

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

**REVISED**  
**April 22, 2019**

Elkhart Community Schools  
Elkhart, Indiana

April 23, 2019

CALENDAR

Apr	23	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	23	immediately following	Executive Session, J.C. Rice Educational Services Center
Apr	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Memorial High School  
Central High School
- E. SPECIAL RECOGNITION  
Key to the City Presentation  
40-year Employees
- F. SPECIAL PRESENTATION  
Food Rescue Backpack Program at Woodland
- G. MINUTES  
April 9, 2019 – Public Work Session  
April 9, 2019 – Regular Board Meeting  
April 16, 2019 – Special Board Meeting
- H. TREASURER'S REPORT

Consideration of Claims

Gift Acceptance - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.

Financial Report – January 1, 2019 – March 31, 2019

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

Insurance Update

Recommendation and Award of the Progressive Design/Build Contract for the 2019 Engineering, Technology and Innovation Building Project - The Business Offices recommends Board approval of the bid award of the Best Value Progressive Design/Builder contract for the 2019 Engineering, Technology and Innovation Building Project.

I. OLD BUSINESS

Board Policy 8340 - Letters of Reference or Employment Reference - The administration presents revisions to Board Policy 8340 - Letters of Reference or Employment Reference, as presented at the April 9<sup>th</sup> regular meeting.

Administrative Regulation GCR - Providing a Reference - The administration presents proposed new Administrative Regulation GCR - Providing a Reference, as presented at the April 9<sup>th</sup> regular meeting.

J. NEW BUSINESS

Administrative Regulation GDBA-10 - Miscellaneous Position Pay Schedule - The administration presents proposed revisions to Administrative Regulation GDBA-10 - Miscellaneous Position Pay Schedule, for initial consideration.

Administrative Regulation IGBB-1 - Elkhart Community Schools High Ability Identification Procedure and Application Form - The administration presents proposed revisions to Administrative Regulation IGBB-1 - Elkhart Community Schools High Ability Identification Procedure and Application Form, for initial consideration.

Board Policy 5112 - Entrance Requirements - The administration presents proposed revisions to Board Policy 5112 - Entrance Requirements, for initial consideration.

Administrative Regulation JEA - School Admissions - The administration presents proposed revisions to Administrative Regulation JEA - School Admissions, for initial consideration.

Administrative Regulation JEA-1 - Elkhart Community Schools Kindergarten Early Entrance Procedure and Application Form - The administration presents proposed revisions to JEA-1 - Elkhart Community Schools Kindergarten Early Entrance Procedure and Application Form, for initial consideration.

Administrative Regulation JFC-(1) – Guidelines for Good School Order – The administration presents proposed revisions to Administrative Regulation JFC-(1) – Guidelines for Good School Order, for initial consideration.

Administrative Regulation JFC-(2) – Rules for Student Conduct – The administration presents proposed revisions to Administrative Regulation JFC-(2) – Rules for Student Conduct, for initial consideration.

Grants – 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.

K. PERSONNEL

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

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

L. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

M. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

April 9, 2019

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

Place/Time

Board Members Present:	Douglas K. Weaver Kellie L. Mullins Carolyn R. Morris	Babette S. Boling Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr.
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Roll Call

ECS Personnel Present:	Doug Thorne	Steven Thalheimer
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The Board discussed the suggested revisions to the Strategic Plan and plans for a public information meeting on April 18.

Topics Discussed

The meeting adjourned at approximately 6:45 p.m.

Adjournment

APPROVED:

Signatures

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

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Babette S. Boling, Member

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Kellie L. Mullins, Vice President

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Susan C. Daiber, Member

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Carolyn R. Morris, Secretary

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Rodney J. Dale, Member

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Roscoe L. Enfield, Jr., Member

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
April 9, 2019

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

Place/Time

Board Members Present:	Douglas K. Weaver Kellie L. Mullins Carolyn R. Morris	Babette S. Boling Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr.
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Roll Call

President Doug Weaver called the regular meeting of the Board of School Trustees to order.

Call to Order

Superintendent, Dr. Steven Thalheimer, recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

Superintendent’s Student Advisory Council (SSAC) representatives from both high schools introduced themselves: Hank Smith, a senior from Memorial High School (MHS) and Taryn Roberson, a sophomore from Central High School (CHS). Mr. Smith has played basketball for four years and will be attending Grace College in the Fall and playing basketball there. Mr. Smith reported students in choral programs spent four days in New York City over Spring break performing at the Worldstrides Heritage Arts festival where the women’s choral earned a second place award in the treble choir division, and the chamber choir placed third in the mixed choir group. In other activities: the robotics team recently qualified for state competition on April 13 and received the Gracious Professionalism Award, their first one in team history; spring sports are off to a good start; and the National Honor Society 2019-2020 induction ceremony is April 30. In addition to SSAC, Taryn Roberson is involved in Student Athletic Council (SAC), PEERS, basketball, volleyball, softball and track, and plays the cello in the symphony orchestra. In music, the choirs will participate in ISSMA competition on Thursday; bands and orchestras on Friday; two art students were in the top 11 of the District 2 Congressional Art Show & Competition; and auditions for the improv show are coming up.

SSAC Representatives

By unanimous action, the Board approved the following minutes:  
 March 12, 2019 – Public Work Session  
 March 26, 2019 – Public Work Session  
 March 26, 2019 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$5,609,946.59 as shown on the April 9, 2019, claims listing. (Codified File 1819-134)

Payment of Claims

By unanimous action, the Board accepted with appreciation a donation made to Elkhart Community Schools (ECS) in the amount of \$1,000 from Emil and Kelly Diaz to Central's football team to purchase equipment.

Gift Acceptance

Board President, Doug Weaver, opened the public 1028 hearing on the Engineering, Technology and Innovation (ETI) building project. Kevin Scott, chief financial officer, reviewed the public/private partnership and the vision of the ETI building to provide a regional training center for high school students and adults who want to improve their skills in the areas of welding, manufacturing, mechatronic and engineering. The project will be using a progressive design build approach. With no comments from the audience, the hearing was closed.

1028 Hearing

By unanimous action, the Board adopted a resolution confirming execution of the amendment to lease with regard to 2019 Engineering, Technology and Innovation building project. (Codified File 1819-135)

Resolution Amendment to Lease

By unanimous action, the Board adopted a resolution approving additional appropriation for the proposed 2019 Engineering, Technology and Innovation building project. (Codified File 1819-136)

Resolution Additional Appropriation

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 1819-137)

Fundraisers

By unanimous action, the Board authorized the purchase of twelve busses through the State Bid List purchasing program. The purchase includes three 72-passenger, one 84 passenger and seven 78 passenger busses. The total cost of \$1,247,332 incorporates the trade-in value of \$22,350 for seven busses. Discussion followed regarding GPS units, stop arm cameras, on-going violations by motorists, and school start times. (Codified File 1819-138)

Bus Purchase

By unanimous action, the Board approved revisions to Board Policy 3120.07ACS – Employment of Consultants, as initially presented at the Board's March 26<sup>th</sup> regular meeting. Mr. Thorne stated the revisions were due to the changes of funds by the DLGF.

Board Policy 3120.07ACS

The Board was presented proposed revisions to Board Policy 8340 – Letters of Reference or Employment Reference, for initial consideration.

Board Policy 8340

The Board reviewed proposed new Administrative Regulation GCR – Providing a Reference, for initial consideration.

Administrative Regulation GCR

By unanimous action, the Board approved the recommendation to appoint Jeri Stahr to a four-year term through June 2023, to the Elkhart Public Library Board. (Codified File 1819-139)

Elkhart Public Library Appointment

By unanimous action, the Board approved the recommendation for Pearson Education as the vendor for elementary ELA curriculum materials. In response to Board inquiry, Tara White, director of literacy, noted the curriculum materials are both print and digital formats.

Elementary ELA Curriculum Adoption

By unanimous action, the Board approved the recommendation for the purchase of Discovery Mathematics Techbook as the resource for middle school mathematics

Middle School Math Curriculum Adoption

By unanimous action, the Board approved the submission of the following grants: to the NOVO Foundation: Education First for an SEL Innovation Award, Restorative Justice Education: Changing the Culture of Our Schools grant from student services for \$50,000; and to Safe Fleet for a Bullying Prevention grant from student services for \$5,000. (Codified File 1819-140)

Grant Submissions

By unanimous action, the Board approved an overnight trip request for four EACC Ag/Motorcycle/Outdoor Power Tech students to travel to Bowling Green, KY and Indianapolis, IN on April 24-27 for the Hot Rodders STEM/FFA State contest.

Overnight Trip Requests

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the April 9, 2019 listings. (Codified File 1819-141)

Conference Leave Requests

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

Personnel Report

Employment of certified staff member, John Gassere, special education at Eastwood, effective 4/8/19 for the 2018-2019 school year.

Certified Employment

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

Classified Employment

- Deron Anderson - bus helper at Transportation, 4/8/19
- Kathleen Loy - registered nurse at Woodland, 4/9/19
- Amanda Moberg - custodian at Eastwood, 4/8/19
- Lory Stewart - food service at Riverview, 4/9/19
- Deanna Suggs - bus helper at Transportation, 4/8/19
- Lori Ward - secretary at ESC, 4/1/19

<p>Resignation of the following five (5) classified employees effective on the dates indicated:</p> <ul style="list-style-type: none"> <li>Rochelle Bock - food service at Osolo, 3/29/19</li> <li>Alix Davis - custodian at Building Services, 4/12/19</li> <li>Corrie Finch - food service at North Side, 3/29/19</li> <li>Jacob Pace - bus helper at Transportation, 3/11/19</li> <li>Michele Salmon - paraprofessional at Riverview, 3/29/19</li> </ul>	Classified Resignations
<p>Leave for the following three (3) classified employees on dates indicated:</p> <ul style="list-style-type: none"> <li>Liesl Bell - secretary at Pierre Moran, beginning 4/15/19 and ending 4/22/19</li> <li>Blanca Gonzalez - paraprofessional at Riverview, beginning 3/28/19 and ending 6/6/19</li> <li>Alysa Shultz - paraprofessional at Osolo, beginning 4/8/19 and ending 6/6/19</li> </ul>	Classified Leave
<p>An audience member addressed reasons for loss of teachers.</p>	From the Audience
<p>An audience member thanked staff for their work with special needs at Pinewood. Also, asking for clarification of referendum wording, and stated the need to engage the community.</p>	From the Audience
<p>An audience member spoke in support of the referendum, and stressing how important it is for voters to ask questions, not rely on social media.</p>	From the Audience
<p>An audience member expressed concerns regarding communication between Cleveland and Growing Kids. Also, spoke regarding single parents and referendum tax increases.</p>	From the Audience
<p>Superintendent Thalheimer presented additional information regarding the referendum including the equation for computing the potential tax increase. Lengthy discussion followed with regard to the referendum.</p>	From the Superintendent
<p>Board member, Rocky Enfield, reiterated the need to value public education.</p>	From the Board
<p>Board member, Babette Boling, spoke to the need for the referendum, for the community to pull together and to do what is best to educate our youth.</p>	From the Board
<p>Board member, Susan Daiber, thanked those responsible for the Kiwanis Knowledge is Dynamite luncheon honoring 4<sup>th</sup> graders for their significant efforts towards personal growth and improvement.</p>	From the Board



The meeting adjourned at approximately 8:50 p.m.

