

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

September 25, 2018

CALENDAR

Sep	25	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Sep	25	immediately following	Public Work Session, J.C. Rice Educational Services Center
Sep	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.
- E. MINUTES

September 11, 2018 – Regular Board Meeting  
September 18, 2018 – Special Board Meeting  
September 18, 2018 – Public Work Session

- F. TREASURER'S REPORT

Consideration of Claims

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

Fund Loans – The Business Office reports on fund loans made at the end of August, 2018.

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

Insurance Update

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

Common School Fund Loan – The Business Office recommends approval to apply for an advance from the Indiana Department of Education.

G. UNFINISHED BUSINESS

Administrative Regulation JFG-2 – Personal Search - The administration presents additional revisions to Administrative Regulation JFG-2 – Search and Seizure as presented at the August 14<sup>th</sup>, August 28<sup>th</sup> and September 11<sup>th</sup> regular meetings.

Board Policy 3141.01A – Suspension and Dismissal of Professional Staff Members (Administrators) – The administration presents revisions to Board Policy 3141.01A – Suspension and Dismissal of Professional Staff Members (Administrators) as presented at the September 11<sup>th</sup> regular meeting.

Administrative Regulation CC – Organizational Chart - The administration presents revisions to Administrative Regulation CC – Organizational Chart for as presented at the September 11<sup>th</sup> regular meeting.

H. NEW BUSINESS

ETHOS, Inc. Agreement – The administration seeks Board approval of the Second Amendment to Agreement Between Elkhart Community Schools and ETHOS, Inc.

Instructional Leadership: Prioritizing for Student Success

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

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



**MARY BECK ELEMENTARY SCHOOL**

818 McDONALD STREET • ELKHART, IN 46516  
PHONE: 574-295-4830



**ELKHART COMMUNITY SCHOOLS**

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

DATE: September 13, 2018

TO: Mark Mow  
Board of School Trustees

FROM: Principal – Tracey Kizyma-Whitmyer

RE: Donation Approval

Sammie Vance and her mother Heidi Vance, from Ft. Wayne, Indiana, set out on a mission to ensure no child was lonely at recess. They created Sammie's Buddy Bench Project and partnered with Walgreens to distribute 75 benches to interested schools in Indiana. The cost of each bench is approximately \$250. Mary Beck was chosen to receive a bench and we are incredibly thankful to Sammie Vance and Walgreens for making the opportunity possible.

Our Student Council will meet and determine a location and way to introduce the bench to peers during Beck Bully Prevention Week, beginning Monday, October 1, through Friday, October 5, 2018.

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:

Sammie Vance  
6003 Landover Place  
Ft. Wayne, IN 46815

Heidi Vance, Sammie's mother, has assured me that they will then share the letters with Walgreens.



**OSOLO ELEMENTARY SCHOOL**  
24975 COUNTY ROAD 6 EAST • ELKHART, IN 46514  
PHONE: 574-262-5590



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

DATE: September 18, 2018  
TO: Mr. Mark Mow  
Board of School Trustees  
FROM: Gary Gardner  
RE: Donation Approval

Osolo Elementary School would like to publicly thank Frank and Tonja Lucchese for their donation of \$300 towards our Back to School Title 1 Picnic. This donation helps defray the costs of serving hotdogs, chips and drinks to our families as well as the cost of a bounce house for the kids to play in. We are thankful for Frank and Tonja's generosity in giving to our Back to School Title 1 Picnic and for helping to make it a fun night for our families.

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:

Frank and Tonja Lucchese  
22095 Sunset Lane  
Elkhart, IN 46516-5306



**OSOLO ELEMENTARY SCHOOL**  
24975 COUNTY ROAD 6 EAST • ELKHART, IN 46514  
PHONE: 574-262-5590



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

DATE: September 18, 2018  
TO: Mr. Mark Mow  
Board of School Trustees  
FROM: Gary Gardner  
RE: Donation Approval

Osolo Elementary School would like to publicly thank Adria Anderson and Jacquie Rost, Co-Directors of NIVA Volleyball Club for their donation of \$250 towards our extracurricular account. We are thankful for NIVA's generosity in giving to our school and helping to defray the costs of extracurricular activities for our students.

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:

Adria Anderson and Jacquie Rost  
C/O NIVA  
10100 Billet Ct.  
Granger, IN 46530



**ROOSEVELT STEAM ACADEMY**

201 WEST WOLF AVENUE • ELKHART, IN 46516

PHONE: 574-295-4840



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: September 20, 2018

TO: Mark Mow  
Board of School Trustees

FROM: 21<sup>st</sup> Century Community Learning Center Before/After School Program-  
Roosevelt STEAM Academy/Pierre Moran Middle School  
Tonda Hines, 21<sup>st</sup> Century Program Manager

RE: Donation Approval

A donation of 8 cases of healthy snacks was given to Roosevelt STEAM Academy and Pierre Moran Middle School for students who participate in the 21<sup>st</sup> CCLC Before/After School Program. The donation will be given on a monthly basis.

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:

The Snack Box-Phillip Shank  
23900 Mira Ct.  
Elkhart, IN 46516

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
September 11, 2018

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:05 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. A moment of silence was given in honor of September 11<sup>th</sup>.

Call to Order

Dr. Brad Sheppard, assistant superintendent of instruction, recited the Elkhart Promise.

The Elkhart Promise

Mrs. Carter discussed the invitation to speak protocol.

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): a Cummins diesel engine, transmission, steer axle, drive axle and cab (donor valued at \$5,000) from Tom’s Auto Salvage and a 1983 Ford F250 (owner estimated value of \$750) from Vaughn and Marla Schroeder to the diesel technology classes at the Elkhart Area Career Center (EACC); \$500 from the Osolo Township Trustee to Osolo Elementary to defray costs for the Title I Family Picnic; 800 backpacks with school supplies from WNDU’s Pack-a-Backpack Program and 180 filled backpacks from Natasha Fisel and her family and friends for distribution by school social workers; \$2,000 from Northern Indiana Volleyball Association (NIVA) to assist the volleyball and athletic programs at West Side; and \$500.00 from The Sarah Crane Foundation for the Memorial boys/girls cross country team for supplies.

Gift Acceptance

By unanimous action, the Board approved the following minutes:  
August 14, 2018 – Regular Board Meeting (*revised*)  
August 28, 2018 – Public Work Session  
August 28, 2018 – Regular Board Meeting.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$6,222,212.52 as shown on the September 11, 2018, claims listing. (Codified File 1819-25)

Payment of Claims

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 1819-26)

Fundraisers

By unanimous action, the Board approved revisions to Board Policy 5771 - Search and Seizure as amended, clarifying 'notification' to read as follows: a parent or guardian of a student who has been subjected to a search shall be mailed written notification of the search within 24 hours.

Board Policy 5771

The Board was presented additional revisions to Administrative Regulation JFG-2 – Personal Search, as presented at the August 14<sup>th</sup> and August 28<sup>th</sup> regular meeting. Additional clarifying language will be added and presented at a future meeting.

Administrative Regulation JFG-2

The Board was presented proposed revisions to Board Policy 3141.01A – Suspension and Dismissal of Professional Staff Members (Administrators), for initial consideration.

Board Policy 3141.01A

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3220.01 – Teacher Appreciation Grant. Doug Thorne, district counsel/chief of staff, explained the only revision is to the non-renewal suspense date changing to March 1<sup>st</sup>.

Board Policy 3220.01

The Board was presented proposed revisions to Administrative Regulation CC – Organizational Chart, for initial review.

