

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

November 27, 2018

CALENDAR

Nov	27	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Dec	4	3:00 p.m.	Special Board Meeting, J.C. Rice Educational Services Center
Dec	11	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Dec	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Dec	18	8:00 a.m.	Regular Meeting/Work Session, 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  
Central High School  
Memorial High School
- E. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.
- F. MINUTES  
November 13, 2018 – Regular Board Meeting  
November 20, 2018 – Public Work Session

G. TREASURER'S REPORT

Consideration of Claims

Financial Report – January 1, 2018 – October 31, 2018

Transfer of Appropriations – The Business Office seeks Board adoption of a resolution to transfer appropriations in the 2018 tax funds.

Extra Curricular Purchase - The Business Office seeks Board approval of an extra-curricular purchase request.

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

Insurance Update

H. NEW BUSINESS

Supplemental Payments – The administration seeks Board authorization to provide supplemental payments to teachers, as initially presented at the November 13<sup>th</sup> regular meeting.

2019–2020 School Calendar – The administration presents the 2019-2020 School Calendar for approval, as initially presented at the November 13<sup>th</sup> regular meeting.

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

I. PERSONNEL

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

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT





SUPERINTENDENT'S OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**  
**FROM: MARK MOW** *MM*  
**DATE: NOVEMBER 19, 2018**

**SUBJECT: GIFT ACCEPTANCE**

An anonymous donation of \$1,755.96 has been received to cover negative balances for all elementary students' lunch accounts as of November 5, 2018.

A thank you letter has been sent and parents of students whose accounts were paid will be notified of this generous gift.

MTM/jeb



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: MARK MOW**  
**FROM: BRADLEY SHEPPARD** *BS*  
**DATE: NOVEMBER 15, 2018**

**GIFT APPROVAL – MUSIC DEPARTMENT**

Sharon Stauffer has offered to donate four (4) Violin Bows (no serial numbers) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the bows and finds them to be in good condition. The fair market value of the bows are as follows:

- Glasser Fiberglass #1: \$45.00
- Glasser Fiberglass #2: \$45.00
- Alfred Knoll/Pernambuco Wood: \$250.00
- Pernambuco Wood: \$500.00

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

Sharon Stauffer  
2400 Kirby Drive  
Elkhart IN 46516



**NORTH SIDE MIDDLE SCHOOL**

300 LAWRENCE STREET • ELKHART, IN 46514

PHONE: 574-262-5570



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

November 16, 2018

To: Board of School Trustees

From: Sara Jackowiak

RE: Recognition of Donation

North Side Middle School gratefully accepted a donation of \$500.00 to our Intense Interventions class Coffee Cart Program. The donation was received from the *14 Friends Euchre Club*. The donation will be put toward supplies and equipment so our students can continue to open the Coffee Cart on Friday mornings.

14 Friends  
70746 Sunrise Drive  
Edwardsburg, MI 49112



**RIVERVIEW ELEMENTARY SCHOOL**

2509 WOOD STREET • ELKHART, IN 46516

PHONE: 574-295-4850



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 11/16/2018  
TO: Mr. Mark Mow  
Board of School Trustees  
FROM: Holly Conley, Principal of Riverview School  
RE: Donation Approval

Through their work with Trinity United Methodist Church-Small Groups, Dr. David and Mrs. Lori Fairchild are providing Riverview teachers with a generous donation. Twenty-five teachers will be receiving a \$50 Walmart gift card to purchase needed items for their classrooms. This amounts to a \$1,250.00 donation to Riverview from the Fairchilds.

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:

Dr. David and Mrs. Lori Fairchild

2509 E. Jackson Blvd.

Elkhart, IN 46516

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
November 13, 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

Kellie Mullins, incoming Board member, 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: Ty Windy, a junior at Central High School (CHS) and Tianna Roundtree, a senior at Memorial High School (MHS). Mr. Windy reported on the following sports and music activities: boys basketball’s first game is November 22<sup>nd</sup> at Northridge; the Central/Memorial game is November 30<sup>th</sup>; girls basketball is off to a good start with a 3 – 1 record; other winter sports are starting soon; the Fall play, *Speak*, was a huge success. The author is trying to get students to perform at a National Writers’ Convention. Ms. Roundtree reported Memorial’s Fall play, *The Crucible*, also was a great success; the Veteran’s Day assembly on November 12<sup>th</sup> incorporated students from band, choir, speech, and ASL signed along with the National Anthem; the Fall blood drive is November 20<sup>th</sup>; National Honor Society students are helping judge upcoming science fairs at Mary Daly, Cleveland, Osolo and Pinewood; all physical education students are doing archery this week made possible by a grant from the National Archery in Schools program. In other activities, Ms. Roundtree reported: 342 athletes participated in Fall sports with 166 earning varsity letters and 15 receiving state honors; the band ended their season as a semi-state finalist and achieved a gold rating status; the choir is preparing for the Madrigal Dinner and the orchestra for winter concerts.