APPROVED:

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Douglas K. Weaver, President

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Kellie L. Mullins, Vice President

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Carolyn R. Morris, Secretary

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Babette S. Boling, Member

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Susan C. Daiber, Member

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Rodney J. Dale, Member

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Roscoe L. Enfield, Jr., Member

Adjournment

Signatures

MINUTES  
OF THE SPECIAL MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
April 16, 2019

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

Board Members Present:	Douglas K. Weaver Kellie L. Mullins Carolyn R. Morris	Babette S. Boling Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr.
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Place/Time

Roll Call

President Doug Weaver 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 approved the scoring of RFP Qualitative Proposals for the 2019 Engineering, Technology and Innovation Building Project. Design Criteria Developer, Jamie Lake of J. Lake Architecture & Design, reviewed the proposals and described the technical review committee process.

Scoring Approval

The Board opened the RFP sealed price proposal for the 2019 Engineering, Technology and Innovation Building Project. Mr. Lake noted all price proposals would contain the certification of the nine million dollar budget. (Codified 1819-142)

Bid Price Opening

By unanimous action, the Board authorized the design criteria developer to complete an evaluation of best value analysis of the RFP Qualitative Proposals for the 2019 Engineering, Technology and Innovation Building Project.

Best Value Analysis

By unanimous action, the Board authorized the design criteria developer to provide a recommendation of best value Design Builder for the 2019 Engineering, Technology and Innovation Building Project.

Authorization

The meeting adjourned at 7:25 a.m.

APPROVED:

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Douglas K. Weaver, President

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Kellie L. Mullins, Vice President

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Carolyn R. Morris, Secretary

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Babette S. Boling, Member

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Susan C. Daiber, Member

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Rodney J. Dale, Member

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Roscoe L. Enfield, Jr., Member

Adjournment

Signatures



**STUDENT SERVICES**

PHONE: 574-262-5540



**ELKHART COMMUNITY SCHOOLS**

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

To: Board of School Trustees

From: Tessa Sutton, Supervisor of Connective Leadership & Inclusion

Date: March 25, 2019

Gift Acceptance

The SOURCE of Elkhart County has donated \$3,000.00 to Elkhart Community Schools to be used toward the Elkhart Culture Series: Thought Leadership Conference scheduled on Tuesday, May 21, 2019.

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

Bonnie Raine  
2600 Oakland Avenue  
Elkhart, IN 46517



**STUDENT SERVICES**

PHONE: 574-262-5540



**ELKHART COMMUNITY SCHOOLS**

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

To: Board of School Trustees

From: Tessa Sutton, Supervisor of Connective Leadership & Inclusion

Date: March 25, 2019

Gift Acceptance

Luna Language Services of Indianapolis, Indiana has donated \$500.00 to Elkhart Community Schools to be used toward the Elkhart Culture Series: Thought Leadership Conference scheduled on Tuesday, May 21, 2019.

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

Stevie Cramer  
Luna Language Services  
8935 N. Meridian St., Suite 250  
Indianapolis, IN 46260



**FOOD SERVICES**

1135 KENT STREET • ELKHART, IN 46514  
PHONE: 574-262-5551



**ELKHART COMMUNITY SCHOOLS**

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

DATE: April 18, 2019  
TO: Steve Thalheimer  
Board of School Trustees  
FROM: Pam Melcher  
RE: Donation Approval

Two Anonymous donations were made in the amount of \$130.00 and \$81.00. They were given to pay for three student's lunches for the rest of the school year at Pierre Moran Middle School

I am requesting approval from the Board of School Trustees to accept this donation.



**STUDENT SERVICES**

PHONE: 574-262-5540


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**ELKHART COMMUNITY SCHOOLS**

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

Date: March 9, 2019

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Anthony England   
Assistant Superintendent of Student Services

RE: Donation

We recently received a donation of \$351.50 for our Bullying Prevention Programs. These funds will be used for our Move2Stand clubs.

Please send a letter of appreciation to:

Safe Fleet Mirrors  
Attn: Kate Lutomski  
319 Roske Drive  
Elkhart, IN 46516

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**March 2019**

PETTY CASH	\$	500.00
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**GENERAL ACCOUNTS:**

Lake City Bank – Deposit Account		10,004,736.05
Lake City Bank – Accounts Payable		(1,641,334.61)
Lake City Bank – Merchant Account		-
Teachers Credit Union		2,936,571.36
BMO Harris Bank (UMR insurance)		407,420.00

**SCHOOL LUNCH ACCOUNTS:**

Lake City Bank – Prepaid Lunch		170,383.47
Change Fund		2,010.00

**TEXTBOOK RENTAL ACCOUNTS:**

Chase Bank		3,157,869.89
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**PAYROLL ACCOUNTS:**

Lake City Bank – Payroll Account		(109,653.11)
Lake City Bank – Flex Account		68,731.54

**INVESTMENTS:**

Certificate of Deposit		-
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**\$ 14,997,234.59**



Proposed School Fundraising Activities  
 April 23, 2019, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Memorial Academic Clubs	Memorial spirit wear will be sold during Freshman Showcase and throughout the year. Proceeds will be used for registration fees for Spell, Chess and Academic Super Bowl as well as snacks and shirts for the groups.	4/24/2019 - 12/20/2019	4/9/2019	Julie Tyrakowski
Memorial Student Government	A Volleyball Tournament will be held during Spring Spirit Week. Proceeds will be used to pay for the cost of hosting the tournament and the balance will go into the general budget to support activities throughout the year.	5/2/2019	4/9/2019	Julie Tyrakowski
Memorial AFJROTC	The 2nd Annual Bataan Death March Commemoration Run/Walk will be held. The 14 mile run/walk will charge a \$10 entry fee. Proceeds will go to cover the cost of the event with the balance being donated to the "Honor Flight" program that sends WWII Veterans to the memorial in Washington D.C.	5/11/2019	4/15/2019	Scott Rutledge
Memorial Student Government	Student Government members will work concessions at Notre Dame events at the ND Stadium, the Joyce Center, and the hockey arena. Proceeds will be used for ongoing costs for Student Government such as prom, senior picnic and fees associated with academic teams.	7/1/2019 - 5/1/2020	4/9/2019	Julie Tyrakowski
	<b>Please note the following fundraiser is presented for confirmation only.</b>			

# Medical Plan Experience

March 2019

	<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	\$ 658,783	\$ 643,070	\$ 15,713	\$ 1,854,304	\$ 2,070,878	\$ (216,574)
UMR Rx	\$ 87,577	\$ 128,540	\$ (40,963)	\$ 302,142	\$ 290,519	\$ 11,623
Rx Rebate	\$ (92,444)	\$ -	\$ (92,444)	\$ (92,444)	\$ -	\$ (92,444)
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 653,916	\$ 771,610	\$ (117,694)	\$ 2,064,002	\$ 2,361,397	\$ (297,395)
Expected Claim Cost	\$ 902,469	\$ 924,199	\$ (21,730)	\$ 2,710,911	\$ 2,771,708	\$ (60,797)
Claims vs. Expected	\$ (248,553)	\$ (152,589)	\$ -	\$ (646,909)	\$ (410,311)	\$ -
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 215,602	\$ 201,956	\$ 13,646	\$ 648,612	\$ 608,420	\$ 40,192
Total Cost (Claim + Non-claim)	\$ 869,518	\$ 973,566	\$ -	\$ 2,712,614	\$ 2,969,817	\$ -
Enrollment	1,030	1,039		3,094	3,116	
Cost Per Employee Per Month (PEPM)	\$ 844.19	\$ 937.02		\$ 876.73	\$ 953.09	-8.0%
Paid Claims Per Employee				\$ 667.10	\$ 757.83	-12.0%



**BUSINESS OFFICE**

PHONE: 574-262-5563



**ELKHART COMMUNITY SCHOOLS**

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

Date: April 23, 2019

To: Board of School Trustees

From: Anthony J. Gianesi

RE: Recommendation for Award

On April 9, 2019 quantitative proposals were received for the 2019 Engineering, Technology, and Innovation (ETI) Building Project. On April 12, 2019 interviews were conducted with the three finalists and scored accordingly. During a special Board Meeting at 7:00 am on April 16, 2019 price proposals were opened by the Board and read aloud. All proposals have been reviewed by Elkhart Community Schools and J. Lake Architecture & Design for compliance with the Request for Proposal prepared by J. Lake Architecture & Design.

The Business Office recommends award of the Progressive Design-Build contract to Brown & Brown General Contractors, Inc. of Wakarusa, Indiana as the Best Value proposal as determined by J. Lake Architecture & Design, design criteria developer.

The project includes the construction of a 45,000 square foot building to house our School of Engineering, Technology, and Innovation (ETI) and the Mittler Advanced Manufacturing Center.

Funding for this project will come from the ETI bond and private funding.

Anthony J. Gianesi

Chief Operating Officer

encl



J. Lake Architecture & Design  
129 Quartermaster Court  
Jeffersonville, IN 47130  
502.802.8797

[www.jlakearch.com](http://www.jlakearch.com)  
[jamie.lake@jlakearch.com](mailto:jamie.lake@jlakearch.com)

April 17, 2019

**Tony Gianesi**, Chief Operating Officer  
**Elkhart Community Schools**

JC Rice Educational Services Center  
2720 California Road  
Elkhart, IN 46514  
574-262-5563 phone  
574-320-5415 mobile  
574-262-5665 fax  
[tgianesi@elkhart.k12.in.us](mailto:tgianesi@elkhart.k12.in.us)

RE: **Design-Build Project**  
**2019 ENGINEERING, TECHNOLOGY AND INNOVATION BUILDING PROJECT**  
ELKHART COMMUNITY SCHOOLS  
Elkhart, IN

Dear Tony,

Best Value Analysis and Recommendation.

The responses to the Request for Proposal (RFP) were received at the JC Rice Educational Services Center at 4:00 PM on Tuesday, April 9, 2019 for the above-referenced project, in accordance with the requirements of the Request for Proposals (RFP). Responses from each of the three (3) Shortlisted Respondents included both their Qualitative Proposals (QP) and sealed Price Proposals (PP).

The Technical Review Committee (TRC) convened at 4:00 PM on Friday, April 12, 2019, to review, evaluate, and score the QP from each Shortlisted Respondent, following final clarification presentations of each Shortlisted Respondent. The Summary of Scoring of Qualitative Proposals (QP) score sheet and the Scoring of Qualitative Proposals (QP) score sheets are enclosed herein.

