

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

January 22, 2019

CALENDAR

Jan	22	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Jan	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	21	12:00 p.m.	Board Retreat, J.C. Rice Educational Services Center
Feb	22	12:00 p.m.	Board Retreat, J.C. Rice Educational Services Center
Feb	26	5:00 p.m.	Regular Board Meeting, North Side Middle School, 300 Lawrence St.
Mar	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Memorial High School  
Central High School
- E. MINUTES  
January 8, 2019 – Public Work Session Minutes  
January 8, 2019 – Organizational Meeting  
January 8, 2019 – Board of Finance Minutes  
January 8, 2019 – Regular Board Meeting

F. 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, 2018 – December 31, 2018

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

Appropriations Transfers – The Business Office reports on the transfer of appropriations of the 2018 tax funds.

Resolution – The Business Office recommends adoption of a Resolution to Transfer Funds from Education Fund to the Operations Fund.

Resolution – The Business Office recommends adoption of a Resolution Authorizing the Issuance of Procurement Cards.

Resolution – The Business Office recommends adoption of a Resolution Authorizing the Use of Design-Build Method for the School of Engineering, Technology and Innovation Building Project.

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

Monthly Insurance Report

G. NEW BUSINESS

Custodial Agreement – The administration recommends Board approval of the proposed Agreement with the American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925).

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

H. 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.

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

January 8, 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	Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr.
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Roll Call

Absent:	Babette S. Boling
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ECS Personnel Present:	Steven Thalheimer	Doug Thorne Cheryl Waggoner
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The Board discussed its slate of officers, the current Board packet, potential dates for the February retreat, and meetings with the new Superintendent, Dr. Steven Thalheimer.

Topics Discussed

Dr. Thalheimer discussed his plan to meet with administrators, his expectations, and preparations for the Board retreat.

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

Adjournment

APPROVED:

Signatures

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

\_\_\_\_\_  
Babette S. Boling, Member

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Kellie L. Mullins, Vice President

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

\_\_\_\_\_  
Carolyn R. Morris, Secretary

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Rodney J. Dale, Member

\_\_\_\_\_  
Roscoe L. Enfield, Jr., Member

MINUTES OF THE  
ORGANIZATIONAL MEETING  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

January 8, 2019

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

Board Members  
Present:

Douglas K. Weaver  
Kellie L. Mullins  
Carolyn R. Morris

Susan C. Daiber  
Rodney J. Dale  
Roscoe L. Enfield, Jr.

Absent:

Babette S. Boling

Outgoing Vice President Doug Weaver called the meeting to order and the pledge was recited.

By unanimous action, the Board elected Douglas Weaver to serve as president, Kellie Mullins to serve as vice president, and Carolyn Morris to serve as secretary of the Board of School Trustees and the Finance Committee for 2019. This election is in accordance with the Board’s long standing rotation schedule.

Three Board members – Rodney Dale, Roscoe Enfield, and Douglas Weaver, publicly disclosed potential conflicts of interest. (Codified Files 1819-87)

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

APPROVED:

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Douglas K. Weaver, President

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Babette S. Boling, Member

\_\_\_\_\_  
Kellie L. Mullins, Vice President

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

\_\_\_\_\_  
Carolyn R. Morris, Secretary

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

\_\_\_\_\_  
Roscoe L. Enfield, Jr., Member

Time/Place

Roll Call

Call to  
Order/Pledge

Election of  
Officers

Conflict of  
Interest

Adjournment

Signatures

MINUTES OF THE  
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools  
Elkhart, Indiana  
January 8, 2019

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

Time/Place

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

Absent: Babette S. Boling

Outgoing Vice President Douglas Weaver called the annual meeting of the Board of Finance to order.

Call to Order

By unanimous action, the Board adopted a resolution authorizing the Treasurer of Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9.6.

Resolution

Board members were provided with an investment history report reflecting no investment activity during 2018.