SSAC Representatives



By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): 75 pairs of shoes (donor valued at \$3,000 - \$4,000) from Lee Kane/Shoes that Fit for third grade students and the boys basketball players at Monger; \$50,000 from George Thomas for renovations to Rice Field and North Side Gym; an antique cast iron dinner bell (donor valued at \$500) from Richard and Sandra Oakley, and Marge Newton-Skaggs & Newton Farms of Lakeville are gifting two additional doe boar goats (donor valued at \$2,000) to ACCELL; and \$2,042.44 from Whole Foods to be used to help support the Lucille Wilcox and William Miller Dental Fund. These two funds support students in urgent need of medical and dental assistance.

Gift Acceptance

Rod Roberson, director of co-curricular programming, introduced Megan Gutierrez, coach of Eastwood's lacrosse team. The team won the first ever elementary lacrosse championship. Mrs. Gutierrez stated each of the team members contributed to their championship and their undefeated season. Team members included: William Cochrane, Max Estes, Diego Gutierrez, Olivia Gutierrez, Ethan Hausbach, Hayden Holdeman, Lucas Karbalaali, Gabriel Kazmierczak, Cortland Keim, Brady Kelly, Ian Kelly, Logan Kelly, Quin Kennedy, Zach Larsen, Payton Lochotzki, Ethan Mann, Garret Schenk, Brady Sherwood and Max Shreiner.

Student Recognition

By unanimous action, the Board approved the following minutes:  
October 23, 2018 – Public Work Session  
October 23, 2018 – Regular Board Meeting  
November 8, 2018 – Special Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$7,523,409.90 as shown on the November 13, 2018, claims listing. (Codified File 1819-54)

Payment of Claims

By unanimous action, the Board awarded the bid for the 2018 EACC Annex Building Project progressive design/build contract to Brown & Brown General Contractors of Wakarusa, as the best value bidder. (Codified File 1819-55)

Award of 2018 EACC Annex Building Project

By unanimous action, the Board awarded the bid for the Elkhart High School Addition and Renovation contract to Ziolkowski Construction, Inc. of South Bend, as the lowest and best, most responsive and most responsible bidder. (Codified File 1819-56)

Award of Elkhart High School Addition and Renovation

By unanimous action, the Board approved an extra-curricular purchase request from Central for gate and pillars, concrete and a drain for Rice Field in the amount of \$30,000.

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 1819-57)

Fundraisers

At this point in the meeting, Board member Glenn Duncan departed.

Duncan  
Departed

By unanimous action, the Board approved proposed revisions to Board Policy 5460 – Graduation Requirements, as initially presented at the October 23<sup>rd</sup> regular meeting.

Board Policy  
5460

The Board was presented proposed revisions to Administrative Regulation JC – School District Boundaries, as initially presented at the October 23<sup>rd</sup> regular meeting. Mr. Thorne restated the revisions are regarding boundary 'language' changes, not affecting student enrollment.

Administrative  
Regulation JC

The Board was presented the request for supplemental payments to teachers, for initial consideration.

Supplemental  
Payments

By unanimous action, the Board approved a tentative agreement with the Elkhart Teacher's Association for a new collective bargaining agreement for the 2018-2019 school year. (Codified File 1819-58)

Tentative ETA  
Agreement

By unanimous action, the Board approved the reappointment of Dorisanne Nielsen to the City of Elkhart's Redevelopment Commission for the 2019 calendar year.

Redevelopment  
Commission  
Appointment

The Board was presented the proposed 2019-2020 School Calendar for initial consideration.