The Elkhart Community Schools Board of School Trustees held a Special Meeting at 7:00 AM on Tuesday, April 16, 2019, at which time the PP from each Shortlisted Respondent was publicly opened and read aloud. All respondents affirmed in Part 1 that they could complete the Project of the scope and quality as identified in the RFP within the Owner's Project budget of Nine Million Dollars (\$9,000,000.00). Also, all Shortlisted Respondents provided in Part 2 a quotation of the Cost to provide all services required to complete Phase 1-Progressive Design-Build Services as identified in the RFP. The Tabulation of Price Proposals score sheet is enclosed herein.

Hard copies of the QP information received from each Shortlisted Respondent was given to each member of the TRC for their use and a digital copy for the Owner's official project files and records.

Hard copies of the PP information received from each Shortlisted Respondent was given to the President of the Board of School Trustees at the Special Meeting following the time of opening for the Owner's official project files and records. I have retained a copy of each for my continued review of the information. The Tabulation of Price Proposals and Price Proposal Forms are enclosed herein.

Registered Architect: Indiana #19900007 • Kentucky #5066 • NCARB #51592  
Registered Interior Designer: Indiana #00411  
Professional Affiliations: American Institute of Architects #30121121 • Construction Specifications Institute #1194282

PAGE 1



J. Lake Architecture & Design  
129 Quartermaster Court  
Jeffersonville, IN 47130  
502.802.8797

[www.jlakearch.com](http://www.jlakearch.com)  
[jamie.lake@jlakearch.com](mailto:jamie.lake@jlakearch.com)

In accordance with the authority granted to me by the Board of School Trustees, I have completed the determination of Best Value, as calculated in accordance with the requirements of the RFP. The determination of Best Value is as follows:

**Determination of Best Value:**

The DCD will determine the Best Value proposal from the scoring completed by the TRC. The formula for consideration is as follows:

1. Numerator shall be the Total Price Proposal Amount for each Shortlisted Respondent.
2. Denominator shall be the Total Qualitative Score of such Shortlisted Respondent's Proposal.
3. Calculation shall be completed as follows:  
The Total Price Proposal Amount for each Shortlisted Respondent, divided by,  
The Total Qualitative Score of such Shortlisted Respondent's QP, equals,  
The single numerical value for the Shortlisted Respondent's Proposal, and is the Adjusted Price.
4. The lowest Adjusted Price will be recommended by the DCD to the Owner as the Best Value Proposal for award of the Design-Build Contract.

**Ancon Construction Co., Inc.**  
 $9,000,000 / 47.56 = 189,235$

**Brown & Brown General Contractors, Inc.**  
 $9,000,000 / 89.72 = 100,312$

**DJ Construction Co., Inc.**  
 $9,000,000 / 81.11 = 110,960$

It is my recommendation, as the Design Criteria Developer, to seek Board approval to award the Contract for Progressive Design-Build Services for the 2019 Engineering, Technology and Innovation Building Project to **Brown & Brown General Contractors, Inc.** as the Design-Builder and Best Value Proposal, and to grant them authorization to begin Phase 1-Progressive Design-Build services.

The contract forms are comprised of DBIA Documents No. 525 and 535, and are enclosed herein.

Once executed, Brown & Brown General Contractors, Inc. will work with the Owner's Leadership Team to refine and finalize the scope of work from a conceptual design to a final design and from a budgetary cost to a final cost within the project budget all as part of the Phase 1-Progressive Design-Build services.

With the award of the Design-Builder, the responsibilities of the TRC are now complete. In addition, the role and services of J. Lake Architecture & Design and Primary Engineering will change from Design-Criteria Developer to Construction Administrator, to assist through the both the Phase 1-Progressive Design-Build services and Phase 2-Progressive Design-Build services.

A summary of conceptual plans and renderings of the successful Proposal, illustrating the design to date, is enclosed herein.



J. Lake Architecture & Design  
129 Quartermaster Court  
Jeffersonville, IN 47130  
502.802.8797

[www.jlakearch.com](http://www.jlakearch.com)  
[jamie.lake@jlakearch.com](mailto:jamie.lake@jlakearch.com)

The process and the work of the entire team has afforded the Owner great value for this Project. Thank you again for allowing me to lead the team on this exciting project and continue to be a part of the Elkhart Community Schools' facilities team.

Sincerely,

**Jamie Lake**, AIA, RID, NCARB, CSI  
President / CEO  
Design Criteria Developer

Enclosed: (1) Summary of Scoring of Qualitative Proposals (QP)  
(3) Scoring of Qualitative Proposals (QP)  
(1) Tabulation of Price Proposals  
(2) Price Proposal Form-Ancon Construction  
(3) Price Proposal Form-Brown & Brown General Contractors  
(2) Price Proposal Form-DJ Construction  
(22) DBIA Document No 525  
Standard Form of Agreement Between Owner and DesignBuilder-Lump-Sum  
(35) DBIA Document No 535  
Standard Form of General Conditions of Contract Between Owner and DesignBuilder  
(4) Conceptual Plans and Renderings

File: 19-01-01/P3-E



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Project: 2019 ENGINEERING, TECHNOLOGY AND INNOVATION  
 BUILDING PROJECT  
 ELKHART COMMUNITY SCHOOLS  
 Elkhart, IN

Project No: 19-01-01  
 Date: Tuesday, April 16, 2019  
 Time: 7:00 AM  
 Location: J.C. Rice Educational Services Center

**TABULATION OF PRICE PROPOSALS**

DESIGN-BUILDER		PRICE PROPOSAL
<b>ANCON CONSTRUCTION CO., INC.</b>	<b>Part 1</b> - Affirm Completion Within Owner's Project Budget of	<b>\$9,000,000.00</b>
	<b>Part 2</b> - Complete Phase 1-Progressive Design-Build Services for	<b>\$213,000.00</b>
<b>BROWN &amp; BROWN GENERAL CONTRACTORS, INC.</b>	<b>Part 1</b> - Affirm Completion Within Owner's Project Budget of	<b>\$9,000,000.00</b>
	<b>Part 2</b> - Complete Phase 1-Progressive Design-Build Services for	<b>\$140,000.00</b>
<b>DJ CONSTRUCTION CO., INC.</b>	<b>Part 1</b> - Affirm Completion Within Owner's Project Budget of	<b>\$9,000,000.00</b>
	<b>Part 2</b> - Complete Phase 1-Progressive Design-Build Services for	<b>\$275,900.00</b>

File: 19-01-01/P3-E

# policy

BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS

OPERATIONS  
**Proposed Revised** 8340/page 1 of 2  
*(as presented during the 4/9/19 BST meeting)*

## LETTERS OF REFERENCE OR EMPLOYMENT REFERENCE

### **Letter of Reference:**

The Board recognizes ~~that~~ an employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with prospective employers. A current or former employee has no expectation ~~that~~ a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts to prepare such a letter, the Board expects ~~that~~ ~~the~~ administrator to provide specific and truthful comments concerning the employee's actual performance ~~that~~ which can be substantiated by the individual's personnel file. All such letters shall be subject to review by the ~~Executive Director of Personnel and Legal Services~~ Director of Human Resources prior to sending. Administrators electing to incorporate comments excerpted from an employee's evaluation shall obtain prior authorization from the employee requesting the letter of reference.

### **Employment Reference:**

Notwithstanding the preceding provision giving an administrator's discretion to provide a letter of reference to a current or former employee, if another school makes a request for an employment reference for a current or former employee, in compliance with I.C. 20-26-5-11.5, the administrator shall disclose to the requesting school any incident known by the School Corporation in which the employee committed an act resulting in a substantiated report of abuse or neglect under Indiana law.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith.

All Corporation employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a Corporation employee, contractor or agent in obtaining a new job if s/he knows or has probable cause to believe such Corporation employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine



# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

OPERATIONS  
**Proposed Revised** 8340/page 2 of 2  
*(as presented during the 4/9/19 BST meeting)*

transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct. No Corporation employee shall provide a letter of reference or an employment reference for any Corporation employee, former employee, contractor or agent if s/he knows or has probable cause to believe such individual engaged in sexual misconduct regarding a minor or student in violation of State or Federal law.

The Superintendent shall develop the administrative guidelines necessary to implement this policy.

~~I.C. 22-5-3-1~~

I.C. 20-26-5-11.5

I.C. 22-5-3-1

20 U.S.C. 7926, Section 8546 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA)

© **NEOLA** ~~2006~~**2018**

~~January 1, 2017~~April 23, 2019

PROVIDING A REFERENCE

Administrators who choose to provide a letter of reference, when asked, for any Corporation employee shall adhere to the following when preparing such a letter:

The letter of reference shall include only truthful and factual statements which are substantiated by the employee's personnel file.

The letter of reference shall not include any of the following:

- A. any statements the administrator knows to be untrue;
- B. any statements made in bad faith;
- C. any statements motivated by anger, grudges, jealousy, resentment, or ill will toward the employee;
- D. any statements including exaggerations; and
- E. any statements based upon incomplete investigations involving the employee

Administrator shall provide the Director of Human Resources a copy of the letter for review prior to sending.