2018  
Investment  
History

By unanimous action, the meeting was adjourned at approximately 7:15 p.m.

Adjournment

APPROVED:

Signatures

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

ATTESTED:

\_\_\_\_\_  
Carolyn R. Morris, Secretary

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
January 8, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:15 p.m.

Place/Time

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

Absent: Babette S. Boling

President Douglas 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: Shelby Buss, a senior from Memorial High School (MHS) and Juan Resendiz, a junior from Central High School (CHS). Shelby Buss is president of SSAC and the class of 2019. Ms. Buss reported on the following activities: the annual winter dance is January 18<sup>th</sup>; the school magazine (GENESIS) and yearbook (Monolith) both received first place awards in the American Scholastic Press Association contest for their 2018 publications; the final print version of GENESIS was distributed today and will be launching its website in February; two students had the opportunity to meet former Senator Richard Lugar during his annual Symposium for Tomorrow’s Leaders; in winter sports girls basketball won the Holiday Hoopfest Tournament at South Bend Washington in December, both swim teams are off to a strong start, and senior Kallie Canfield will be going to the Indiana High School Girls Wrestling state meet next Friday. Ms. Buss plans to attend Purdue in the Fall. Mr. Resendiz reported the following music activities: band, choir and orchestra are working toward upcoming solo and ensemble competitions; the pep band, Blazeline and cheerleaders entertained twice over the holiday break at Notre Dame women’s basketball games with coach Muffet McGraw personally thanking them for bringing the energy to the basketball arena; and the Blazeline and winter guard are also working hard to prepare for competitions. Mr. Resendiz also reported the gymnastic team won their holiday invitational, and wrestling and girls basketball are having successful seasons. Mr. Resendiz plans to attend Ball State after graduation in 2020.

SSAC Representatives

By unanimous action, the Board approved the December 18, 2018 – Business Meeting minutes.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$13,572,868.37 as shown on the January 8, 2019, claims listing. (Codified File 1819-88)

Payment of Claims

By unanimous action, the Board adopted an organizational resolution naming Kevin Scott, treasurer; Erica Purvis, deputy treasurer; copy fees; officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees; Board member compensation; cash management provider is Lake City Bank; Legal Counsel is Barnes & Thornburg; legal notices to be published in the Elkhart Truth and Goshen News; mileage rate is \$.58; and bond amounts. In response to Board inquiry, Mr. Scott stated the district is required to publish notices in two local newspapers. (Codified File 1819-89)

Resolution of Board of School Trustees

By unanimous action, the Board adopted a resolution authorizing the transfer of funds during calendar year 2019. (Codified File 1819-90)

Resolution to Authorize Fund Loans for 2019

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): 51 hat and scarf sets handmade by Ruth Ann Owens to be distributed through social workers to children and families in need; and \$25,000 from Lippert Components, Inc.; \$75,000 from Brian and Lauri Smith; and \$50,000 from Thad and Rachelle Naquin for renovations to Rice Field and North Side Gym. In response to Board inquiry, Mr. Scott stated there is a list of proposed improvements to the facilities and there was a group led by the superintendent that included both athletic directors and others who set the priorities of the projects.

Gift Acceptance

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 1819-91)

Fundraisers

By unanimous action (Weaver abstained), the Board removed from the table, approved proposed revisions and waived second reading of Board Policy 3422.08S – Paraprofessionals' Compensation Plan.

Board Policy 3422.08S

By unanimous action, the Board authorized the administration to enter into an amended real estate lease with DRTY, LLC for the property at 307 S. Main Street. (Codified File 1819-92)

Amended Real Estate Lease

The Board reviewed proposed course offerings for the 2019-2020 school year, including: Quantitative Reasoning; Ethnic Studies; Industrial Technical Maintenance II; Interactive Media 5232; and Health Science Education II: Athletic Training. Phil Lederach, director of secondary instruction, reported a new math course, Analytical Algebra II, was approved by the Indiana Department of Education (IDOE) in December. The course is in the process of being approved for the Core 40 diploma designation.