Administrative Regulation CC

The Board was presented the Teacher Appraisal Plan for the 2018-2019 School Year, for review. (Codified File 1819-27)

Teacher Appraisal Plan

By unanimous action, the Board approved the following overnight trip requests for Memorial High School wrestling: to travel to Yorktown, IN on December 14 and 15, for a wrestling tournament; to travel to Fort Wayne on February 8 and 9, 2019 for the semi-state wrestling finals; and to travel to Indianapolis on February 15 and 17, 2019 for the state wrestling finals.

Overnight Trip Requests

The submission of a grant to the Indiana Department of Workforce Education/Adult Education from Adult Education was retracted.

Grant Submission

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 11, 2018 listing. (Codified File 1819-28)

Conference Leaves

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

Personnel Report



<p>Employment of the following four (4) certified staff members for the 2018-2019 school year:</p> <ul style="list-style-type: none"> <li>Heather Basse - counselor at Elkhart Academy</li> <li>Ashley Hutchison - grade 1 at Feeser</li> <li>Erin Tepe, intervention at Riverview (temporary contract)</li> <li>Stevi Weaver, FACS at Central</li> </ul>	<p>Certified Employment</p>
<p>Resignation of the following four (4) certified staff members effective on the dates indicated:</p> <ul style="list-style-type: none"> <li>Heather Basse - counselor at Elkhart Academy, 9/14/18</li> <li>Melissa Cadotte - grade 4 at Osolo, 9/7/18</li> <li>Melissa Johnson - math at Central, 6/8/18</li> <li>Aliya Jojo - science at Pierre Moran, 6/8/18</li> </ul>	<p>Certified Resignation</p>
<p>Employment of the following seven (7) classified employees who have successfully completed their probationary period on dates indicated:</p> <ul style="list-style-type: none"> <li>Carol Alarcon, desk coordinator at Tech Services, 9/7/18</li> <li>Anita Bates, food service at Monger, 9/4/18</li> <li>Michael Chastain, custodian at Beardsley, 9/3/18</li> <li>Ruthann Edwards, food service at Memorial, 9/4/18</li> <li>Carolyn Hacker-Farrow, paraprofessional at Daly, 9/10/18</li> <li>Melanie Kujawski, secretary at ESC, 8/30/18</li> <li>Susan Terry, custodian at Osolo-Feeser, 9/3/18</li> </ul>	<p>Classified Employment</p>
<p>Resignation of the following six (6) classified employees effective on the dates indicated:</p> <ul style="list-style-type: none"> <li>Amber Brandys - paraprofessional at Pierre Moran, 6/8/18</li> <li>Kayle Foley - bus driver at Transportation, 8/31/18</li> <li>Helen Hardin - food service at Osolo, 9/5/18</li> <li>Stefani Jenkins - food service at Central, 8/27/18</li> <li>Annette Johnson - food service at North Side, 6/8/18</li> <li>Paul Kitt - custodian at Daly, 8/31/18</li> </ul>	<p>Classified Resignation</p>
<p>Revision of the resignation date reported on August 28<sup>th</sup> for classified employee Sierra Coulahan, paraprofessional at Daly, 8/31/18.</p>	<p>Revision</p>
<p>Unpaid leave for the following four (4) classified employees on dates indicated:</p> <ul style="list-style-type: none"> <li>Dinorah Kuehne, paraprofessional at Pinewood, beginning 8/23/18 and ending 11/20/18</li> <li>Rick Newman, custodian at Central, beginning 9/20/18 and ending 1/31/19</li> <li>Theresa Lee, food service at Pinewood, beginning 10/19/18 and ending 10/31/18</li> <li>Monzella Smith, paraprofessional at Beardsley, beginning 8/27/18 and ending 9/21/18</li> </ul>	<p>Unpaid Leave</p>

Medical leave for classified employee, Sarah Gurka Cooke, technical assistant at West Side, beginning 8/31/18 and ending 11/20/18.

Medical Leave

Board member Glenn Duncan requested additional review of Administrative Regulation JFG-2 with suggested added clarification.

From the Board

Board members Carolyn Morris and Susan Daiber reported on their attendance at the Indiana School Board Association convention on September 10<sup>th</sup> and 11<sup>th</sup>. Mrs. Morris stated a lot of good information was provided. Mrs. Daiber remarked that two of the main topics discussed were pathways and community partners, two items ECS has already incorporated. Mrs. Morris and Mrs. Daiber both commented on the presentation by State Superintendent of Public Instruction, Dr. Jennifer McCormick.

From the Board

Mrs. Carter explained Mrs. Daiber was the district's delegate at the convention, since she will be off the board at year's end.

From the Board

The meeting adjourned at approximately 7:40 p.m.

Adjournment

APPROVED:

Signatures

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

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

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

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

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

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

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

MINUTES  
OF THE SPECIAL MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
September 18, 2018

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

Place/Time

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

Roll Call

Absent: Carolyn R. Morris

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

Call to Order

By unanimous action, the Board adopted a Resolution regarding disposition of certain land via exchange with Shafer Land Corporation, LLC, pursuant to Indiana Code 36-1-11-3.

Land Exchange Resolution

The meeting adjourned at approximately 7:10 a.m.

Adjournment

APPROVED:

Signatures

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

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

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

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

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

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

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

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

Elkhart Community Schools  
Elkhart, Indiana

September 18, 2018

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at  
7:10 a.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

Roll Call

ECS Personnel  
Present:

Tony England  
Tony Gianesi  
Mark Mow

Kevin Scott  
Doug Thorne

The Board heard a report from Kevin Scott, Chief Financial Officer, on the  
2019 budget regarding the education fund.

Topics  
Discussed

The meeting adjourned at approximately 8:00 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

August 2018

PETTY CASH	\$	500.00
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### GENERAL ACCOUNTS:

Lake City Bank - Deposit Account	18,904,585.82
Lake City Bank - Accounts Payable	(3,365,610.46)
Lake City Bank - Merchant Account	165.00
Teachers Credit Union	2,928,227.39
BMO Harris Bank (UMR insurance)	407,420.00

### SCHOOL LUNCH ACCOUNTS:

Lake City Bank - Prepaid Lunch	126,339.74
Change Fund	2,010.00

### TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,925,461.93
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### PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	(124,024.97)
Lake City Bank - Flex Account	67,091.60

### INVESTMENTS:

Certificate of Deposit	-
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\$	21,872,166.05
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BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**To: Kevin Scott**

**From: Erica Purvis**

**Date: September 18, 2018**

**Subject: Temporary Inter-fund Loans**

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**The following temporary inter-fund loans have been executed effective 8/31/2018:**