2019-2020  
School  
Calendar

By unanimous action, the Board approved submission of a grant from West Side for a Helping Hands Service Club grant to Clark Properties in the amount of \$900. (Codified File 1819-59)

Grant  
Submission

By unanimous action, the Board confirmed an overnight trip request for Central cross-country girls to travel to Terre Haute, IN on October 26 and 27 for state 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 November 13, 2018 listings. (Codified File 1819-60)

Conference  
Leaves

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

Personnel  
Report

Agreement regarding unpaid time for a certified staff member.  
(Codified Files 1819-61)

Agreement

Employment of the following nine (9) certified staff members for the 2018-2019 school year:

- Kaitlyn Banks - kindergarten at Pinewood, effective 1/7/19
- David Freel - math at Memorial, effective 1/7/19
- Tamika Jones - grade 5 at Roosevelt, effective 11/5/18
- Corinne Lankowicz - language arts at West Side, effective 1/7/19
- Patricia Lawson - grade 2 at Pinewood, effective 1/14/19
- Cara McMenamin - science at Memorial, effective 1/7/19
- Sarah Parcell - FACS at Memorial, effective 1/7/19
- Jason Rybinski - grade 6 at Pinewood, effective 11/26/18
- Lindsey Turner - grade 1 at Pinewood, effective 1/7/19

Certified  
Employment

Resignation of the following four (4) classified employees effective on the dates indicated:

- Margaret Beaver - speech therapist at PACE, 12/21/18
- Tracy Larabee - food service at Cleveland, 10/22/18
- Connie Maglish - bus driver at Transportation, 10/22/18
- Kristen Smit - secretary at Transportation, 11/2/18

Classified  
Resignation

Employment of the following sixteen (16) classified employees who have successfully completed their probationary period on dates indicated:

- Heather Basse - social worker at Bristol, 11/11/18
- Robert Burton Jr. - district substitute, 10/30/18
- Dayna Corkins - paraprofessional at Hawthorne, 11/5/18
- Lisa Curtis - custodian at Central, 10/29/18
- Destiny Delle - paraprofessional at Daly, 11/8/18
- Sherry Fehnel - food service at Cleveland, 11/5/18
- Candus Griffin - food service at Pierre Moran, 11/6/18
- Angela James - bus driver at Transportation, 10/24/18
- Michelle Masten - registered nurse at Pierre Moran, 10/29/18
- Toni Meyer - paraprofessional at Hawthorne, 11/13/18
- Whitney Miller - food service at Beardsley, 11/12/18
- Liana Oswald - bus driver at Transportation, 11/11/18
- Cassidy Parsons - paraprofessional at Memorial, 11/13/18
- Steven Robinson Jr. - permanent substitute at Hawthorne, 11/4/18
- Molly Shields - paraprofessional at EACC, 11/5/18
- Matenia Walters - permanent substitute at Beardsley, 11/4/18

Classified  
Employment

Leave for the following four (4) classified employees, on dates indicated:

Carrie Landesman - bus driver at Transportation, beginning 10/1/18 and ending 2/1/19

Alta Radelich - bus driver at Transportation, beginning 12/4/18 and ending 12/19/18

Meghan Sutton - secretary at Eastwood, beginning 11/1/18 and ending 12/21/18

Shamaghia Washington - food service at Hawthorne, beginning 10/17/18 and ending 11/30/18

Classified  
Leave

Termination of classified employee, Lisa Scott, food service at Central, in accordance with Board Policy 3931.01S a,c,f,g.

Classified  
Termination

A teacher in the audience spoke regarding wages, insurance, the need for more funding and reduced administrative overhead.

From the  
Audience

An audience member spoke in support of a referendum for teacher wages and benefits.

From the  
Audience

Mrs. Carter spoke regarding the Kiwanis Knowledge is Dynamite luncheon held today at the Lerner for 4<sup>th</sup> graders on their significant efforts towards personal growth and improvement.

From the Board

Board member, Susan Daiber, commented on Central's recent performance of Speak and happy to learn of the author's interest in another performance.

From the Board

The meeting adjourned at approximately 8:10 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

November 20, 2018

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

Place/Time

Board Members Present:	Karen S. Carter Douglas K. Weaver Jeri E. Stahr	Carolyn R. Morris
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Roll Call

Absent:	Susan C. Daiber Rodney J. Dale Glenn L. Duncan
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ECS Personnel Present:	Tony England Tony Gianesi Bruce MacLachlan	Mark Mow Rod Roberson Kevin Scott
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Tony England, Assistant Superintendent of Student Services, Tony Gianesi, Chief Operating Officer, and Bruce MacLachlan, Director of Transportation, presented the Bell Time Task Force Report outlining four options for consideration for the 2019-2020 school year. Kevin Scott, Chief Financial Officer, shared the S&P rating report for the 2018A and 2018B bond series and reviewed a presentation that was prepared and provided to S&P in advance of the rating call.