April 23, 2019

MISCELLANEOUS POSITION PAY SCHEDULE

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
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HIGH SCHOOL FOOTBALL:

Event Supervisor Fund		\$50 per Event -	ECS <del>Gen-Ed</del>
<u>Adult</u>			
Fund	Firemen	\$ <del>18.78</del> <u>30</u> per hour	ECS <del>Gen-Ed</del>
	Usher/Security	\$50 per game	H.S. Ath. Dept
	Ticket Sellers/Takers	\$27 per game	"
	Public Address Announcer	\$15 per game	"
* Fund	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS <del>Gen-Ed</del>
Ath. Dept.	Fan Bus Supervision	\$15 + 2 Tickets per Trip	H.S.
Fund	Parking Director	\$17 per hour	ECS <del>Gen-Ed</del>
	Parking Attendant	\$ <del>12</del> <u>15</u> per hour	"

HIGH SCHOOL BASKETBALL  
 (Games @ N.S. and Tournament)

Event Supervisor Fund		\$50 per event	ECS <del>Gen-Ed</del>
Tournament Supervisor Fund		\$100 per event	ECS <del>Gen-Ed</del>
<u>Adult</u>			
Fund	Firemen	\$ <del>18.78</del> <u>30</u> per hour	ECS <del>Gen-Ed</del>
	Usher/Security	\$50 per regular game	H.S. Ath. Dept
		\$25 per tournament session	"
	Ticket Sellers/Takers	\$27 per session	"
	Timers/Scorers	\$10 JV game	"
		\$15 Varsity game	"
		\$25 per tournament session	"
* Fund	PA Announcer	\$15 per session	"
	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS <del>Gen-Ed</del>
Fund	Fan Bus Supervision	\$15 + 2 Tickets per trip	H.S. Ath. Dept.
Fund	Parking Director	\$17 per hour-regular game	ECS <del>Gen-Ed</del>
		\$17 per hour-tournament session	"
	Parking Attendant	\$12 per hour-regular game	"
		\$12 per hour-tournament session	"

Student

Dept.	Usher/Security	\$ <del>6</del> - <u>7.25</u> + Ticket per regular game H.S. Ath.	
	Ticket Takers	\$ <del>6</del> - <u>7.25</u> + Ticket per tournament session	"
	Cloakroom Attendant	\$10 per session	"
		\$ <del>6</del> - <u>7.25</u> per regular game	"
		\$ <del>7</del> - <u>7.25</u> per tournament session	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
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HIGH SCHOOL ATHLETICS

Event Supervisor

Fund	Volleyball Varsity/JV	\$50 per event	ECS <del>Gen</del> - <u>Ed</u>
	Freshmen	\$30 per event	"
	Freshmen 3-way	\$50 per event	"
	4 team or less tourney	\$50 per event	"
	5 teams or more tourney	\$100 per event	"
	Soccer		
	Reg. season varsity & JV	\$50 per event	"
	Tournament	\$100 per event	"
	Swimming		
	Reg. season meet	\$50 per event	"
	All day tournament	\$100 per event	"
	Diving only	\$50 per event	"
	Wrestling		
	Varsity/JV	\$50 per event	"
	Super dual meet	\$100 per event	"
	Gymnastics		
	Varsity/JV	\$50 per event	"
	Invitational	\$100 per event	"
	Baseball/Softball		
	Varsity/JV	\$50 per event	"
	Freshmen	\$50 per event	"
	Tournament 4 teams	\$100 per event	"
	Tournament 5+ teams	\$100 per event	"
	Track		
	Dual or triangular meet	\$50 per event	"
	Invitational	\$100 per event	"

NON-ATHLETIC EVENTS (ECS RENTALS, MISCELLANEOUS ASSIGNMENTS):

Fund	<u>Adult</u> Electronic Technical Service Mgr.	\$14.50 per hour	ECS <del>Gen</del> - <u>Ed</u>
------	---	------------------	--------------------------------

* Building Rental Manager	\$14.50 per hour ( <i>per Teachers Contract</i> )	"
Police/Firemen	<del>\$18.78</del> <u>30</u> per hour	"
Swimming Pool Manager	<del>\$15.00</del> per hour	"
Swimming Pool Lifeguard (Certified)	<del>\$6.25</del> <u>7.25</u> per hour	"
Security	<del>\$10.00</del> per hour	"
Usher	<del>\$8.00</del> per event	"
Ticket Seller/Taker	<del>\$12.00</del> per event	"
Parking Director	<del>\$17.00</del> per hour	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
	Parking Attendant	<del>\$12.00</del> <u>15</u> per hour	"
	Substitute Custodian	\$12.19 per hour	"
*	Intramurals	<del>\$6.50</del> <u>7.25</u> per hour	"
	Food Service Sub	<del>\$9.43</del> <u>9.68</u> per hour	Food Service Fund
	Food Service Sub (retired Food Service employee)	<del>\$11.76</del> <u>12.01</u> per hour	"
	Food Service Driver Sub	\$15.75 per hour	"
<u>Student</u>			
Fund	Stage Hand/Music Helper	<del>\$4.25</del> <u>7.25</u> per hour	ECS <u>Gen.Ed</u>
	Swimming Pool Lifeguard	current minimum wage	"
	Usher	<del>\$6.00</del> <u>7.25</u> per event	"
	Ticket Taker	<del>\$8.00</del> per event	"
	Cloakroom Attendant	<del>\$6.00</del> <u>7.25</u> per event	"

In the event the federally established minimum wage exceeds the hourly rate set forth under this regulation, the minimum wage shall apply.

\* Negotiated Rates

ELKHART COMMUNITY SCHOOLS  
HIGH ABILITY IDENTIFICATION  
PROCEDURE AND APPLICATION FORM

PROCEDURE

Elkhart Community Schools allows students **who qualify for high ability services** to enter kindergarten early.

Indiana law does not preclude early admittance of kindergarteners to public schools. However, the Indiana Department of Education withholds the provision of educational funding to school corporations for children who turn 5 after August 1st of each year. Despite this, Elkhart Community Schools appreciates there are children with academic gifts who require high ability services to meet their intellectual needs at a very early age.

The threshold for this identification is very stringent, requiring the child demonstrate a level of performance or potential at or above the 95th percentile on assessments nationally normed for kindergarteners.

Parents/guardians who desire early entrance because they believe their four-year-old functions at this level shall complete an application and a SIGS (Scales for Identifying Gifted Students) prior to July 15th preceding the school year. To obtain this material, the parent can visit the Student Services Department of Elkhart Community Schools at 2720 California Road or call 574-262-5400 to have the material sent to the neighborhood school.

Following the scoring of the SIGS, parents/guardians will be notified if their child is eligible participate in the CogAT (Cognitive Abilities Test), an assessment measuring a child's ability to recognize picture analogies, number analogies, and figure matrices. The student will also take the computerized NWEA (Northwest Evaluation Association) assessment for both Math and Reading.

Once the testing is completed and scored, the parents/guardians will be notified if their child qualifies as a student with high abilities and is thereby eligible for early entrance to kindergarten.



# policy

## ENTRANCE REQUIREMENTS

### Entrance Requirements

The Board shall establish student entrance requirements consistent with Indiana law and sound educational practices; and which ensure equitable treatment and proper placement.

#### 1. Kindergarten

Each child of legal settlement shall be eligible for kindergarten providing s/he has attained the age of five (5) on or before August 1<sup>st</sup>. ~~Children who transfer into the School Corporation who have attended private or public kindergarten in another locality shall be eligible for Kindergarten.~~ In the case of children transferring into the School Corporation after attending a private or public kindergarten in another locality prior to enrolling in Elkhart Community Schools, this date of birth requirement will still be applicable.

#### 2. First Grade

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines.

The Superintendent shall establish administrative regulations which ensures compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification of proper immunization is completed or in process. ~~These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade which is in accordance with any guidelines promulgated by the State Department of Education.~~

~~Administrative regulations should also be established to~~ These guidelines shall also ensure students enrolling in the Corporation for the first time, regardless of level, submit the proper documentation and transfer records promptly. Any indication a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

I.C. 20-33-2-7

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~~January 1, 2017~~ March 23, 2019



SCHOOL ADMISSIONSA. All Students

Any student enrolling for the first time in any school in the Elkhart Community Schools must submit

1. a report of a physical examination by a physician licensed to practice medicine;
2. a disease history;
3. a certified copy of the birth certificate, or if the copy of the birth certificate is unobtainable, other reliable proof of the student's name and date of birth. Such other reliable proof may include hospital records and baptismal and circumcision certificates;
4. the name and address of the school last attended, if any; and
5. a record of immunizations in compliance with Indiana's School Immunization Law and any rules or regulations promulgated by the Indiana Department of Health. The Assistant Superintendent of Student Services or Designee shall be responsible for the maintenance and dissemination of current immunization requirements in all school buildings.

The immunization history is required by the first day of school attendance and the other documents within twenty (20) days of enrollment. Should a student be enrolled without an immunization history, the enrollment shall be conditional; the student shall not be allowed to continue attending if an immunization history is not provided to the school within twenty (20) days of enrollment. The school nurse will attempt to help parents or legal guardians have the student in compliance before the twenty (20) days have passed. Proof of these records may be accepted from the previously attended school.

Elkhart Community Schools also recommends that the dental examination form be completed.

B. In General

1. When a physician licensed to practice medicine certifies that a required immunization may be detrimental to the child's health or when the parent indicates in writing a religious objection to such immunization, the requirement will be waived.
2. If any parent, guardian, or person having custody and control of a student is unable to secure the required immunizations the local health department will provide them. Contact the school nurse for assistance with this service.
3. As specified by state law (I.C. 20-33-2-10), if the birth certificate is not provided within 30 days of the student's enrollment or if it appears to be inaccurate or fraudulent, the school shall notify the Indiana clearinghouse for information on missing children.

4. The Elkhart Community Schools requires that the rules of the Indiana High School Athletic Association concerning physical examination of students participating in inter-scholastic athletics be adhered to without exception.
5. The Assistant Superintendent of Student Services shall file a written report with the State Board of Health and the local health officer each school year on all students, grades K through 12, who have and have not completed their immunizations. This report shall be made within sixty (60) days after the enrollment of the children for the first time.

C. Kindergarten

The initial registration of children in kindergarten is held in the spring of each year. The date and place for this annual round-up is announced by the Department of Student Services.

Materials in the form of enrollment cards, information sheets for cumulative records, physical examination forms, medical information sheets and enumeration survey are available from the Department of Student Services to supplement information developed by individual schools.

Children who have reached the age of five (5) on or before August 1 may register for kindergarten.

~~Parents of children who reach the age of five (5) between August 2 and September 1<sup>st</sup> may seek early kindergarten entrance by contacting the Department of Student Services and completing an application on or before the beginning of the school year.~~

**A child who has not enrolled in a school, but would have been eligible to enter kindergarten at the beginning of the school year, may be enrolled at any time.**

D. Grade One

Children who have reached the age of six before August 1 (see policy [JEA5112](#)) or who have completed one full year of public school kindergarten or NCATE (North Central Association Teacher Education) accredited kindergarten may be admitted. The parents of children who attended kindergarten outside the Elkhart Community Schools need to report to the building principal the name and address of the school previously attended and other data which will aid in transferring to Elkhart.

E. Other Grades

A physical examination is recommended prior to the beginning of grade 7 and grade 9 for all students.

ELKHART COMMUNITY SCHOOLS  
KINDERGARTEN EARLY ENTRANCE PROCEDURE AND APPLICATION FORM

**PROCEDURE:**

Elkhart Community Schools allows children who turn 5 on or before August 1 to be admitted to kindergarten. Indiana Law requires school districts to establish a procedure for considering requests for early entrance to kindergarten from parents/guardians of children who turn 5 after August 1. In Elkhart Community Schools, this process is as follows:

Parents/guardians of children turning 5 after August 1<sup>st</sup> who want their children to enroll in kindergarten shall contact the child's home school or the Student Services Department at 574-262-5540. The home school or Student Services Department will provide a Kindergarten Early Entrance Application which needs to be completed and submitted on or before the first scheduled day of school of the school year. Applications will be reviewed to gain information regarding a child's participation in Pre K or other identified early childhood opportunities. Once notified of receipt and approval of the application, parents/guardians are to register the child(ren) at the elementary school.