\$14,000.00 from Fund 0410 Transportation Fund to Fund 0420 Bus Replacement Fund

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
September 25, 2018, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Bristol 5th & 6th Grade Teachers	Teachers will sell freshly popped popcorn as an afternoon snack, Fridays only. Funds will be used for 5th and 6th grade field trips and activities.	9/28/2018 - 5/31/2019	9/14/2018	Amanda Balk & Jacqueline Krull
Bristol 5th & 6th Grade Teachers	A pre-sale of Rise 'n' Roll donuts will be held. Proceeds will be used for 5th and 6th grade field trips and activities.	9/27/2018 - 10/10/2018	9/14/2018	Nicole King
Bristol 5th & 6th Grade Teachers	Students in 5th and 6th grade will sell snacks at their school movie night. Snacks are to include water, popcorn, and fruit snacks.	10/12/2018	9/11/2018	Nicole King & Amanda Balk
West Side Media Center	A Scholastic Book Fair will be held in the school library. Proceeds will be used for books and reading incentives for students.	10/11/2018 - 10/24/2018	9/14/2018	Matthew Howe
Central Future Problem Solvers	Students will sell popcorn to family and friends through the Double Good vendor. Proceeds will be used to defray registration costs for students.	11/26/2018 - 12/3/2018	9/14/2018	Jessica Schibley
ECHS Orchestra Boosters	A Nelson's Chicken BBQ sale will be held on October 23, 2018 at Central High School. Proceeds will be used for Orchestra expenses such as travel, scholarships, music and equipment.	10/1/2018 - 10/23/2018	9/18/2018	Kyle Weirich
ECHS Key Club	Wings Etc. will host a "Buy Back Night" where they will donate all pretax sales to the club. Proceeds will be used to help defray the cost for members to attend a convention in the spring of 2019.	10/17/2018	9/8/2018	Krista Riblet
EACC- CSI and Law Enforcement Classes	Students will organize and implement community blood drives through South Bend Medical. Proceeds will be used for the James Chomer Scholarship which will be awarded to four qualifying EACC students. (Application attached for review)	11/9/2018; 1/18/2019; 3/15/2019	9/18/2018	Nicole Dyer
Elkhart High Elite	Team wristbands and t-Shirts will be sold during lunch and after school. Proceeds will be used for team subscription fees to the league.	9/18/2018	9/28/2018	Steven Robinson
	<b>Please note the following fundraiser is presented for confirmation only.</b>			
Central Tennis Team	A Hacienda Give Back Night was hosted. Proceeds will be used to pay for senior banners and senior night.	9/17/2018	9/18/2018	Ric Wiskotoni

# James Chomer Scholarship Application

Application deadline is Friday, April 26, 2017 to Mrs. Dyer (CSI)

(Attach Extra Pages if Necessary)

Date	_____		
Name	_____		
	_____ Last	_____ First	_____ Middle
Address	_____		
	_____ Street	_____ City, State, Zip	
Phone Number	_____		
	_____ Primary	_____ Secondary (cell)	
Email Address	_____		
Date of birth	_____ M/D/Year	Place of birth _____	Sex _____
High School Name and Address	_____		
GPA _____	Class ranking _____		
Vocational field/ Occupation desired	_____		
List of extracurricular activities participated in	_____		
List of honors, awards, etc. you have received	_____		
List of hobbies and special interests	_____		
List of high school courses that strengthen your vocational background	_____		
<b>Financial data (All information is strictly confidential):</b>			
Father or Guardian _____	Employer _____		
Mother or Guardian _____	Employer _____		
Combined annual family income	_____		
Number of dependants as defined by the IRS	_____		
<b>Other information:</b>			
✓ Letter or recommendation from one or more teachers.			
✓ Transcript of grades.			
✓ List of work experiences.			
✓ Name of educational institution you will attend: _____			
✓ Essay (up to 500 words) "What does community service mean to me?"			
I certify that all information provided is true and accurate. _____			
Signature of applicant			
<b>All required information with application needs to be turned in by April 12<sup>th</sup>, 2018 to be considered.</b>			



# Medical Plan Experience

August 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	\$ 558,302	\$ 843,642	\$ (285,340)	\$ 5,105,847	\$ 6,783,231	\$ (1,677,384)
UMR Rx	\$ 194,860	\$ 188,983	\$ 5,877	\$ 1,140,309	\$ 1,197,477	\$ (57,168)
Rx Rebate	\$ -	\$ -	\$ -	\$ (72,130)	\$ -	\$ (72,130)
Less Amt Above Stop Loss	\$ (2,738)	\$ (207,218)	\$ 204,480	\$ (65,749)	\$ (885,858)	\$ 820,109
Claim Cost Total	\$ 750,424	\$ 825,407	\$ (74,983)	\$ 6,108,276	\$ 7,094,850	\$ (986,574)
Expected Claim Cost	\$ 908,188	\$ 934,138	\$ (25,950)	\$ 7,366,908	\$ 7,488,393	\$ (121,485)
Claims vs. Expected	\$ (157,764)	\$ (108,731)	\$	\$ (1,258,632)	\$ (393,543)	\$
Non Claim Costs (administration,clinic, pharmacy, stop-loss)	\$ 203,643	\$ 222,504	\$ (18,861)	\$ 1,623,426	\$ 1,784,176	\$ (160,750)
Total Cost (Claim + Non-claim)	\$ 954,067	\$ 1,047,911	\$	\$ 7,731,702	\$ 8,879,026	\$
Enrollment	1,021	1,100		8,282	8,818	
Cost Per Employee Per Month (PEPM)	\$ 934.44	\$ 952.65	\$	\$ 933.55	\$ 1,006.92	\$ -7.3%
Paid Claims Per Employee			\$	\$ 737.54	\$ 804.59	\$ -8.3%



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

MEMORANDUM

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

**FROM: KEVIN SCOTT**

**DATE: SEPTEMBER 20, 2018**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
North Side Extra Curricular Athletic Fund	30 Boys Basketball Uniforms from BSN Sports	\$2,888.00



**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

September 11th, 2018

To: Kevin Scott

From: Sara Jackowiak

RE: Request for Extra-Curricular Purchase

This memo serves as a formal request to purchase 30 new uniforms for our Boys Basketball Team from BSN Sports. The purchase will be paid for using extra-curricular athletic funds in the total amount of \$2,888.00



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

SEP 20 2018 10:11 AM

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

**FROM: KEVIN SCOTT**

**DATE: SEPTEMBER 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
Pierre Moran Extra Curricular	158 Music Polos from Martins Marketing	\$2,686.00



PIERRE MORAN MIDDLE SCHOOL

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: ELKHART COMMUNITY SCHOOL  
BOARD OF TRUSTEES**

**FROM: CYNTHIA BONNER  
PRINCIPAL, PIERRE MORAN MIDDLE SCHOOL**

**DATE: SEPTEMBER 11, 2018**

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**RE: BOARD APPROVAL FOR MUSIC POLO SHIRTS**

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Pierre Moran Middle School is requesting approval to purchase 158 Music Polo Shirts from Martins Marketing of Elkhart at a cost of \$2686.00. The total amount of will be paid for by individual students in the music organizations. (Shirts are sold to individual students at a cost of \$17.00 per shirt.

We have acquired extra shirts in the past which we loan to students who cannot afford the cost of the shirt.

Respectfully submitted,

Cynthia Bonner



**TECHNOLOGY SERVICES**

PHONE: 574-262-5676

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**ELKHART COMMUNITY SCHOOLS**

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

**To:** Mr. Mow  
Board of School Trustees  
**From:** Jason Inman  
**Date:** September 20th, 2018  
**Subject:** Common School Fund Loan

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The Indiana Department of Education makes available low-interest loans for technology projects via the Common School Fund. Based upon current enrollment, ECS qualifies for a loan of \$1,224,200. The Business Office seeks Board approval to take advantage of these below-market interest rates to fund technology purchases that cannot be funded through other sources of available revenue. A loan from the Common School Fund will allow us to continue the District's expansion of mobile devices to further provide 1:1 instruction at all grades, while improving technology in learning spaces throughout the district.

The State Board of Education has designated several millions of dollars for technology loans. I am enclosing a copy of the IDOE information sheet on the Common School Fund. The window to apply for this funding will close on October 5th, 2018. If you have any questions concerning this matter, please contact me at 262-5560.

