Began: 3/16/17

**Transportation/Bus Driver**  
End: 5/8/18  
Board Policy: 3139.01s a,b,c,e,g



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

**Shartay Bates**  
Began: 2/26/18

**West Side/Food Service**  
PE: 4/30/18

**Kimberly Craig**  
Began: 3/5/18

**Beardsley/Memorial/Food Service**  
PE: 5/7/18

**Mason Neel**  
Began: 3/5/18

**Cleveland/Paraprofessional**  
PE: 5/7/18

**Allyssa St. Germain**  
Began: 3/6/18

**Transportation/Bus Helper**  
PE: 5/8/18

**Kerstin Swoape**  
Began: 3/5/18

**Transportation/Bus Driver**  
PE: 5/7/18

**Shamaghia Washington**  
Began: 2/23/18

**Monger/Food Service**  
PE: 4/27/18

e. **Revision** – We recommend the revision of the unpaid leave request reported on the March 27, 2018 Board report of the following employee:

**Ana Rosa Garcia**  
Began: 3/26/18

**Transportation/Bus Driver**  
End: 4/23/18