**APPLICATION**

Child's Name \_\_\_\_\_  
Last First Middle (Nickname)

Date of Birth \_\_\_\_\_ (Please attach a copy of your child's birth certificate)

Name of Elementary School \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Numbers \_\_\_\_\_(Home) \_\_\_\_\_(Cell) \_\_\_\_\_(Work)

Please tell us about your child:

**Early Childhood Opportunity History**

Has your child attended Pre K or another early childhood opportunity? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the name of the program \_\_\_\_\_

How many days/weeks did your child attend the program \_\_\_\_\_

**Social Emotional Development**

Has your child had opportunities to interact with children his/her age? \_\_\_\_ Yes \_\_\_\_ No

If yes, describe your child's interactions during these opportunities. \_\_\_\_\_  
\_\_\_\_\_

Do you expect your child to have difficulty separating from you? \_\_\_\_ Yes \_\_\_\_ No

If yes, are there ways the school can support your child to make this transition easier? \_\_\_\_\_  
\_\_\_\_\_

Please check the following skills your child has mastered so we can learn more about your child:

\_\_\_\_ Intentionally makes marks or scribbles

\_\_\_\_ Can write first name

\_\_\_\_ Listens to a story

\_\_\_\_ Answers who, what, where questions

\_\_\_\_ Follows routines at home

\_\_\_\_ Follows 1 step directions

\_\_\_\_ Follows 2 step directions

How many upper and lowercase letters does your child recognize? \_\_\_\_\_

How high is your child able to count without skipping numbers? \_\_\_\_\_

Please circle the colors your child can name:

red    green    yellow    orange    blue    brown    black

Please submit information which will assist in identifying the skills your child has mastered along with this application. This may include child work samples, Early Childhood Teacher progress reports, or other items you feel will help us begin to get to know your child.

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

\_\_\_\_\_  
Date

GUIDELINES FOR GOOD SCHOOL ORDERSection 1. General ResponsibilitiesA. School Responsibilities

The primary responsibility of the Elkhart Community Schools is to provide each student with an opportunity to acquire meaningful knowledge and skills and to help develop fully his or her potential as an individual in a safe environment. In order to assure a climate for learning, Elkhart Community Schools must maintain certain standards of conduct for school citizenship.

The Board of School Trustees of the Elkhart Community Schools and its employees have the legal responsibility for establishing and enforcing rules for student conduct. The Board of School Trustees has established these Guidelines for Good School Order, among other administrative regulations, and has directed administrative officers and other school personnel to carry out these regulations. School staff members will individually, collectively, and cooperatively work with parents/guardians and appropriate available community resources to help each student gain acceptable self-disciplinary standards. Elkhart Community Schools will make a copy of all discipline rules available to students and students' parents.

To enable the schools to meet the needs of all students, district-wide and building rules and standards of conduct are based on the same principles which govern the life of every individual. Primary among these principles must be respect for self and others and, based on such respect, the freedom to think, speak, and act. Failure to comply with any rule adopted by the Board of School Trustees or the administration shall constitute grounds for expulsion, suspension, or any other reasonable disciplinary action(s). Avenues will be provided to students for due process as prescribed by law. Moreover, qualified students with disabilities may be entitled to additional protections or rights as provided by law.

B. Student Responsibilities

Students have the responsibility to know and act in accordance with the rules and regulations of the school. In this regard, each student shall

1. follow reasonable directions of school personnel in all educational settings;
2. refrain from disruptive behavior which interferes with the educational environment;
3. accept responsibility for his or her own behavior;
4. show respect for self and for others; and
5. be involved in the educational process to the fullest extent possible.

C. Parent/Guardian Responsibilities

1. Parents/guardians are to become familiar with these Guidelines and review them with their children.
2. Parents/guardians are to work with their children and with school personnel to resolve any disciplinary problems.
3. Parents/guardians can be required to participate in any action taken in connection with their child's behavior.

D. Delegation of Authority

In carrying out the purposes of the school corporation, the following grants of authority are made, subject to the limitations which exist under law:

1. When students are being supervised, each teacher or other Elkhart Community Schools staff member is authorized to take any action reasonably necessary to carry out, or to prevent interference with, an educational function.
2. A principal, including any principal's designee, may take any action concerning his or her school or any school activity within his or her jurisdiction reasonably necessary to carry out, or prevent interference with, any educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.
3. The superintendent, and other administrators with the superintendent's approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out, or to prevent interference with, any educational function or school purpose.
4. The superintendent and principal may adopt procedures establishing lines of responsibility in compliance with Elkhart Community Schools' discipline policies and administrative regulations.
5. The Board of School Trustees may also make such other delegations of rule-making, disciplinary, and other authority, as are reasonably necessary in carrying out the purposes of the school corporation.

Section 2. Enforcement of Student Conduct Rules

In the absence of student self-discipline, each administrator, teacher, or any other school personnel is responsible for implementing the rules for student conduct adopted by the individual school and the Board of School Trustees.

Some behavior problems are more serious than others and require different approaches and clearly defined actions.

A. Definitions

1. As used in these Guidelines for Good School Order, the term "conduct constituting an interference with school purposes," or comparable language, means any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or material interference in the carrying out of school purposes. Undifferentiated fear or apprehension of disturbance, disruption, or interference shall not alone constitute sufficient grounds to support a determination this conduct exists.
2. As used in these Guidelines for Good School Order, the term "dismissal from school, class, or activity" means disciplinary action whereby a middle school or high school teacher will have the right to dismiss a student from the teacher's class or activity for a period not to exceed five (5) class periods, and an elementary teacher will have the right to dismiss a student from the teacher's classroom or activity for a period of up to one (1) school day.

3. As used in these Guidelines for Good School Order, the term “educational function” means the performance by the school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.
4. As used in these Guidelines for Good School Order, the term “expulsion” means a disciplinary action whereby a student
  - a. is separated from school attendance for a period exceeding five (5) school days;
  - b. is separated from school attendance for the balance of the then current semester or current year, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or
  - c. is separated from school attendance for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not apply to situations in which a student is disciplined using a method described in Section 2(B)(1) to (11) of these Guidelines for Good School Order, when a student is removed from school after being found ill, or when the student is removed from school for failure to comply with the immunization requirements.

5. As used in this Administrative Regulation, the term “school function” means any activity sanctioned or sponsored by the school.
6. As used in these Guidelines for Good School Order, the term “school purposes” means the purposes for which the school operates, including
  - a. promoting knowledge and learning;
  - b. maintaining an orderly and effective educational system; and
  - c. taking any action under the authority conferred on the school corporation by any statute.
7. As used in this Administrative Regulation, the term “suspension” means any disciplinary action which does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than five (5) school days.

The term does not apply to situations in which a student is disciplined using a method described in Section 2(B)(1) to (11) of these Guidelines for Good School Order, when a student is removed from school after being found ill, or when the student is removed from school for failure to comply with the immunization requirements.

B. Discipline

In dealing with students who have not exhibited sufficient self-discipline to live and work in harmony with others, school personnel may use any or all of the following discipline techniques (among others) as consequences to inappropriate behavior for students under their supervision, subject to the limitations which exist under law:

1. counseling with a student or group of students;
2. conferences with parent(s)/guardian(s);
3. assigning additional academic work;
4. rearranging class schedules;
5. requiring a student to remain at school after regular school hours to do additional academic work or for counseling;

6. restricting extracurricular activities;
7. rescinding the privilege of riding the school bus;
8. assignment by the principal of a special course of study, an alternative educational program, or an alternative school;
9. assignment of not more than one hundred twenty (120) hours of service with a non-profit organization, as outlined by statute;
10. referring students to law enforcement personnel in cases related to violations of the law;
11. denial of attendance at extra-curricular activities;
12. complying with state laws which prevent issuance of or invalidation of driver's licenses or learner's permits;

13. Dismissal from Class or Activity – Teacher

- a. A middle school or high school teacher will have the right to dismiss a student from the teacher's class or activity for a period not to exceed five (5) class periods.
- b. An elementary teacher will have the right to dismiss a student from the teacher's classroom or activity for a period of up to one (1) school day.
- b.c. In the event a teacher exercises this right, the principal shall arrange a meeting with the teacher, the student's parent(s), and the student for the purpose of developing a behavior plan for the student.

14. Suspension from School – Principal

A school principal (or designee) may deny a student the right to attend school or take part in any school function for not more than five (5) school days. However, a student may be suspended for more than five (5) school days, if the suspension is pending an expulsion decision and the continued suspension will prevent or substantially reduce the risk of interference with an educational function or purpose or a physical injury to the student, other students, school employees, or visitors to the school.

15. Expulsion from School

In accordance with the due process procedures defined in this administrative regulation, a student may be expelled from school for a period no longer than the remainder of the school year in which the expulsion took effect, if the misconduct occurred during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year. A principal may require a student, who is at least sixteen (16) years of age and who wishes to reenroll after expulsion, to attend an alternative school or educational program or evening classes.

C. Grounds for Suspensions and Expulsions

1. Prohibited Conduct Which May Result in a Suspension or Expulsion:

The following types of student conduct may constitute grounds for suspension, expulsion, or other disciplinary action, subject to the limitations which exist under law. Such conduct is defined to include, but not to be limited to, the following acts committed on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or when traveling to or from school or a school activity,



function, or event. The discipline rules may also apply when the student is using property or equipment provided by the school.

- a. Interference with School Purposes. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
- b. Speech/Conduct. Engaging in speech or conduct, including use of clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, disparaging of another's race, disability, religion, ethnic background, or gender, an indicator of gang involvement, or offensive to school purposes.
- c. Vandalism. Causing, or attempting to cause, damage to school or private property.
- d. Theft. Stealing, or attempting to steal, school or private property, or being in possession of another person's property.
- e. Fighting or Physical Injury. Intentionally causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief it was necessary to protect some other person does not, however, constitute a violation of this provision.
- f. Bullying Behavior, Intimidation, or Harassment. Engaging in bullying behavior as defined in Board Policy [JFCB5517.01](#). Threatening, intimidating, or harassing any person, causing injury to an individual's person or property or, with the intent of obtaining money or anything of value from the person. Engaging in sexual harassment of another person, which involves sexually-related verbal statements, gestures, or physical contact. This section also includes bullying through the use of data or computer software which is accessed through a computer, computer system, or network of the school.
- g. Hazing. Participation in an act of hazing. Hazing will be considered to be any act of initiation into any organization, group, activity, or social entity which causes or creates a substantial risk of causing mental, emotional, or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing will not diminish the inappropriateness of an act of hazing.
- h. Drug involvement. Knowingly possessing, using, providing, or transmitting to another person or being under the influence of any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant or intoxicant of any kind, or any paraphernalia for the use of such substance. An individual who uses an authorized drug as prescribed for him or her by a registered physician shall not be in violation of this rule. (Any student who is unsure if possession, use, or providing another person with any particular substance would violate this rule should contact the building principal before possessing, using, or transmitting the substance in question.)
- i. Student Operated Vehicles. Improperly operating motorized vehicles on school property, failing to obey posted speed limits, failing to display parking passes, or failing to obey other school regulations and Indiana laws which may apply. Keeping prohibited items in any automobile while it is on school property.
- j. Electronic Devices. Knowingly using on school grounds during school hours an

electronic device (e.g. cellular phone, tablet computer, pager, music device, digital camera, electronic equipment, etc.) in a manner which constitutes an interference with a school purpose, educational function, invasion of privacy, or act of academic dishonesty; or is profane, indecent, or obscene.