**EDUCATIONAL TECHNOLOGY PROGRAM**  
**Application Period September 12, 2018 through October 5, 2018**  
**PUBLIC SCHOOL CORPORATIONS ONLY**

Mail to: CommonSchoolFund@doe.in.gov

**PETITION TO THE INDIANA STATE BOARD OF EDUCATION**  
**FOR AN ADVANCE FROM THE COMMON SCHOOL FUND**

Date of Petition September 18th, 2018

Corporation # 2305 Corporation Name: Elkhart Community Schools  
 Street Address: 2720 California Road City Elkhart Zip Code 46514  
 Contact Name: Jason Inman Phone # (574) 262-5560  
 Contact email: jinman@elkhart.k12.in.us

Amount requested from the Common School Fund (technology) \$ 1,224,200.00

The Treasurer of State for Indiana administers Common School loan agreements and has established the following repayment schedule:

- < \$20k repayment of 1 year
- \$20k to \$50k repayment up to 2 years
- \$50k to \$75k repayment up to 3 years
- \$75k to 100k repayment up to 4 years
- >\$100k repayment up to 5 years

1. **In order to apply for an advance, under the provisions of IC 20-20-13-7, each school corporation must have an approved three-year technology plan that includes at least the following information:**
- a. A description of the school corporation's intent to integrate technology into the school corporation's curriculum.
  - b. A plan for providing in-service training.
  - c. A schedule for maintaining and replacing educational technology equipment.
  - d. A description of the criteria used to select the appropriate educational technology equipment for the appropriate use.
  - e. Other information requested by the department after consulting with the budget agency.

Does the corporation meet this requirement?  Yes  No

2. Has the applicant completed all local processes required for this project?  Yes  No

3. Please supply the information requested in the space below (Note: In computing the advancement base, the most recent (September 2018) **Grade K-12** ADM figure should be used.)

<u>12,242</u>	multiplied by \$100 =	<u>\$ 1,224,200.00</u>
<b>Grade K12</b>		Advancement Base
<b>ADM</b>		(Maximum allowed per Board policy)

4. Project Cost Breakdown

- |   |                        |
|---|------------------------|
| a. Technology                                 | <u>\$ 1,224,200.00</u> |
| b. Other project cost (please specify)        | <u>\$ _____</u>        |
| c. Other project cost (please specify)        | <u>\$ _____</u>        |
| d. Total project cost (sum lines a through c) | <u>\$ 1,224,200.00</u> |

Sources of funds used to finance the project

- |  |                        |
|--|------------------------|
| e. Common School Technology Loan                   | <u>\$ 1,224,200.00</u> |
| f. Other _____                                     | <u>\$ _____</u>        |
| g. Total sources of funds (sum line e plus line f) | <u>\$ 1,224,200.00</u> |

Per statute, "Educational technology program means for the purchase, lease or financing of education technology equipment; operation of the educational technology equipment; or training of teachers in the use of educational technology equipment."

NOTES:

- Cost breakdown should represent a complete project. Department budgets will not be accepted as support.
- Only professional development costs that are directly related to the training of teachers in the use of the educational technology will be considered. Direct costs include specific course offerings or contractual training services provided onsite.
- Technology considered administrative in nature may not be considered for a Common School Loan (i.e. phone systems, computers/laptops for support staff, etc.)

5. Technology project description

This project will continue the District's expansion of mobile devices to further provide 1:1 instruction at all grades. In the fall of 2018, we deployed enough devices to fully move our high schools to 1:1. This project will provide an expansion to four additional elementary schools: Cleveland, Bristol, Mary Feeser, and Woodland elementary.

6. Technology cost breakdown by site-include as attachment if necessary: (if purchasing equipment or services, include the number of items and estimated cost by item). If a facility will not benefit from the technology project, it is not necessary to list it.

Building	Item Description	Cost per Unit	# of Units	Total Cost
<i>example John Smith Elementary</i>	<i>iPad mini</i>	<i>\$500</i>	<i>100</i>	<i>\$50,000</i>
<b>SEE ATTACHED</b>				

7. Technology project integration points (How will this loan support the current technology plan and strategic vision for the school district in terms of academic achievement?)

These devices will provide additional access to mobile technology, which is critical to the advancement of academic achievement. This loan will expand the number of teachers prepared and students equipped for our 1:1 program.

8. If the school corporation has received a Common School Loan for Technology in the last three years, how much was received and how were the funds used? \$6,302,149.00

Elkhart Community Schools received two Common School Fund loans for technology in 2016 totaling \$2,540,250. This funding was used to enhance the network infrastructure in preparation for expanded mobile computing as well as for the first round of mobile devices for teachers and students. In 2017, two loans totaling \$2,513,140 were used to purchase additional student and teacher devices. In 2018, the school district received a loan for \$1,248,759 to deploy enough devices to make our district high schools fully 1:1.

9. How will the impact of this loan be measured to ensure successful implementation of technology in the school district?

The use of technology and its impact on instructional practice and student performance is evaluated by principals and by district-level administrators in the areas of Instruction and Learning, Communication and Data, and Technology. Our ongoing and continuous measurement of the success of the project will allow us to adapt to changing circumstances and adjust the plan as conditions warrant.

10. If the school has received a School Technology Advancement Account (STAA) loan in the last three years, how much did the school receive and how were the funds used? \$ 1,277,728.00

The school district received STAA loans of \$364,000, \$362,940, \$300,908, and \$249,880 in 2015, 2016, 2017, and 2018 respectively. These funds were used to purchase computers, software and classroom projection systems for student use in our schools. These purchases provide an enhanced instruction space and allow for increased access to local and state online instructional resources and assessments.



11. If the school has received Education Technology funds in the last three years, how much was received and how were the funds used? \$ \_\_\_\_\_

*A signed copy of the application must be received for consideration.*

**Certification**

\_\_\_\_\_  
Superintendent, School Corporation

\_\_\_\_\_  
President, School Board

**ATTEST:**

\_\_\_\_\_  
Secretary, School Board

STATE OF INDIANA                    )  
  )  
\_\_\_\_\_ COUNTY )

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

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

My Commission expires: \_\_\_\_\_, \_\_\_\_\_.