Topics Discussed

The meeting adjourned at approximately 8:50 a.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

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**October 2018**

**PETTY CASH** \$ 500.00

**GENERAL ACCOUNTS:**

Lake City Bank - Deposit Account	11,264,941.25
Lake City Bank - Accounts Payable	(598,621.00)
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,930,625.81
BMO Harris Bank (UMR insurance)	407,420.00

**SCHOOL LUNCH ACCOUNTS:**

Lake City Bank - Prepaid Lunch	186,051.94
Change Fund	2,010.00

**TEXTBOOK RENTAL ACCOUNTS:**

Chase Bank	2,498,723.35
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**PAYROLL ACCOUNTS:**

Lake City Bank - Payroll Account	(14,949.47)
Lake City Bank - Flex Account	62,170.41

**INVESTMENTS:**

Certificate of Deposit	-
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**\$ 16,738,872.29**

ELKHART COMMUNITY SCHOOLS

**RESOLUTION FOR TRANSFER OF APPROPRIATIONS**

November 27, 2018

WHEREAS, it has been shown that certain appropriations have unencumbered remaining balances and,

WHEREAS, certain accounts are in need of transferred appropriations,

NOW THEREFORE, be it resolved this 27<sup>h</sup> day of November, 2018, that transfers within budget classifications of certain budgeted funds may be performed in accordance with IC 6-1.1-18-6.

ADOPTED THIS 27<sup>th</sup> DAY OF NOVEMBER 2018:

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BOARD OF SCHOOL TRUSTEES

ATTEST: \_\_\_\_\_  
Secretary, Board of School Trustees





BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: MR. MOW**  
**BOARD OF SCHOOL TRUSTEES**

**FROM: ROD ROBERSON**

**DATE: NOVEMBER 20, 2018**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Band Extra Curricular	Chimes	\$3,449.00



**ELKHART**  
COMMUNITY SCHOOLS

West Side Middle School  
101 S. Nappanee St.  
Elkhart, IN 46514

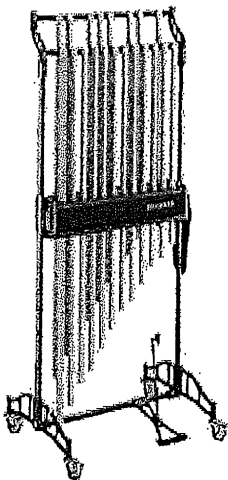
11-14-2018

To The ECS Board,

The West Side band is asking to purchase a set of chimes for the band. We currently do not own a set. After receiving quotes for 3 we have chosen to purchase a M635B Musser 1.25 BRASS FOR \$3449.00. Musser was chosen because of its high quality, durability, and Conn-Seimer is local. The funds are in the band account at West Side.

Thank You  
Tim Carnall  
West Side Band

Kristie Stutsman  
Principal



Proposed School Fundraising Activities  
November 27, 2018, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Memorial National Honor Society	A Hacienda Give Back Night will be hosted. Patrons will present a coupon and then a portion of their bill will be donated to NHS.	11/28/2018	11/9/2018	Jeff Miller
Memorial FFA	Students will sell cheese, meat and fruit from catalog. Proceeds will be used for leadership camp, contest costs, FFA uniforms and contest supplies.	11/28/2018 - 12/10/2018	11/13/2018	Brenda Mueller
Memorial National Honor Society	Lollipop sales will be hosted in compliance with the Wellness Policy. Proceeds will be used for NHS chapter dues, Winter Dance decorations and refreshment as well as for Teacher Appreciation Week gifts.	11/28/2018 - 12/21/2018	11/9/2018	Jeff Miller
Memorial FFA	Old fashioned candy sales will be hosted in compliance with the corporations Wellness Policy. Proceeds will be used for leadership camp, contest costs, FFA uniforms and contest supplies.	11/28/2018 - 4/15/2019	11/13/2018	Brenda Mueller
Memorial FFA	Students will host a car wash in front of building. Proceeds will be used for leadership camp, contest costs, FFA uniforms and contest supplies.	5/18/2019	11/13/2018	Brenda Mueller
	<b>Please note the following fundraiser is presented for confirmation only.</b>			
Memorial Boy's Basketball	Students will invite friends and family to visit a website, Snap Raise, to donate money to the basketball team. Proceeds will be used to purchase uniforms, summer leagues, shooting shirts and basketballs.	11/9/2018 - 12/6/2018	11/9/2018	Kyle Sears