In addition to being subjected to discipline, students who use an electronic device in a manner which is inconsistent with these rules may have the device confiscated by the school. Such device will be returned to the parent upon request.

This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.

- k. Sale of drugs. Engaging in the unlawful selling of a controlled substance or engaging in a violation of criminal law which constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  - l. Insubordination. Failing to comply with directions of teachers or other school personnel where the failure constitutes an interference with school purposes or an educational function, including extra-curricular functions and other school sponsored activities.
  - m. Academic Dishonesty. Submission by a student of any schoolwork, for the purpose of meeting course requirements, which does not represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, or unauthorized use of hard copy or software to develop one's own software.
  - n. Violation of the law. Engaging in unlawful activity on or off school grounds, including any unlawful activity during weekends, holidays, other school breaks, and the summer, if
    - (1) the unlawful activity may be considered to be an interference with school purposes or an educational function; or
    - (2) the student's removal is necessary to restore order or protect persons on school property.
  - o. Violation of school rules. Violating or repeatedly violating any rules which are reasonably necessary and are validly adopted.
  - p. Refusing a Search. Refusing to permit a lawful, reasonable search by authorized school officials of the student's person and/or possessions. A student who uses a locker which is the property of the school is presumed to have no expectation of privacy in the locker or the locker's contents.
  - q. Pyrotechnic Devices. Possessing and/or using, on school grounds without authorization by school officials, any pyrotechnic device, including firecrackers.
2. Prohibited Conduct Which Will Result in an Expulsion

The following conduct will constitute grounds for expulsion, subject to the limitations that exist under law:

- a. Possession/Use of a Firearm, Destructive Device, or Deadly Weapon. Bringing or possessing a firearm or destructive device to school or on school property will result in expulsion for at least one (1) calendar year, with the return of the student at the beginning of the first school semester after the end of the one (1) year period. Bringing or possessing a deadly weapon to school or on school property may result in expulsion for not more than one (1) calendar year. The following definitions apply with regard to this section:
- (1) A firearm is any weapon which is capable of expelling, is designed to expel, or may readily be converted to expel a projectile by the action of an explosion.
  - (2) The following items are considered to be destructive devices:
    - i. an explosive, incendiary, or overpressure device which is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device substantially similar to an item described above;
    - ii. a type of weapon which may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel which has a bore diameter of more than one-half inch; or
    - iii. a combination of parts designed or intended for use in the conversion of a device into a destructive device.
  - (3) The following items are considered to be deadly weapons:
    - i. a loaded or unloaded firearm;
    - ii. a destructive device, weapon, taser or electronic stun weapon, device, equipment, chemical substance, or other material which, in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
    - iii. an animal which is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
    - iv. a biological disease, virus, or organism which is capable of causing serious bodily injury.

The superintendent may, on a case by case basis, modify the period of expulsion for a student who has brought a firearm or destructive device to school.

The superintendent shall immediately notify the county prosecuting attorney's office when a student is expelled for bringing or possessing a firearm or destructive device. The superintendent may give similar notice if the student brings or possesses a deadly weapon.

### 3. Expulsion Based Upon Legal Settlement

- a. A student may be expelled, subject to the limitations which exist in Federal and State law, when the student's legal settlement is not in the attendance area of Elkhart Community Schools and the student is not authorized by any other provision of School Board Policy or State Law to attend the Elkhart Community Schools.
- b. The ~~Director of Student Services~~Assistant Superintendent of Student Services/designee shall have the authority to recommend expulsion to the Superintendent for this reason.

D. Student Due Process Procedures

1. Procedure for Dismissal from Class or Activity

When dismissing a student from an educational function, the recommended actions for teachers or other school personnel are as follows:

- a. Inform the student of the reason(s) for his or her dismissal. (Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately dismissed from class without informing the student of the reasons.)
- b. Instruct the student to leave the classroom or activity.
- c. Tell the student where to report.
- d. Follow up the dismissal by checking to see if the student reported as instructed.
- e. Notify the administration by completing the Report of Student Dismissal, or in such other written manner as may be appropriate.

2. Procedure for Suspensions

Any principal or designee may suspend a student from school and all school functions for a period of five (5) school days or less after an investigation has determined such suspension is necessary to further school purposes or to prevent an interference with school purposes.

When a principal (or designee) determines a student should be suspended, the following procedures will be followed:

- a. The student will be afforded an opportunity for a meeting during which the student is entitled to the following:
  - 1) a written or oral statement of the charges;
  - 2) a summary of the evidence against the student, if the student denies the charges; and
  - 3) an opportunity to explain his or her conduct.
- b. The meeting shall precede suspension of the student and the student's parents or guardians will be notified as soon as possible after the meeting is concluded. In addition, the student's parents or guardians will be given written notification of the suspension. The notification will describe the student's misconduct, and the action taken by the principal. ("Student Suspension Notice" Administrative Regulation JFC-su)
- c. Where the nature of the misconduct requires the immediate removal of the student, the meeting with the principal will then be held within a reasonable time following the date of the suspension.
- d. Prior to the student's return to school from a suspension of three (3) school days or more, the principal should attempt to schedule a meeting with the student's parent(s)/guardian(s) for the purpose of discussing the student's conduct.

3. Procedure for Expulsions

When a principal (or designee) recommends to the superintendent (or designee) a student be expelled from school, the following procedures will be followed:

- a. The principal, vice-principal, or assistant principal shall, after consulting or attempting to consult with the ~~Executive Director of Personnel and Legal Services~~ District Counsel/Chief of Staff, complete the “Principals Written Charge Requesting Expulsion,” Administrative Regulation JFC-ex<sup>3</sup>.
- b. After said form has been completed, the form shall be delivered to the Superintendent, with a copy to the ~~Director of Student Services~~ Assistant Superintendent of Student Services and the ~~Executive Director of Personnel and Legal Services~~ District Counsel/Chief of Staff. For a student with a disability, the form shall also be submitted to the ~~Director of Special Education~~ Director of Special Services. The Superintendent shall, after having reviewed the charge and determining reasonable grounds for an investigation exist, appoint an Expulsion Examiner and forward the charge, within one school day of its receipt, to such Expulsion Examiner.
- c. The superintendent (or designee) shall either decide to conduct the expulsion meeting or appoint one of the following persons to conduct the expulsion meeting:
  - 1) Legal counsel; or
  - 2) A member of the administrative staff if the member has not expelled the student during the current school year and was not involved in the events giving rise to the request for expulsion.
- d. The Expulsion Examiner shall, within two days after receiving the “Principal’s Written Charge Requesting Expulsion,” complete and personally deliver or send to the parent(s)/guardian(s) and student by certified mail the “Notice Regarding Expulsion Request.” The Notice must contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
- e. If the Expulsion Examiner does receive a request for an expulsion meeting in person or by mail within five school attendance days after receipt by parent(s)/guardian(s) of the Notice Regarding Expulsion Request, the Expulsion Examiner shall schedule the meeting within a period of five school days after it is requested. When scheduling such meeting, the Expulsion Examiner should confer with the principal, ~~the Executive Director of Personnel and Legal Services~~ District Counsel/Chief of Staff, and ~~the~~ parent(s)/guardian(s) as to the date and time of the meeting.
- f. The superintendent or person appointed to conduct the expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at the expulsion meeting. If an expulsion meeting is held, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student’s position. The individual conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and should the individual conclude disciplinary action is necessary, make a recommendation to the Superintendent or Superintendent’s designee. The Superintendent or Superintendent’s Designee may accept, reject, or modify the recommendation of the individual who conducted the expulsion meeting. Notice of the action taken shall be given to the student, the student’s parent, the principal, and the ~~Director of Student Services~~ Assistant Superintendent of Student Services.
- g. The student or parent has the right to appeal the decision of the Superintendent to the school board within 10 days of the receipt of notice of the action taken. The student

or parent appeal to the school board must be in writing and must provide a statement of the reasons, written information or submissions in support (provided said written information or submissions were provided at the original expulsion meeting) and arguments for overruling the decision of the Superintendent. If an appeal is properly made, the board must consider the appeal. The board shall hold a meeting to consider the written summary of the expulsion meeting and the written arguments of the school administration and the student and/or the student's parent. The board will make its decision based upon the written submissions of the parties and any documents introduced during the original expulsion meeting, unless the board votes to conduct a meeting at which the school administration and student and/or the student's parents shall appear. In the event the board votes to conduct a meeting at which the school administration and the student and/or the student's parents shall appear, the meeting shall be held in executive session and the Board President shall communicate to the school administration and the student and/or the student's parents the procedure to be used during the meeting. The board may then take any action deemed appropriate. The decision of the board may be appealed only through judicial review. The board may vote to not hear appeals of actions taken after an expulsion meeting. If the board votes not to hear such appeals, subsequent to the date of the vote, a student or parent may appeal only through judicial review.

- h. If the Expulsion Examiner does not receive a request for an expulsion meeting within five school attendance days after receipt by parent(s)/guardian(s) of the Notice of Expulsion Request, or a student/parent fails to appear at an expulsion meeting after receipt of the Notice, then all rights administratively to contest and appeal the expulsion shall be forfeited. The Expulsion Examiner shall then notify by memorandum the Superintendent, the principal, the ~~Director of Student Services~~ Assistant Superintendent of Student Services, and the ~~Executive Director of Personnel and Legal Services~~ District Counsel/Chief of Staff that the action requested in the charge by the principal concerning such student shall automatically become effective.
- i. An expulsion which takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion remaining in effect during the first semester of the following school year must be reviewed before the beginning of the school year.

4. Possession and Self-Administration of Medication Permitted

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition, without risk of discipline for possession of drugs, if certain conditions are met.

5. Procedure for Students with Disabilities

Students with disabilities are subject to the same disciplinary action for violating school rules as any other student. However, if a student with a disability is subjected to disciplinary change of placement, there are additional procedural safeguards which apply. A disciplinary change of placement occurs when a student is removed for more than ten (10) consecutive school days or is subjected to a series of removals which cumulates to more than ten (10) school days in a school year and constitutes a pattern.