County of Residence: \_\_\_\_\_

Location / Item	Description	Cost per Unit	# Units	Total
Cleveland Elementary	iPad with Apple Care	\$393.00	500	\$196,500
Cleveland Elementary	Asset Inventory Tags	\$4.00	500	\$2,000
Cleveland Elementary	VPP: (Apple iOS Apps)	\$10.00	500	\$5,000
Cleveland Elementary	iPad Case	\$99.00	500	\$49,500
Cleveland Elementary	JAMF License (MDM System)	\$6.00	500	\$3,000
Bristol Elementary	iPad with Apple Care	\$393.00	300	\$117,900
Bristol Elementary	Asset Inventory Tags	\$4.00	300	\$1,200
Bristol Elementary	VPP: (Apple iOS Apps)	\$10.00	300	\$3,000
Bristol Elementary	iPad Case	\$99.00	300	\$29,700
Bristol Elementary	JAMF License (MDM System)	\$6.00	300	\$1,800
Feeser Elementary	iPad with Apple Care	\$393.00	450	\$176,850
Feeser Elementary	Asset Inventory Tags	\$4.00	450	\$1,800
Feeser Elementary	VPP: (Apple iOS Apps)	\$10.00	450	\$4,500
Feeser Elementary	iPad Case	\$99.00	450	\$44,550
Feeser Elementary	JAMF License (MDM System)	\$6.00	450	\$2,700
Woodland Elementary	iPad with Apple Care	\$393.00	250	\$98,250
Woodland Elementary	Asset Inventory Tags	\$4.00	250	\$1,000
Woodland Elementary	VPP: (Apple iOS Apps)	\$10.00	250	\$2,500
Woodland Elementary	iPad Case	\$99.00	250	\$24,750
Woodland Elementary	JAMF License (MDM System)	\$6.00	250	\$1,500
Teacher Training: iPads	iPad training for teachers	\$10,000.00	1	\$10,000
Teacher Training: Canvas	Canvas LMS Training for Teachers	\$10,000.00	1	\$10,000
Teacher Training: SeeSaw	SeeSaw LMS Training for Teachers	\$10,000.00	1	\$10,000
iPad keyboards	Logitech Magnetic Keyboards	\$37.00	1000	\$37,000
Teacher Docking Stations	For use with laptops in classrooms	\$97.00	550	\$53,350
Teacher Laptops	Desktop Replacements	\$598.00	150	\$89,700
iPad chargers and cords	With Brick and Lightning cable	\$40.00	481	\$19,240
Logitech Apple Crayon	Elementary school use	\$49.00	50	\$2,450
All schools by need	Epson Brightlink 675W projector	\$898.00	31	\$27,838
All schools by need	Epson Speakers	\$96.00	31	\$2,976
All schools by need	Projector Installation	\$2,500.00	31	\$77,500
Elkhart Central Library	Installation: projector & student displays	\$10,896.00	1	\$10,896
Elementary Gym AV Project	AV installation in School Gyms	\$7,000.00	13	\$91,000
All schools by need	DVD/RW Drives for Teacher Devices	\$30.00	300	\$9,000
All schools by need	Charging and storage units for iPads	\$250.00	21	\$5,250

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**Total Project Cost**
**\$1,224,200**

## **Common School Fund**

### **Loan types and definitions**

- **Educational Technology** – Educational technology program means for the purchase, lease or financing of education technology equipment; operation of the educational technology equipment; or training of teachers in the use of educational technology equipment. Available to public schools and school corporation career and technical education centers.
- **School Building Construction** – School building construction program means the purchase, lease, or financing of land, the construction and equipping of school buildings, and the remodeling, repairing, or improving of school buildings by a school corporation or career and technical education school. Available to public schools and school corporation career and technical education centers.
- **School Technology Advancement Account (STAA)** – STAA funds are for the purchase of computer hardware and software to be used for student instruction and for the development and implementation of innovative technology projects. Available to public schools and school corporation career and technical education centers.
- **Charter and Innovation School Advance Program**- administered by the State Board of Education

### **Availability of advancements**

Common School Educational Technology and School Building Construction loans are available and offered twice a year in the spring and fall contingent on approval by the State Board of Education.

School Technology Advancement Account loans are offered once a year by the Department.

### **Amount available each period**

The available amount for Common School Educational Technology and School Building Construction loans varies each period and is determined based on the amount of unreserved funds in the Common School Fund at a given time. On average, the amount offered ranges from \$25 million to \$50 million for both loan types. There is \$5 million appropriated for STAA loans each year from the Common School Fund.

### **Maximum allowed per applicant**

- Educational Technology – Current ADM multiplied by \$100
- School Building Construction – may not exceed the greater of \$15 million or the Number of students accommodated by the project multiplied by \$15,000
- STAA – DOE-PE divided by 25 multiplied by \$500 (if available, plus funds on a per pupil basis)

### **Loan agreements**

Once loans are approved by the State Board of Education, the Treasurer of State's office executes the loan agreements and processes all claims.

### **Repayment period**

- Educational Technology – may not exceed 5 years
- School Building Construction – may not exceed 20 years
- STAA – 2 to 5 years depending on the loan amount (established by Treasurer of State)

### **Payment**

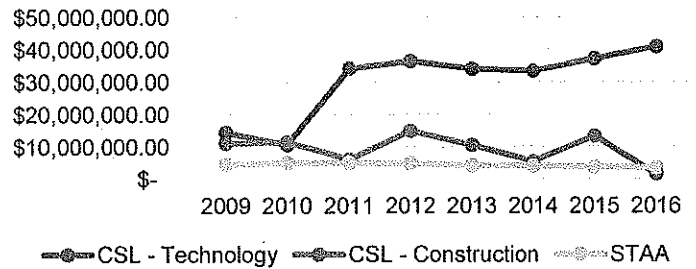
Payment for advances are taken as a reduction to the school corporation's Basic Tuition support.

Common School Loan Fact Sheet

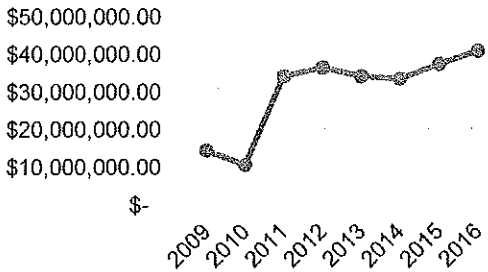
The Indiana code allows for advancements from the Common School Fund to be used for technology and school building construction loans by public school corporations and career and technical education centers.

From years 2009 through 2016, 109 school corporations eligible to take out Common School Loans have utilized the loan program. To date, no school corporation career and technical education centers have requested a construction or technology loan.

Common School Fund

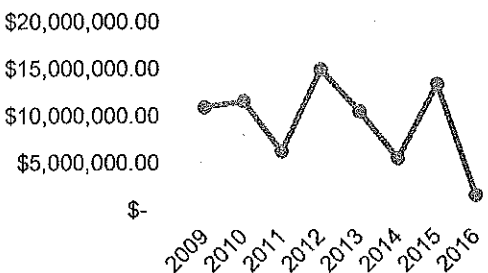


CSL - Technology



- Technology loans continue to increase over time. While available funds are split equally between technology and construction, technology requests tend to be overwhelmingly higher than construction requests and those funds available for construction are reallocated to technology.

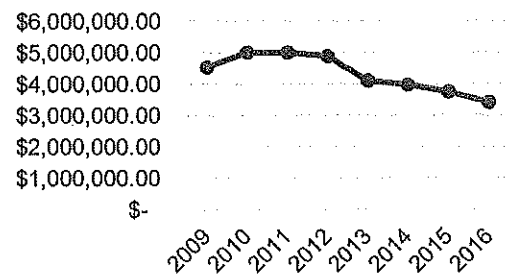
CSL - Construction



- Construction loans vary from year to year. Due to more stringent statutory eligibility guidelines for construction loans, there is a limited number of schools that seek construction loans from the fund.

- STAA advancements have remained steady over the years. The requirements for this particular program are broader in nature. Additionally, schools have the ability to request more funds beyond the calculated eligibility amount. Therefore, nearly all of the STAA allocation is awarded annually.

STAA



## PERSONAL SEARCH

The principal, or another member of the school staff designated by the principal and acting at the direction of the principal, may search the person of a student who is on school property, or at a school-sponsored activity, if the staff member has reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or school rules. Searches of the person of a student shall be limited to:

1. Searches of the pockets of a student's clothing;
2. Searches of any object in the possession of the student, such as a purse, briefcase, bookbag, or similar object;
3. A "pat down" of the exterior of a student's clothing; and/or
4. Searches of outer garments, such as a hat, coat, jacket or footwear.

Searches of the person of a student which require removal of clothing other than outerwear such as a hat, coat, jacket or footwear shall not be conducted by school personnel.