New Course Offerings

By unanimous action, the Board approved the following overnight trip requests: for two Pierre Moran choir students to travel to Fort Wayne, IN on January 17-19, to participate in the Indiana Music Education Association middle school honor choir festival; and confirmed Central's girls basketball team traveled to Columbus, IN on December 27-28, 2018 to participate in the a basketball tournament.

Overnight Trip Request

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

Personnel Report

Agreement regarding unpaid time for a certified staff member. (Codified Files 1819-93)

Consent Agreement

Employment of certified staff member, Frank Rossi, Air Force JROTC at Central for the 2018-2019 school year effective 1/7/19.

Certified Employment

Resignation of the following two (2) certified staff members effective on dates indicated:

Certified Resignations

Howard Edwards - assistant principal at Memorial, 6/28/19  
Amy Miller - special education at Roosevelt, 12/21/18

Employment of the following eleven (11) classified employees who have successfully completed their probationary period on dates indicated:

Classified Employment

Jamie Avery - food service at Monger, 12/21/18  
Miranda Doolittle - food service at Central, 12/21/18  
Tiffany Fisher - food service at Osolo, 12/21/18  
Tracy Fisher - social worker at Daly, 12/21/18  
Theresa Hammond - paraprofessional at EACC, 1/8/19  
Rosa Manay - bus helper at Transportation, 12/21/18  
Susan Stephan - paraprofessional at Memorial, 12/21/18  
Brenda Stow - bus helper at Transportation, 1/7/19  
Jeri Strebinger - food service at Feeser, 12/21/18  
Jennifer VanDoren - paraprofessional at Beardsley, 1/7/19  
Mariana Villalobos - misc. translator/parent liaison at Roosevelt, 12/21/18



<p>Resignation of the following three (3) classified employees effective on the dates indicated:  Nicole Cantzler - permanent substitute at Bristol, 12/21/18  Kimberly Gappa - food service manager at Bristol, 12/21/18  Chakiea Jackson - paraprofessional at Bristol, 1/11/19</p>	<p>Classified Resignation</p>
<p>Retirement of the following two (2) classified employees on dates indicated with years of service in parenthesis:  Donna Christy – bus driver at Transportation, 1/7/19, (15)  Rick Newman – custodian at Central, 12/21/18, (17)</p>	<p>Classified Retirement</p>
<p>Leave for classified employee Bianca Avendano, bus driver at Transportation, beginning 1/7/19 and ending 6/5/19.</p>	<p>Classified Leave</p>
<p>Termination of classified employee, Becky Schindler, custodian at EACC, in accordance with Board Policy 3139.01S, effective 1/8/19.</p>	<p>Classified Termination</p>
<p>In response to Board inquiry, Cheryl Waggoner, director of human resources, provided information regarding current job opening within the district.</p>	<p>Personnel</p>
<p>A bus driver in the audience asked for clarification on the distribution of stipends.</p>	<p>From the Audience</p>
<p>Dr. Thalheimer welcomed everyone and thanked the staff for all of the information they have provided.</p>	<p>From the Superintendent</p>
<p>Board member, Susan Daiber, welcomed the new superintendent and Board members.</p>	<p>From the Board</p>

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

APPROVED:

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

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Kellie L. Mullins, Vice President

\_\_\_\_\_  
Carolyn R. Morris, Secretary

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Babette S. Boling, Member

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Susan C. Daiber, Member

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

\_\_\_\_\_  
Roscoe L. Enfield, Jr., Member

Adjournment

Signatures

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
December 2018

PETTY CASH \$ 500.00

**GENERAL ACCOUNTS:**

Lake City Bank - Deposit Account	19,616,706.04
Lake City Bank - Accounts Payable	(856,076.87)
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,933,026.20
BMO Harris Bank (UMR insurance)	407,420.00