When a student with a disability is subjected to a series of removals accumulating to more than ten (10) school days in a school year, the principal (or designee) must determine if the series of removals constitutes a pattern. If the principal determines a disciplinary change of

placement has not occurred, the school shall follow the procedures for suspension (outlined above) and in consultation with at least one (1) of the student's teachers, determine the extent to which services are needed to enable the student to do the following:

- a. Continue to participate in the general education curriculum, although in another setting.
- b. Progress towards meeting the goals set out in the student's IEP.

If a disciplinary change of placement occurs, the following procedures must be followed:

- a. The school must notify the student's parents and provide the parent with the Notice of Procedural Safeguards on the date the decision to make a removal that constitutes a change of placement is made. If the school is unable to notify the parent on the date the decision is made, notice must be mailed to the parent not later than the following business day.
- b. Within ten (10) instructional days of any decision to change the placement of a student with a disability, the Case Conference Committee (CCC) must meet to determine whether the student's behavior is a manifestation of the student's disability. The conduct will be considered a manifestation of the student's disability, if the CCC determines the conduct was
  - (i) caused by, or had a direct and substantial relationship to the student's disability; or
  - (ii) the direct result of the school's failure to implement the student's IEP.
- c. If the conduct was a manifestation of the student's disability, the CCC must either
  - (i) conduct a functional behavioral assessment, unless an FBA was conducted prior to the behavior resulting in disciplinary action, and implement a behavioral intervention plan for the student; or
  - (ii) review the BIP and modify it, as necessary if a BIP has already been developed for the student.

Then, the student shall be returned to the placement from which the student was removed, unless the parent and school agree to a change of placement as a part of a BIP or an interim alternative setting is required due to weapons, drugs, or serious bodily injury.

- d. If the conduct was NOT a manifestation of the student's disability, the school may impose disciplinary sanctions in the same manner as it does for students without disabilities. However, the student must continue to receive appropriate services.
- e. The school may remove a student with a disability to an interim alternative educational setting for up to forty-five (45) school days; if the student, while at school, on school premises, or at a school function, does the following:
  - (i) carries a weapon to school or possesses a weapon;
  - (ii) knowingly possesses or uses illegal drugs or sells or solicits the sales of a controlled substance; or
  - (iii) inflicts serious bodily injury upon another person.

Regardless of whether the CCC determines the student's conduct is a manifestation of the student's disability, the student may remain in the IAES for up to forty-five (45) school

days. But, the student must continue to receive appropriate services.

| ~~May 13, 2014~~ April 23, 2019



RULES FOR STUDENT CONDUCT

In addition to adopted Board Policies and Administrative Regulations governing all students of the Elkhart Community Schools, the Elkhart Community Schools adopt the following rules governing student conduct. These rules apply to actions which occur on school property, inside or outside the school building, or on property adjacent to school property; or at any school-sponsored activity regardless of location; or when traveling to or from school or any educational activity. Disregard of these rules shall constitute grounds for suspension, expulsion, or any other reasonable form of disciplinary action. In addition to being subjected to discipline, students who use cellular phones, tablet computers, music devices, digital cameras, electronic equipment and other similar devices in a manner which is inconsistent with these rules may have those devices confiscated by the school.

1. Insubordination. Refusal to obey or follow a reasonable order or directive given by any Elkhart school staff member. Refusal to provide proper and sufficient identification upon request of any staff member. Staff members shall mean teachers, administrators, custodians, bus drivers, paraprofessionals, all other employees and officials, and authorized volunteers.
2. Failure to clearly display a school identification card when this is required by a student's school.
3. Theft of school property or property belonging to another student or staff member or being in possession of stolen property.
4. Fighting and/or committing any act which jeopardizes the health, safety, or welfare of other students, staff members, or visitors.
5. Vandalism. Damaging any property belonging to other students, staff, or to the Elkhart Community Schools.
6. Use of, display of, or participation in any form of profanity, indecency, or obscenity.
7. Conduct or use of language which reasonably threatens, intimidates, or indicates disrespect of another person.
8. Bullying Behavior: Intentional behaviors involving unwanted negative actions which may be repeated over time and involve an imbalance of power.
9. Failure to follow directions during an emergency or an emergency drill.
10. Failure to follow cafeteria procedures and rules.
11. Consuming food or drink in the building except in the cafeteria or other designated areas.
12. Use of the elevator without the specific and express permission of a staff member.
13. Leaving a class station or other assigned area without permission of a staff member.
14. Leaving school property at a time other than the end of the student's scheduled day, unless specific permission is granted by the administration, and the sign-out procedure is followed by the student.
15. Failure to comply with school attendance/tardy policies.
16. Failure to comply with study hall, detention, and/or in-school suspension regulations.
17. Failure to attend assigned detention including, but not limited to, after-school detention, lunch detention, weekend detention, etc.

18. Failure to comply with driving and parking regulations. Reckless driving is prohibited.
19. Failure to comply with bus regulations.
20. Failure to comply with the school's release time regulations.
21. Possession or use of tobacco in any form; possession, use, or under the influence of alcohol; or possession, use, under the influence, or transmission of any controlled substance or substance represented as a controlled substance, or paraphernalia for the use of such substance.
22. Violating any reasonable condition of probationary enrollment status for which proper notice has been given.
23. Using an electronic device (e.g. cellular phone, tablet computer, music device, digital camera, etc.) either in a manner which constitutes an interference with a school purpose, educational function, invasion of privacy, or act of academic dishonesty; or which is profane, indecent, or obscene.
24. Failure to comply with the building's dress code.
25. Failure to bring required materials and equipment to classes and refusal to participate in class activities.
26. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.
27. Violations of the Board of School Trustees' Policy on ~~Acceptable Use of Electronic Information, Services, and Networks~~Network and Internet Acceptable Use and Safety (IGBC7540.03) regarding appropriate use of school corporation computers and networks.
28. Knowingly possessing, handling, or transmitting a knife, gun, destructive device, or any other object which can reasonably be considered a weapon.
29. Possessing and/or using matches, cigarette lighters, or any pyrotechnic device, including firecrackers, on school grounds without authorization from school officials.

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?
Epic MegaGrants	Epic Games	EACC	Jeff Lindke	The cost of up to 25 computers.	Funds will be put toward the purchase of computers that can run 3d modeling animation, and video game creation software. Jeff Lindke	Having high-end computers will ensure that students can focus on their work.	25 computers at an estimated cost of \$2,500 each will be \$62,500 total.	12/25/2019

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

**School:** Memorial and Central

**Class/Group:** ElkLogics Robotics

**Number of Students:** 19

**Date/Time Departing:** Group 1: 4/11/2019 at 3:00pm, Group 2: 4/12/2019 at 5:45am

**Date/Time Returning:** 4/13/2019 at 8:45pm

**Destination:** Kokomo Memorial Gym                      Kokomo                      IN  
City State

**Overnight facility:** Days Inn, Kokomo, IN

**Mode of Transportation:** Activities bus

**Reason for trip:** Competing in FIRST Robotics Indiana State Championship

**Names of chaperones:** Nick Seidl, Ted Elli, Tracy Korn

**Cost per student:** 70

**Describe Plans for Raising Funds or Funding Source:** Travel fees collected from students

**Plans to defray costs for needy students:** Supplement with funds in extracurricular account

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

**Signature of Teacher/Sponsor:** \_\_\_\_\_

**Signature of Principal:** [Signature]                      **Date:** 4/9/19

\*\*\*\*\*

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

**Approval of Assistant Superintendent:** [Signature]                      **Date:** 4/9/19

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

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

RECD. 4/9/19

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Memorial

Class/Group: Student Government

Number of Students: 30

Date/Time Departing: 5/28/2019 8:00 AM

Date/Time Returning: 5/29/2019 2:00 PM

Destination: Camp Friedenswald Cassopolis Michigan  
City State

Overnight facility: \_\_\_\_\_

Mode of transportation: school bus

Reason for trip: Leadership skills and team building

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

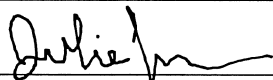
Names of chaperones: Jeffrey Miller Julie Tyrakowski Sarah Horn Stefanie Foster

Cost per student: \$47

Describe plans for Raising Funds or Funding Source: We currently have the funds to pay for this

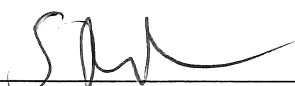
Plans to defray costs for needy students: \_\_\_\_\_


Are needy students made aware of plans? \_\_\_\_\_

Signature of Teacher/Sponsor: 

\*\*\*\*

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

Signature of Principal:  Date: \_\_\_\_\_

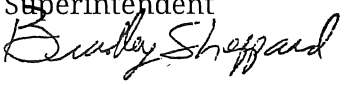
Approval of Assistant Superintendent:  Date: 4-11-19

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

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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: April 18, 2019  
 TO: Dr. Steve Thalheimer, Superintendent  
 FROM: Dr. Bradley Sheppard   
 RE: **Conference Leave Requests**  
**April 23, 2019 - 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>PATTAN SITE VISITS FOR VERBAL BEHAVIOR AND CLASS ACADEMY</b>                      This session will provide viewing of evidence-based models of Verbal Behavior classrooms and Social/Emotional classrooms to learn how to better meet the needs of the students in our Intense and ED classrooms.                      Pittsburgh, PA                      April 24 - 26, 2019 (3 day's absence)                      SHERRY FORZLEY - ESC (2-4)                      ROMA OSTERLOO - ESC (0-0)</p>	<p>\$1,612.40</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p><b>OSE FISCAL ROADSHOW</b>                      This conference is an opportunity to learn the changes of the grant process and compliance requirements pertaining to the Special Education grants the district receives.                      Larwill, IN                      April 25, 2019 (1 day's absence)                      VALERIE GILLESPIE - ESC (1-2)</p>	<p>\$60.32</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p><b>ACP MACROECONOMICS/MICROECONOMICS REVIEW SESSION</b>                      ACP review sessions are designed to educate instructors on best practices in Advance College Project dual credit courses.                      Bloomington, IN                      4/26/2019 (1 days absence)                      ERIN HARTMAN - MEMORIAL (0-0)</p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>	<p>\$95.00</p> <p><i>OTHER FUND</i></p>
<p><b>IASBO ANNUAL MEETING</b>                      This conference will provide an opportunity to gain best practices of school operations, as well as learning legislation updates as implemented in the yearly session.                      Fort Wayne, IN                      May 8 - 10, 2019 (1 or 3 day's absence)                      JULIE CRANE - ESC (0-0)                      VALERIE GILLESPIE - ESC (2-3)                      ERICA PURVIS - ESC (0-0)                      KEVIN SCOTT - ESC (0-0)</p>	<p>\$2,725.44</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p><b>AP READING</b>                      This session will provide an opportunity to exchange ideas with faculty, teachers, and AP Development Committee members and become familiar with AP scoring standards.                      Tampa, FL</p>	<p>\$0.00</p>	<p>\$380.00</p>