In the event a student refuses to permit such a search or breath test, such refusal shall create a presumption, admissible in any suspension or expulsion proceeding, that the student has violated the school rule requiring that students submit to reasonable searches by authorized staff members, which violation shall be considered grounds for suspension or expulsion proceedings. Prior to the admission into evidence of any such presumption, the hearing officer or panel must hear evidence of reasonable cause suspicion and make a finding that reasonable cause suspicion for the search existed. If not rebutted to the satisfaction of the hearing officer or panel, the presumption shall be sufficient to support a suspension or expulsion recommendation.

Personal searches of a student shall be conducted in a manner which is consistent with a balancing of the student's expectation of privacy as against the school's obligation to discover and eliminate illegal and/or prohibited items, protect the health, safety and welfare of students and school personnel, and generally promote good school order and educational purposes. In deciding to make a personal search, and in determining the extent of such a search, factors taken into consideration may include the following:

1. The student's age, history and school record;
2. The prevalence and seriousness of the perceived problem in the school;
3. The perceived need for a search without delay;
4. The probative value and reliability of the information justifying the search;  
and

5. The school official's prior experience with the student.

A "pat down" search conducted by school officials of the person of a student shall be done in a private room by an official of the same sex as the student being searched. At least one, but not more than three, additional adults of the same sex as the student being searched shall witness, but not participate in, the search. The administrator responsible for conducting the search shall, as soon as reasonably possible, attempt to notify the student's parent or guardian of the search by telephone, on the same day as the search. A parent or guardian of a student who has been subjected to a search shall be mailed a written notification of the search within twenty-four (24) hours—whenever the administration is unable to provide notification by telephone. ~~The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.~~ NOTE: The requirements described in this paragraph do not apply to searches of objects in the student's possession such as book bags or purses nor shall they apply to searches of coats, hats, footwear and other outer garments.

The student shall be given the opportunity to be present during a search of property or objects in his or her immediate possession.

When items are seized or confiscated as a result of the search of a student's person or of objects in the possession of a student, each item seized shall be identified (tagged) and not co-mingled with any other items. A receipt shall be issued to the student or lawful custodian of the student from whom the items were seized.

#### USE OF METAL DETECTORS -- PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating weapons are not permitted at school and students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

#### Metal Detector Random Checks

A. A principal, with the approval of the Superintendent, may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and

board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

B. Before conducting ~~the~~ a random metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing the checks are intended to maintain safe schools.

C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.

D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

### **Metal Detector ~~Checks~~ Search of Individual Students**

Before conducting a metal detector ~~check~~ search of an individual student, the administrator or officer must have individualized reasonable suspicion the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

~~NOTE: The use of metal detectors or similar devices to scan objects in the possession of a student is not considered to be a personal search and is not subject to this regulation.~~

| ~~May, 1994~~ September 25, 2018



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3141.01A/page 1 of 2  
*(as presented during the 9/11/18 BST meeting)*

## **SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS (ADMINISTRATORS)**

### Section 1. Notification of Dismissal

An administrator will be notified in writing on or before May 1 of each year if such administrator's contract is not to be renewed for the following year, or if his or her salary is to be reduced. An assistant superintendent, principal, or assistant principal shall be informed of consideration of non-renewal of his or her contract at least thirty (30) days prior to ~~February~~ March 1. Any administrator not so notified on or before the above date will be given a contract of at least an equivalent salary as such administrator's employment contract stipulates.

### Section 2. Grounds for Dismissal

An administrator may have his or her contract cancelled or non-renewed as provided by law.

### Section 3. Change in Assignment

- A. An administrator will be notified in writing on or before May 1 of each year of any substantial change in assignment.
- B. An administrator who is reassigned to a classroom teaching position shall be entitled to advanced salary credit status and an allowance equal to that provided for certified staff members with master's degrees for each six semester hours of graduate credit outside the master's degree program up to a maximum of 66 semester hours. Said determination for advanced credit status shall be approved by the Superintendent of Schools at the time of reassignment.

### Section 4. Grant of Authority to Suspend

The Superintendent shall have the specific authority to suspend any classified or certified employee from duty, with or without pay; provided, that if such suspension is of a certified employee, and is one without pay, the Superintendent shall notify the Board of School trustees at the next regularly scheduled public meeting and submit said suspension to the Board for ratification.

# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

PERSONNEL  
**Proposed Revised** 3141.01A/page 2 of 2  
*(as presented during the 9/11/18 BST meeting)*

## Section 5. Causes for Suspension

Suspension, with or without pay, of any administrator 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.

## Section 6. Administrative Leave

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 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.

## Section 7. Other Discipline

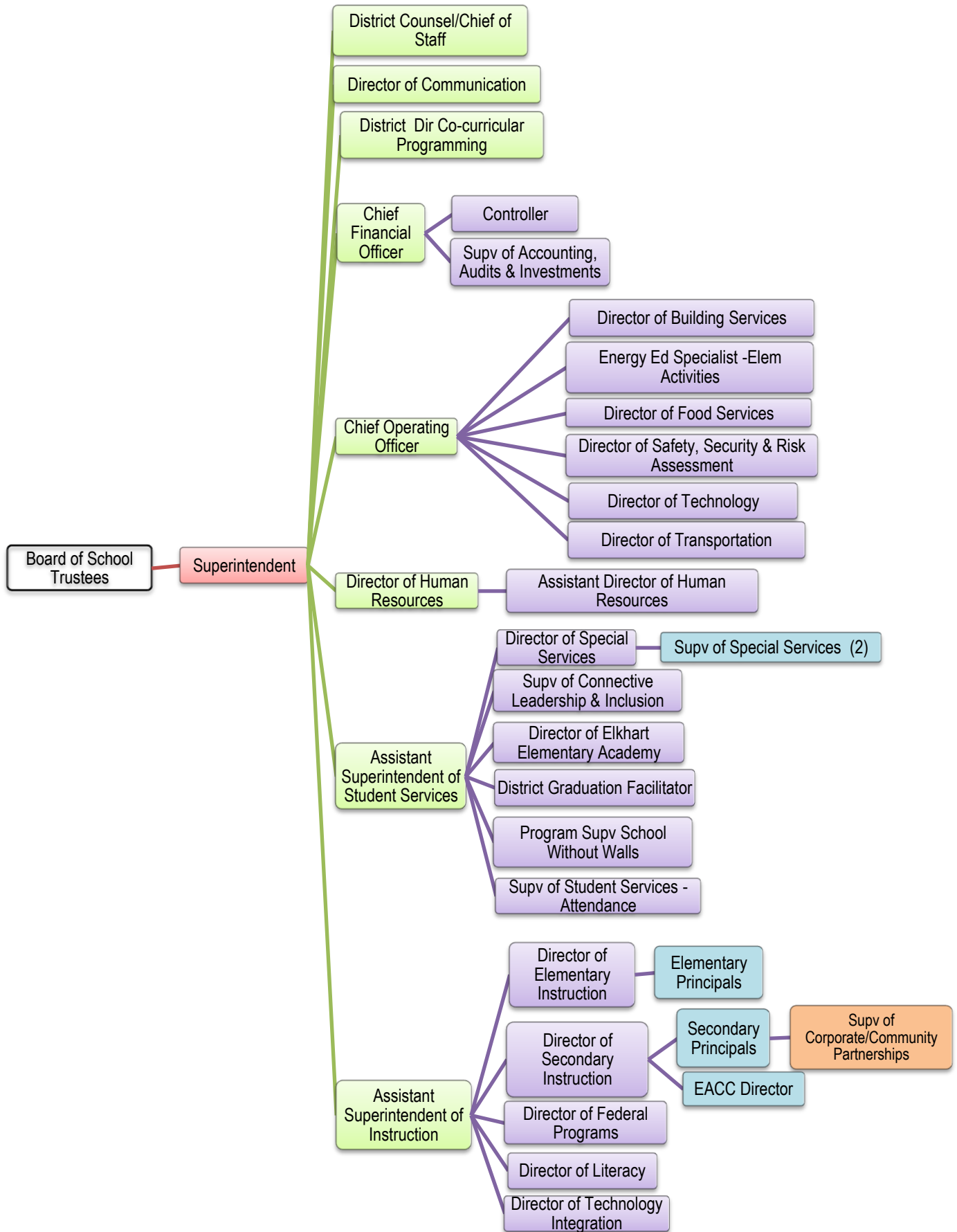
Any administrative employee may be disciplined by the Superintendent or an administrative supervisor. Progressive discipline shall normally be used as follows:

1. discussion/counseling,
2. written notice,
3. suspension,
4. recommended contract cancellation/non-renewal, or dismissal.