# Medical Plan Experience

October 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	\$ 462,587	\$ 791,583	\$ (328,996)	\$ 6,046,116	\$ 8,550,443	\$ (2,504,327)
UMR Rx	\$ 194,725	\$ 181,356	\$ 13,369	\$ 1,516,495	\$ 1,502,452	\$ 14,043
Rx Rebate	\$ -	\$ -	\$ -	\$ (72,130)	\$ -	\$ (72,130)
Less Amt Above Stop Loss	\$ (1,949)	\$ (157,526)	\$ 155,577	\$ (68,774)	\$ (1,078,601)	\$ 1,009,827
Claim Cost Total	\$ 655,363	\$ 815,413	\$ (160,050)	\$ 7,421,707	\$ 8,974,295	\$ (1,552,588)
Expected Claim Cost	\$ 890,398	\$ 899,320	\$ (8,922)	\$ 9,145,035	\$ 9,291,279	\$ (146,244)
Claims vs. Expected	\$ (235,035)	\$ (83,907)	\$ (1,723,328)	\$ (1,723,328)	\$ (316,983)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 194,708	\$ 213,906	\$ (19,198)	\$ 2,009,959	\$ 2,213,110	\$ (203,151)
Total Cost (Claim + Non-claim)	\$ 850,071	\$ 1,029,319	\$ 9,431,666	\$ 11,187,405		
Enrollment	1,001	1,059	10,281		10,941	
Cost Per Employee Per Month (PEPM)	\$ 849.22	\$ 971.97	\$ 917.39	\$ 1,022.52		-10.3%
Paid Claims Per Employee			\$ 721.89	\$ 820.24		-12.0%



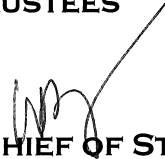
DISTRICT COUNSEL/  
CHIEF OF STAFF

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES  
MARK T. MOW**

**FROM: W. DOUGLAS THORNE**   
**DISTRICT COUNSEL/CHIEF OF STAFF**

**DATE: NOVEMBER 9, 2018**

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**RE: SUPPLEMENTAL PAYMENTS TO TEACHERS**

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Indiana School Corporations, pursuant to enacted changes to IC 20-28-9-1.5, have authority to provide supplemental payments to certain teachers based upon either the course a teacher is instructing, the attainment by the teacher of a master's degree from an accredited post secondary institution in a content area directly related to a course taught by a teacher, or an assignment as a special education teacher.

Based upon this statutory authority, the administration is seeking authorization to provide supplemental payments to teachers in the following assignments:

- Teachers fully credentialed, pursuant to guidelines established by the Higher Learning Commission, who are presently teaching a dual credit course.
- Teachers teaching advanced placement course(s) during the 2018-19 school year.
- Secondary teachers with a master's degree from an accredited post secondary institution in a content area directly related to a course taught by a teacher (e.g. Mathematics, Chemistry, Fine Arts, etc.), or with a master's degree & eighteen (18) credit hours of graduate level course work in the teacher's content area.
- Elkhart Area Career Center teachers providing instruction in science, technology and engineering fields.
- Special education teachers.
- Elementary teachers who possess a master's degree in math, reading or literacy.

By law, these payments are not subject to collective bargaining but have been discussed with the Elkhart Teachers Association, as required by statute.

Teachers, seeking supplemental payments based upon degrees and course work, must provide a transcript from an accredited post secondary institution demonstrating the teacher's qualification for said payment to the Human Resources department, along with certification of their teaching assignment by the building principal. Those seeking supplemental payments for advanced placement courses must provide certification of their teaching assignment to the Human Resources department.

Teachers who qualify would receive an annual supplemental payment of \$5,000.00 for up to two (2) of the categories listed above; maximum payment being \$10,000.00. These supplemental payments would be paid on a pro-rata basis at the end of each semester.