June 2 - 10, 2019 (4 day's absence) KASEY LUTRELL - MEMORIAL (1-1)	<i>OTHER FUND</i>	<i>OTHER FUND</i>
<b>SMEKENS LITERACY RETREAT</b> This workshop will equip teachers with the latest best-practice strategies in literacy, including synthesizing information from several sources, providing writers with prompt & purposeful feedback, tempting reluctant readers with Book Talks, using annotation to activate & articulate understanding, modeling literacy lessons that move students toward mastery, and mixing mediums to build a balanced reader & writer. Shipshewana, IN June 25 - 26, 2019 (0 days absence) NANCY BAKER - PINWOOD (0-0) JAIME BORKHOLDER - HAWTHORNE (0-0) REBECCA DODD - BEARDSLEY (1-3) NIKKI GERNAND - EASTWOOD (0-0) LIZ GINGERICH - BRISTOL (1-3) BRITNEY GOFF - BECK (1-3) KATIE GREEN - OSOLO (1-3) ADDISON GRING - ROOSEVELT (0-0) ANITA GROVE - BRISTOL (0-0) SUZANNE HOLCOMB - BECK (1-3) NICOLAI HYER - MEMORIAL (0-0) BETHANY KEEVER - OSOLO (1-3) JACQUELYN KRULL - BRISTOL (2-5) STEPHANIE MARKS - BRISTOL (4-8) JESSICA MCINTYRE - DALY (0-0) HOLLY O'CONNELL - PINWOOD (3-8) CAMBRIA RIEF - EASTWOOD (2-2) HEBA SAID - ROOSEVELT (0-0) ASHLEY MORGAN SMITH - ROOSEVELT (2-5) KATIE TREADWAY - DALY (1-3) SERENA UTTERBACK - ROOSEVELT (0-0) LUANNE VANKIRK - DALY (1-3) BRANDON WHITSIT - MEMORIAL (0-0) BRENT YODER - PIERRE MORAN (2-4)	\$11,414.86	\$0.00
<b>PUBLIC MEDIA DEVELOPMENT MARKETING CONFERENCE 2019</b> This conference will provide new strategies and insights to become a better development team. Dallas, TX July 9 - 11, 2019 (3 day's absence) DIANE DANIELS PILARSKI - WVPE (0-0) THOMAS LABUZIENSKI - WVPE (0-0) DAVID MURRAY - WVPE (0-0) TOM SIBAL - WVPE (0-0)	<i>OTHER FUND</i>	<i>OTHER FUND</i>
	\$5,417.35	\$0.00
	<i>OTHER FUND</i>	<i>OTHER FUND</i>


<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>INNOVATE INTEGRATE MOTIVATE</b> This conference will touch on the topics of mental health, CTE, and student led IEP's. Indianapolis, IN April 23, 2019 (1 day's absence) LINDSEY COX - ECS (6-10)	\$222.20          <i>GENERAL FUND</i>	\$0.00          <i>GENERAL FUND</i>
<b>IDOE TITLE CON 2019</b> Dawn McGrath and Beth Williams will be presenting the topic: District Level Comprehensive Needs Assessment (CNA): Learning and Growing Indianapolis, IN April 23 - 24, 2019 (2 day's absence) CYNTHIA BONNER - PMMS (5-9) MARIANA CORTEZ - PMMS (2-5) KYLE MILLER - PMMS (2-5) VALERIE GILLESPIE - ECS (0-0)	\$2,939.52          <i>OTHER FUND</i>	\$0.00          <i>OTHER FUND</i>
<b>EASTERN REGIONAL PUBLIC RADIO REGIONAL</b> NPR Regional Meeting to discuss new financial funding models for NPR. Washington, D.C. April 23 - 25, 2019 (3 day's absence) ANTHONY HUNT - WVPE (2-3)	\$1,020.00          <i>OTHER FUND</i>	\$0.00          <i>OTHER FUND</i>
	<b>\$25,412.09</b>	<b>\$475.00</b>
2018 YEAR-TO-DATE GENERAL FUNDS	\$28,538.81	\$2,470.00
2019 YEAR-TO-DATE GENERAL FUNDS	\$10,594.58	\$760.00
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	\$79,164.01	\$12,920.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$375,850.65</b>	<b>\$30,495.00</b>

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



**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: April 18, 2019  
 TO: Dr. Steve Thalheimer  
 FROM: Dr. William E. Kovach   
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 April 23, 2019 - Board of School Trustees Meeting**

2018- 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>IACTED Summer Conference</b>                      This is the annual IACTED summer conference that provides professional development for all CTE directors in IN. D.O.E., DWD, Fleck Education, Ivy Tech, and Vincennes are all at this conference to share information and updates for our CTE cohort.                      Nashville, IN                      June 10 &amp; 11, 2019                      William Kovach (3-6)                      Leadership</p>	\$905.20	\$0.00
<p><b>Hot Rodders STEM Event</b>                      Our state qualifying studetns will be working with 80-100 of the top studetns of the STEM program from 4th-7th grades as part of the great Bowling Green District.                      Bowling Green, KY                      April 25, 2019                      Angee Gortney (2-4)                      Program/Industry Specific CTE Conference</p>	\$0.00	\$0.00
<p><b>FFA State Contest</b>                      I will be helping judge and also helping with one of the two EACC State teams                      Indianapolis, IN                      Angee Gortney (3-5)                      Career &amp; Technical Student Organization Competitions</p>	\$50.00	\$0.00
<p><b>DNR Interpretive Training</b>                      This training is very much a methods class. I have taken these classes for science and history, but never one of this type and scope. It's focus is the interpretation of landscapes.                      Spencer, IN                      Ashley Robertson (3-5)</p>	\$1,085.83	\$0.00

2018-2019 CONFERENCES	EXPENSES	SUBSTITUTE
Program/Industry Specific Career & Technical Education		
<b>TOTAL</b>	<b>\$2,041.03</b>	<b>\$0.00</b>
2018-19 YEAR-TO-DATE PERKINS FUNDS	\$21,749.07	
<b>GRAND TOTAL</b>	<b>\$23,790.10</b>	<b>\$0.00</b>



**HUMAN RESOURCES**

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: APRIL 23, 2019**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of two agreements regarding unpaid time.
- b. **Retirement** – We report the retirement of the following employees at the end of the 2018-19 school year:

<b>Adriana Alburitel-Burton</b>	<b>Osolo/Grade 5</b>	<b>29 Years of Service</b>
<b>Mary Teeter</b>	<b>Supervisor/Cleveland</b>	<b>18 Years of Service</b>
<b>Nancy Troyer</b>	<b>Osolo/Grade 4</b>	<b>17 Years of Service</b>
<b>James Wasikowski</b>	<b>Woodland/Grade 6</b>	<b>41 Years of Service</b>

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

<b>Shayla Yoder</b>	<b>Cleveland/Grade 2</b>
Begin: 5/17/19 pm	End: 6/6/19

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

<b>Jami Young</b>	<b>ESC/Homebound</b>
Begin: 3/20/19 pm	End: 6/6/19

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

<b>Lisa Haeck</b>	<b>Roosevelt/Special Education</b>
Begin: 8/13/19	End: 6/3/20

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

<b>Kathleen Bain</b>	<b>Memorial/Math</b>
Began: 8/4/15	Resign: 6/6/19

**Sarah Brown**  
Began: 1/8/17

**Roosevelt/Grade 2**  
Resign: 6/6/19

**Jamie Haradine**  
Began: 8/12/13

**Pinewood/Grade 4**  
Resign: 6/6/19

**Sarah Horn**  
Began: 8/8/16

**Memorial/Math**  
Resign: 6/6/19

**Julie Plaia**  
Began: 3/5/14

**Hawthorne/Grade 6**  
Resign: 4/12/19

**Carmen Ritchie**  
Began: 8/15/17

**Roosevelt/Music**  
Resign: 3/29/19

**Kaleigh Swinehart**  
Began: 8/15/11

**Feeser/Grade 4**  
Resign: 6/6/19

**John Tomac**  
Began: 8/14/18

**Central/Social Studies**  
Resign: 6/6/19

## **CLASSIFIED**

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

**Tina Allen**  
Began: 2/14/19

**West Side/Food Service**  
PE: 4/18/19

**Kayla Brookshire**  
Began: 2/11/19

**Memorial/Paraprofessional**  
PE: 4/15/19

**Vilma Carrocio Ortiz**  
Began: 11/8/18

**Central/Paraprofessional**  
PE: 4/19/19

**Ivy Copeland**  
Began: 2/7/19

**Pierre Moran/Food Service**  
PE: 4/11/19

**Dvynn Mohrman**  
Began: 2/26/19

**Roosevelt/Custodian**  
PE: 4/22/19

**Diane Pilarski**  
Began: 2/26/19

**WVPE/Promotions Manager**  
PE: 4/22/19

**Chakiea Jackson**  
Began: 2/12/19

**Pierre Moran/Paraprofessional**  
PE: 4/16/19

**Megan Plasterer**  
Began: 2/11/19

**Cleveland/Paraprofessional**  
PE: 4/15/19



**Tracy Sheppard Jr.**  
Began: 2/4/19

**Transportation/Bus Helper**  
PE: 4/10/19

**Ursula Taylor**  
Began: 2/7/19

**Bristol/Food Service**  
PE: 4/11/19

**Dranda Washington**  
Began: 2/12/19

**Transportation/Bus Helper**  
PE: 4/16/19

**Norman Wilson**  
Began: 2/5/19

**Commissary/Food Truck Driver**  
PE: 4/10/19

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

**Nicole Crandall**  
Began: 8/16/18

**Beardsley/Secretary**  
Resign: 5/1/19

**Anthony Horvath**  
Began: 11/13/17

**Transportation/Mechanic**  
Resign: 4/19/19

**Justin Stebbins**  
Began: 9/28/19

**Transportation/Mechanic**  
Resign: 4/19/19

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

**Suanne Brazzell**  
Began: 8/23/04

**EACC/Paraprofessional**  
Retire: 6/6/19  
14 Years of Service

**Susan Gilpin**  
Began: 2/15/95

**West Side/Food Service**  
Retire: 6/6/19  
24 Years of Service

**Cynthia Kaser**  
Began: 1/4/99

**Pinewood/Paraprofessional**  
Retire: 6/6/19  
20 Years of Service

**d. Unpaid Leave** – We recommend an unpaid leave of the following classified employee:

**Julie Grosser**  
Begin: 5/14/19

**Transportation/Bus Driver**  
End: 5/24/19



e. **Medical Leave** - We recommend a medical leave of the following classified employees:

**LeAnn Mehl**  
Began: 4/10/19

**Daly/Food Service**  
End: 6/6/19

**Belinda Siler**  
Began: 2/3/19

**Memorial/Custodian**  
End: 8/1/19

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

**Leydi Jurado Canenguez**  
Began: 12/17/18

**Hawthorne/Paraprofessional**  
End: 4/23/19  
Policy: 3139.01S