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

~~January 1, 2017~~ September 25, 2018

**Proposed Revised Administrative Regulation**



**SECOND AMENDMENT TO AGREEMENT BETWEEN  
ELKHART COMMUNITY SCHOOLS and ETHOS, INC.**

Elkhart Community Schools, an Indiana community school corporation, and ETHOS, Inc., an Indiana non-profit organization, (dba ETHOS Science Center) entered into an agreement (“Master Agreement”) on September 25, 2018.

Elkhart Community Schools (hereinafter referred to as ECS or Elkhart) and ETHOS Science Center (hereinafter referred to as ETHOS) desire to amend the Master Agreement in a manner which will expand the areas of collaboration between ECS and ETHOS (hereinafter collectively referred to as the Parties).

In consideration of the mutual covenants and agreements contained herein and in the Master Agreement, the Parties hereto agree to amend the Master Agreement as follows:

1. John Taylor (hereinafter referred to as Taylor) is a certified teacher employed by ECS and presently assigned to Elkhart Memorial High School.
2. ETHOS seeks the services of Taylor to help lead the academic component of ETHOS and develop a science museum to be used by ECS students, as well as students attending other schools in northern Indiana and southwestern Michigan, along with community members in the geographic area served by ETHOS.
3. Taylor has been providing instruction to ECS students in a Science Research, Independent Study course affording students with unique opportunities for independent, in-depth study of one or more specific scientific problems. Students in this course develop a familiarity with laboratory procedures used in a given educational, research, or industrial setting or a variety of such settings. Students enrolled in this course complete a science fair project to be exhibited at a regional science fair and/or state science symposium, an end-of-course project, such as a scientific research paper, or some other suitable presentation of their findings.
4. ECS and ETHOS recognize the parties to this agreement will both benefit from Taylor’s work in the development of the ETHOS Innovation Center academic campus,

and the continued offering of the Science Research, Independent Study course taught by Taylor.

5. ETHOS has obtained grant funding covering seventy (70%) percent of the cost to ECS for Taylor's salary (\$67,650.00) and benefits (\$15,743.62) for the 2018-19 school year (Exhibit A). In the event negotiations with the exclusive representative results in an increase in Taylor's compensation, ECS will provide timely notification of the same to ETHOS.
6. For the 2018-19 school year, ECS agrees, with the exception to the time necessary to provide instruction at Elkhart Memorial High School for the Science Research, Independent Study and one section of Physics II, to release Taylor from other instructional duties during the duration of this Second Amendment to the Master Agreement (hereinafter referred to as Second Amendment).
  - a. Taylor will provide one period of direct instruction at Elkhart Memorial for the 2018-19 school year on Tuesdays and Thursdays in Science Research, Independent Study and one section of Physics II.
  - b. Students enrolled in Science Research, Independent Student will participate in a video conference with Taylor on Mondays during the 2018-19 year.
7. Taylor, on behalf of ECS and ETHOS, shall during the duration of this Second Amendment, explore the potential for courses which might be offered by ECS at the ETHOS facility.
8. ECS, ETHOS, and Taylor shall also explore internship opportunities in the sciences for ECS students, including but not limited to internship opportunities to take place at the ETHOS facility.
9. Taylor shall continue to participate on the ECS team for the development of the ECS School for Engineering, Technology, and Innovation.

10. ECS and ETHOS shall, on or before April 1, meet to evaluate the effectiveness of this Second Amendment and the nature of Taylor's ECS teaching assignment for the 2019-20 school year.

11. The Master Agreement and the Amendments to the Master Agreement constitute the entire agreement of the Parties with respect to the subject matters addressed in these agreements, and any further amendment or addendum must also be in writing executed by authorized representatives of the Parties. Except as set forth in the First Amendment to the Master Agreement and this Second Amendment, all other terms and conditions of the Master Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to the Master Agreement to be executed on the date set forth below, and shall take effect of the 14<sup>th</sup> day of August, 2018, and the persons signing represent and warrant they are duly authorized to sign on behalf of their respective parties.

ELKHART COMMUNITY SCHOOLS

By: Mark T. Mow

Printed Name: MARK T. MOW

Title: SUPERINTENDENT

ETHOS, Inc.

By: Patsy Boehler

Printed Name: Patsy Boehler

Title: Executive Director

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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.	What is the grant submission deadline?
Lowe's Tools For Education	Lowe's	Mary Feeser	Micah Lambert	\$10,000.00	The grant funds will be used to turn our courtyard into a learning space. We will be putting a gazebo, benches, bird baths and feeders, plants, etc. into our courtyard. The principal, Micah Lambert and Lowe's will oversee this project.	These funds will be used to create an outdoor learning space that will tie in with science and all other academic areas. Students will be able to read, do experiments, study birds, etc.	Gazebo, \$7,000.00, patio sets, \$2044.00, patio umbrellas, \$672.00, bird feeders, \$243.00.	9/28/2018

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Central High School

Class/Group: Choirs

Number of Students: 2

Date/Time Departing: Friday, January 18, 2019

Date/Time Returning: Saturday, January 19, 2019

Destination: All-State Honors Choir rehearsals, Fort Wayne IN  
City State

Overnight Facility: Ramada Plaza Fort Wayne

Mode of Transportation: car

Reason for Trip: Rehearsals and performance of/by the Indiana  
Choral Directors Association All-State Honors Choir.

Names of Chaperones: William Niederer, ICDA staff

Cost per Student: \$85 (1/2 of total cost)

Describe Plans for Raising Funds or Funding Source: Scholarships are available from ICDA

Plans to Defray Costs for Needy Students: Half of total cost is paid by ECHS Choir extra-curricular account.