Cc: Kevin Scott  
Cheryl Waggoner  
Frank Serge  
Cary Anderson  
Elkhart Teachers Association

WDT/dls





SCHOOL CALENDAR: JULY 2019 – JUNE 2020

Calendar grid for July 2019 with days of the week (S, M, T, W, T, F, S) and dates (1-31).

Calendar grid for January 2020 with days of the week and dates (1-31). Includes 'X' marks on 4, 19, and 20.

Calendar grid for August 2019 with days of the week and dates (1-31).

Calendar grid for February 2020 with days of the week and dates (1-29). Includes 'X' marks on 16 and 17, and a triangle symbol on 7.

Calendar grid for September 2019 with days of the week and dates (1-30). Includes an 'X' mark on 1.

Calendar grid for March 2020 with days of the week and dates (1-31). Includes 'E' marks on 15 and 22.

Calendar grid for October 2019 with days of the week and dates (1-31). Includes 'X' marks on 21, 22, 23, 24, 25, 26, 27, and 28.

Calendar grid for April 2020 with days of the week and dates (1-30). Includes 'X' marks on 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30.

Calendar grid for November 2019 with days of the week and dates (1-30). Includes 'X' marks on 24, 25, 26, 27, 28, 29, 30.

Calendar grid for May 2020 with days of the week and dates (1-31). Includes 'E' marks on 1, 2, 23, 24, 25, 26, 27, 28, 29, 30.

Calendar grid for December 2019 with days of the week and dates (1-31). Includes 'X' marks on 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.

Calendar grid for June 2020 with days of the week and dates (1-30). Includes 'E' marks on 5, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30.

August

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

September

- 2 Labor Day – All Schools Closed

October

- 11 End of 1st grading period/midterm – all schools
21 & 23 Elementary Parent/Teacher Conferences in the evening hours – (full day for all school students)
22 & 23 Secondary Parent/Teacher Conferences in the evening hours – (full day for all school students)
24-25 Fall Recess – All Schools Closed
28 Fall Recess – All Schools Closed

November

- 27-29 Thanksgiving Recess – All Schools Closed

December

- 20 End of 2nd grading period/1st semester – all schools
23-Jan 3 Winter Recess – All Schools Closed

January

- 6 School resumes after Winter Recess
20 Martin Luther King Jr. Day – All Schools Closed

February

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

March

- 13 End of 3rd grading period/midterm – all schools
23 No School – Emergency Make-up Day

April

- 6-10 Spring Recess – All Schools Closed
16 Kindergarten Kick-off – Elementary Schools (Kindergarten Registration runs April 13 – May 9)
24 No School – Emergency Make-up Day

May

- 22 No School – Emergency Make-up Day
25 Memorial Day – All Schools Closed

June

- 3 Last Day of School – full day for all students\*\*
3 Last Day for Teachers\*\*
4 Emergency Make-up Day (if necessary)
7 Graduation

Key:

- underlined = Professional Day for teachers (non-student day)
E No School (may be used as emergency make-up day, if necessary)
X School Out of Session (during the Instructional school year)
K Kindergarten Kick-off
A Parent/Teacher Conferences (no school for all students)

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: EACC

Class/Group: Ag/Motorcycle/Outdoor Power Tech

Number of Students: 18

Date/Time Departing: 12/4/2018 7:30am

Date/Time Returning: 12/7/2018 6:00pm

Destination: PRI Convention City Indianapolis State IN

Overnight Facility: Staybridge Suites Indianapolis Downtown-Conv Ctr

Mode of Transportation: Bus

Reason for Trip: Hot Rodders National Championship

Name of Chaperones: Ryan Gortney

Angee Gortney

Cost per Student: \$80.00 for food

Describe Plans for Raising

Funds or Funding Source: Donations from car clubs

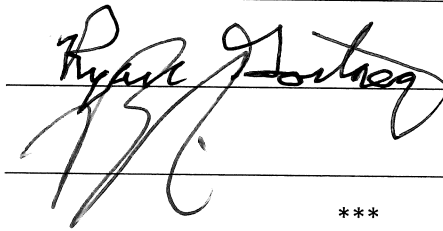
Plans to Defray Costs

For Needy Students: I will help as needed

Are Needy Students

Made Aware of Plans? Yes

Signature of  
Teacher/Sponsor:



Signature of Principal:

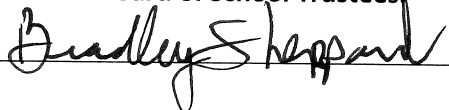
Date:

12/24/18

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

Approval of Assistant Superintendent



Date:

11-2-18

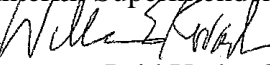
Approved by Board:

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

RECD. 11/1/18



ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

DATE: November 20, 2018  
 TO: Mr. Mark T. Mow, Interim Superintendent  
 FROM: Dr. William Kovach   
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant  
 November 27, 2018 - Board of School Trustees Meeting

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p>TCTW (TECH LEADERS THAT WORK) LEADERS' FORUM            As a TCTW stie, we are researching our best school improvement vehicle.</p> <p>Sandestin, FL            February 4 7, 2018</p> <p style="padding-left: 40px;">BRENDA EMERSON - 4 days absence            BARBARA GINGERICH - 4 days absence            MARTIN HOSTETLER - 4 days absence            WILLIAM KOVACH - 4 days absence            MICHELE ZACHARY - 4 days absence</p> <p>School Improvement</p>	\$7,760.47	\$1,140.00
<b>TOTAL</b>	<b>\$7,760.47</b>	<b>\$1,140.00</b>
2018 - 19 YEAR-TO-DATE PERKINS FUNDS	\$12,145.92	
<b>GRAND TOTAL</b>	<b>\$19,906.39</b>	<b>\$1,140.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: November 19, 2018  
 TO: Mr. Mark T. Mow, Interim Superintendent  
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*  
 RE: **Conference Leave Requests**  
**November 27, 2018 - Board of School Trustees Meeting**

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

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>ENGAGING RELUCTANT READERS CONFERENCE</b></p> <p>This conference will explore a myriad of comprehension strategies to support struggling readers that engage students in authentic learning.                      Valparaiso, IN                      December 3, 2018 (1 day's absence)</p> <p>JENNIFER ALLEN - NORTH SIDE (0-0)                      JENNIFER ANDREWS - MEMORIAL (0-0)                      KIM BISHOP - NORTH SIDE (0-0)                      CYNTHIA BONNER - PIERRE MORAN (2-7)                      LORI CLIFFORD - FEESER (0-0)                      ANNE COX - NORTH SIDE (1-2)                      NIKOLE DINEHART - MONGER (0-0)                      RYAN FIELDS - NORTH SIE (0-0)                      MICHELLE FLEISHER - CENTRAL (0-0)                      LISA GOUDARZI - WEST SIDE (0-0)                      LISA GRAVES - WEST SIDE (0-0)                      KATRINA HEALY - CLEVELAND (0-0)                      JENNIFER HENRY - PIERRE MORAN (0-0)                      MICAH HELMUTH - PIERRE MORAN (0-0)                      JULIA JOHNSON - ROOSEVELT (0-0)                      SHERRY KEESLAR - ESC (1-1)                      HEATHER KIDDER - WEST SIDE (0-0)                      MIKE LAMBDIN - PIERRE MORAN (0-0)                      KERRY LEADER - MEMORIAL (0-0)                      PHIL LEDERACH - ECS (3-7)                      KYLE LESNIEWICZ - CENTRAL (0-0)                      ALEXANDRA LYON - WEST SIDE (0-0)                      JIM MCCLAIN - NORTH SIDE (0-0)                      LISA MCKEE - WEST SIDE (0-0)                      LOUANNE NOMMAY - NORTH SIDE (0-0)                      JESSE OLSON - CENTRAL (0-0)                      SCHERRI ONTIVEROS - PIERRE MORAN (0-0)                      APRIL SHERWOOD - EASTWOOD (0-0)                      JANET SIMMONS - BEARDSLEY (1-3)                      AMY STINE - CENTRAL (2-5)</p>	<p>\$7,588.18</p>	<p>\$2,565.00</p>