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: William Niederer 9/11/18

Signature of Principal: [Signature] Date: 9/15/18

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

Approval of Assistant Superintendent: [Signature] Date: 9/17/18

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

RECD 9/17/18



ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: EMHS  
Class/Group: EMHS Choirs  
Number of Students: 5  
Date/Time Departing: 1/18/19 7:00 am (approx.)  
Date/Time Returning: 1/19/19 9:30 pm (approx.)  
Destination: IMEA Conference - Grand Wayne Ft. Wayne IN  
Conv. Center City State  
Overnight facility: Hotel Ft. Wayne  
Mode of transportation: car (parents)  
Reason for trip: Indiana All-State Honor Choir rehearsals & performance

Names of chaperones: TBD (Mr. Hon will be there, but off site for conference)

Cost per student: \$170.00

Describe Plans for Raising Funds or Funding Source: chocolat sales, coffee/calce sale

Plans to defray costs for needy students: EEF scholarships

Are needy students made aware of plans? yes

Signature of Teacher/Sponsor: Joshua Hsu

Signature of Principal: Kelley Blair Date: 9-14-18

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

Approval of Assistant Superintendent: DCA Heppard Date: 9/17/18

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

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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: September 20, 2018  
 TO: Mr. Mark T. Mow, Interim Superintendent  
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*  
 RE: **Conference Leave Requests**  
**September 25, 2018 - Board of School Trustees Meeting**

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

<b>2018 - 2019 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<p><b>IIEP WALKTHROUGH</b>                      This session will provide a greater understanding of the Indiana IEP system so we can create better plans and depict services for students with disabilities.                      Merrillville, IN                      September 26, 2018 (1 day's absence)                      LINDSEY COX - ESC (1-3)                      JULIE GUTHRIE - CENTRAL (0-0)</p>	\$0.00	\$95.00
<p><b>NAVIGATING DIFFERENCE</b>                      This conference will provide skills that will assist me in leading efforts to bring additional awareness of personal and organizational cultures.                      Seattle, WA                      October 1 - 4, 2018 (4 day's absence)                      TESSA SUTTON - ESC (0-0)</p>	\$2,050.00	\$0.00
<p><b>PREPARING FOR ILEARN BIOLOGY WORKSHOP</b>                      Information from this workshop will be utilized in preparing instruction for Biology students in preparation for the ILEARN Biology exam.                      Plymouth, IN                      October 3, 2018 (1 day's absence)                      SHARON TIPTON - NORTH SIDE (0-0)                      JEFF VAN LUE - PIERRE MORAN (0-0)</p>	\$170.29	\$190.00
<p><b>2018 IASP JR/SR ACADEMIC COACHES CONFERENCE</b>                      This conference will allow us to collaborate with other seasoned academic coaches to help improve our instructional style with the students on academic competition teams.                      Indianapolis, IN                      October 3, 2018 (1 day's absence)                      JEFF MILLER - MEMORIAL (0-0)                      JULIE TYRAKOWSKI - MEMORIAL (0-0)</p>	\$150.00	\$95.00
<p><b>ICASE (Indiana Council of Administrators of Special Education) FALL 2018 CONFERENCE</b>                      This conference will provide continued improvement of district Special Education practices.                      Indianapolis, IN</p>	\$1,362.46	\$0.00

October 3 - 5, 2018 (3 day's absence) LINDSEY COX - ESC (0-0) KATHY MENTZ - ESC (0-0)		
<b>GENIUS HOUR</b> This workshop will provide information on how to structure a Genius Hour along with implementation strategies. Merrillville, IN October 5, 2018 (1 day's absence) STEPHANIE MARKS - BRISTOL (2-5) CAMBRIA RIEF - EASTWOOD (0-0)	\$696.00	\$190.00
<b>WIDA ANNUAL CONFERENCE</b> This conference will provide sessions that examine research-based strategies and instructional practices to assist educators of PreK-12 English language learners. Detroit, MI October 23 - 26, 2018 (4 day's absence) DAWN MCGRATH - ESC (1-3) LINDA STOFKO - ESC (0-0) BETH WILLIAMS - ESC (1-3)	\$4,556.28	\$0.00
<b>INDIANA ASSOCIATION OF SCHOOL PRINCIPALS CONFERENCE</b> This conference will provide specific, practical, and inspiring strategies for the continuous strategic improvement process. One of the speakers, Mike Schmoker, endorses and supports essential standards and his work aligns perfectly with PLC expectations. Along with other subjects, information on ILEARN and school accountability will be shared. Indianapolis, IN November 18 - 20, 2018 (2 day's absence) MICAHA LAMBERT - FEESER (2-5) VAL PRILLER - BEARDSLEY (2-5)	\$1,721.20	\$0.00
<b>CEC (Council for Exceptional Children) 2019 CONVENTION AND EXPO</b> This conference will provide continued improvement of district Special Education practices. Indianapolis, IN January 30 - February 2, 2019 (3 day's absence) LINDSEY COX - ESC (1-3)	\$1,560.32	\$0.00
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>AAC (Augmentative &amp; Alternative Communication) FOUNDATIONS AND LAMP (Language Acquisition through Motor Planning) WORDS FOR LIFE</b> This conference will provide more information of LAMP to help guide the AAC needs for students and help educate ECS staff. Elkhart, IN September 18, 2018 (1 day's absence) ELIZABETH CAULEY - HAWTHORNE/ROOSEVELT (0-0) AMANDA HAGER - HAWTHORNE/ROOSEVELT (0-0) NANCY HARPER - FEESER/MEMORIAL (0-0)	\$5.72	\$0.00

ANN HERSHBERGER - ELKHART ACADEMY (0-0) KAITLYN STANLEY - EASTWOOD (0-0) ASHLEY TURNER - RIVERVIEW (0-0) PAIGE WALTERS - BECK (1-3)		
<b>ENGAGING ELs IN SCIENCE</b> This conference provides a workshop for teachers of English learners to delve into combining English Language Development Standards and Science Practices. Indianapolis, IN September 18 - 19, 2018 (2 day's absence) ERIN CISNEROS - CENTRAL (0-0)	\$267.86	\$190.00
<b>ALL LIFE LONG</b> This conference will provide information to assist me in helping students work through their grief journey. Goshen, IN September 21, 2018 (1 day's absence) KRISTA HENNINGS - ESC (0-0)	\$101.35	\$0.00
	<b>\$12,641.48</b>	<b>\$760.00</b>
2017 YEAR-TO-DATE GENERAL FUNDS	\$23,813.84	\$1,805.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$24,295.93	\$855.00
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	\$193,054.97	\$5,415.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$503,366.44</b>	<b>\$26,435.00</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: SEPTEMBER 25, 2018**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

<b>Evelyn Bacino</b>	<b>Elkhart Academy/Special Education</b>
<b>Kim Latimer-Grannan</b>	<b>Woodland/Grade 3</b>

- b. **Agreement** – We recommend the approval of an agreement regarding unpaid time.

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

<b>Jennifer Beer</b> Began: 12/1/14	<b>West Side/Counselor</b> Resign: 10/24/18
<b>Melissa LaPlace</b> Began: 8/14/18	<b>Roosevelt/Art</b> Resign: 9/14/18

**CLASSIFIED**

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

<b>Christine Davis</b> Began: 1/20/99	<b>Pierre Moran/Food Service</b> Resign: 9/28/18
<b>Elisha Emmans</b> Began: 8/15/14	<b>Riverview/Food Service</b> Resign: 9/11/18
<b>Angela Green-Pitts</b> Began: 8/4/16	<b>Transportation/Bus Helper</b> Resign: 9/28/18

**Diane Hobson**  
Began: 10/13/14

**Monger/Food Service**  
Resign: 10/12/18

**Theresa Lee**  
Began: 4/16/12

**Pinewood/Food Service**  
Resign: 9/17/18

**Jeffery Martin**  
Began: 7/20/15

**Transportation/Mechanic**  
Resign: 9/28/18

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

**Feeser/Food Service**  
Resign: 9/7/18

**Stephanie Thomas**  
Began: 9/28/10

**Transportation/Bus Driver**  
Resign: 9/14/18

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

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

**Transportation/Bus Helper**  
Term: 6/8/18  
Board Policy: 3931.01s

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

**David Adams**  
Began: 7/23/18

**Riverview/Custodian**  
PE: 9/16/18

**Allyson Bryant**  
Began: 5/14/18

**Eastwood/Paraprofessional**  
PE: 9/17/18

**Lisa Carte-Kime**  
Began: 5/16/18

**Tipton/Permanent Building Substitute**  
PE: 9/19/18