JENNIFER TASHIJAN - NORTH SIDE (0-0) KRISTINA THOMAS-BARTLEY - MEMORIAL (0-0) TERESA THOMPSON - RIVERVIEW (0-0) BRITTANY TOWNSLEY - CENTRAL (0-0) MINDI TROTTER - DALY (0-0) JEFF VAN LUE - PIERRE MORAN (1-1) LINDSEY WALTERS - BECK (1-3) JASON WESTBROOK - MEMORIAL (0-0) TARA WHITE - ESC (4-8) RAVEN WILSON - NORTH SIDE (0-0)		
<b>PLAY PROJECT TWO-DAY INTENSIVE WORKSHOP</b> This conference will provide information to assist me as I work with families and teachers with children on the autism spectrum. South Bend, IN December 7 - 8, 2018 (2 day's absence) LAURA KRAUSE - ESC (0-0)	\$113.79	\$0.00
<b>DEVELOPING BEHAVIOR INTERVENTION PLANS</b> This session will provide an overview of the process for developing behavior intervention plans (BIPs). Indianapolis, IN January 15, 2019 (1 day's absence) LINDSEY COX - ESC (4-8)	\$50.00	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>NEXT STEP FORWARD IN GUIDED READING</b> This conference will provide information for using assessment to pinpoint instructional focus and make guided reading lessons more powerful by choosing appropriate texts. Valparaiso, IN October 10, 2018 (1 day's absence) JENNIFER WAKEMAN - WOODLAND (2-5)	\$87.20	\$0.00
	<b>\$7,839.17</b>	<b>\$2,565.00</b>
2018 YEAR-TO-DATE GENERAL FUNDS	\$28,538.81	\$2,470.00
2019 YEAR-TO-DATE GENERAL FUNDS	\$2,868.60	\$95.00
2018 YEAR-TO-DATE OTHER FUNDS	\$257,553.25	\$14,345.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2019 YEAR-TO-DATE OTHER FUNDS	\$2,894.88	\$285.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$291,855.54</b>	<b>\$17,195.00</b>

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



**HUMAN RESOURCES**

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: MR. MARK MOW**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: NOVEMBER 27, 2018**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2018-19 school year:

<b>Nathan Eckley</b>	<b>Memorial/Science</b>
<b>Chloe McRobbie</b>	<b>Pierre Moran/Social Studies</b>

- b. **Retirement** – We report the retirement of the following employee effective December 21, 2018:

<b>Linda Liechty</b>	<b>Eastwood/Special Ed</b>	<b>17 Years of Service</b>
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- c. **Maternity Leave** – We recommend a maternity leave for the following employee:

<b>Ashley Perez</b>	<b>Beardsley/Kindergarten</b>
Begin: 11/28/18	End: 4/5/19

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

<b>Tamara Patillo-Terry</b>	<b>Feeser/Grade 6</b>
Began: 8/20/01	Resign: 11/30/18

**CLASSIFIED**

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

<b>Brian Guy</b>	<b>Beardsley/Custodian</b>
Began: 9/25/18	PE: 11/24/18

<b>Kyseidra Jackson</b> Began: 9/19/18	<b>Transportation/Bus Driver</b> PE: 11/16/18
<b>Michael McMahon</b> Began: 9/25/18	<b>Riverview/Paraprofessional</b> PE: 11/24/18
<b>Lynda Miller</b> Began: 9/26/18	<b>Pinewood/Food Service</b> PE: 11/26/18
<b>Amanda Norman</b> Began: 9/17/18	<b>Daly/Paraprofessional</b> PE: 11/14/18
<b>Natasha Norwood</b> Began: 9/18/18	<b>Transportation/Bus Driver</b> PE: 11/15/18
<b>Mary Patton</b> Began: 9/19/18	<b>Pinewood/Food Service</b> PE: 11/16/18
<b>Melissa White</b> Began: 9/17/18	<b>Cleveland/Food Service</b> PE: 11/14/18

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

<b>Susan Bonder</b> Began: 2/14/18	<b>Tipton/Paraprofessional</b> End: 11/20/18
<b>Rosa Ramirez-Arias</b> Began: 11/13/17	<b>Hawthorne/Paraprofessional</b> End: 11/20/18

**c. Retirement** – We report the retirement of the following classified employee:

<b>Marilou Snell</b> Began: 8/24/88	<b>ECS/Secretary</b> Retire: 1/18/19 30 Years of Service
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**d. Unpaid Leave Request** – We recommend an unpaid leave of the following employees:

<b>Jamie Bontreger</b> Began: 11/27/18	<b>Social Worker/Hawthorne</b> End: 12/7/18
<b>Haley Burkhart</b> Began: 11/12/18	<b>PACE/Physical Therapist</b> End: 3/5/19
<b>Sybil Lee</b> Began: 9/21/18	<b>Pierre Moran/Secretary</b> Revised end: 1/7/19