**SCHOOL LUNCH ACCOUNTS:**

Lake City Bank - Prepaid Lunch	289,023.30
Change Fund	2,010.00

**TEXTBOOK RENTAL ACCOUNTS:**

Chase Bank	2,591,149.27
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**PAYROLL ACCOUNTS:**

Lake City Bank - Payroll Account	(384,851.65)
Lake City Bank - Flex Account	72,727.60

**INVESTMENTS:**

Certificate of Deposit	-
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**\$ 24,671,633.89**



**Community  
Education**

**TO: DR. STEVE THALHEIMER  
SCHOOL BOARD OF TRUSTEES**

**FROM: DARCEY MITSCHELEN**

*Darcey Mitschelen*

**DATE: JANUARY 15, 2019**

**RE: DONATION APPROVAL – COMMUNITY EDUCATION**

Mid-City Supply Company Inc. has donated (1) new Goodman gas furnace with an owner estimated approximate value of \$599.00 to be utilized in the Heating and Air Conditioning (HVAC) continuing education classes.

Instructors John Arvoy, Mike Fowler and Richard Emmons report that this furnace will provide useful hands-on experience for students in this area of training.

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

Mid-City Supply Company Inc.  
940 Industrial Parkway  
Elkhart, IN 46516

Thank you.

2424 CALIFORNIA ROAD  
ELKHART, IN 46514  
574-262-5678



**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: January 17, 2019  
TO: Steve Thalheimer  
Board of School Trustees  
FROM: Pam Melcher  
RE: Donation Approval

An Anonymous donation of \$100.00 was given to pay negative balances at Cleveland Elementary School.

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



**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: January 17, 2019

TO: Steve Thalheimer  
Board of School Trustees

FROM: Pam Melcher

RE: Donation Approval

An Anonymous donation of \$350.00 was given to pay negative balances at Hawthorne Elementary School.

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



**ELKHART MEMORIAL HIGH SCHOOL**

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: January 7, 2019

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Jacquie Rost, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and other miscellaneous costs associated with this program.

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

Todd Cleveland  
c/o Patrick Industries, Inc.  
107 W. Franklin Street  
PO Box 638  
Elkhart IN 46516



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**To: Kevin Scott**

**From: Erica Purvis**

**Date: January 3, 2019**

**Subject: Temporary Inter-fund Loans**

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**The following loans have been paid back effective 12/28/18:**

\$333,000 from Fund 0250 Retire/Sev Bond to Fund 0200 Debt Service Fund

\$803,000 from Fund 0350 Capital Projects Fund to Fund 0410 Transportation Fund

\$14,000 from Fund 0420 Bus Replacement Fund to Fund 0410 Transportation Fund



**TRANSFER APPROPRIATIONS  
2018**

GENERAL FUND	DECREASED	INCREASED
11000 Instruction	598,147.89	
12000 Special Programs		222,155.86
13000 Adult/Continuing Education	105,079.49	
14000 Summer School Programs	25,785.76	
15000 Enrichment Programs	18,220.14	
16000 Remediation	9,001.77	
17000 Payments to Other Govt Units		1,254,848.96
21000 Support Services - Students	356,399.19	
22000 Support Services - Instruction		188,404.74
23000 Support Services - General Admin	369,966.19	
24000 Support Services - School Admin	520,259.22	
25000 Central Services	192,978.07	
27000 Student Transportation		494.00
45000 Building Acquisition, Contruction & Improvement		1,701.00
60000 Nonprogrammed Charges		528,233.16
	<b>2,195,837.72</b>	<b>2,195,837.72</b>

REFERENDUM TAX LEVY	DECREASED	INCREASED
26000 Operation & Maint of Plant Services		13,383.72
27000 Student Transportation	1,413,383.72	
60000 Nonprogrammed Charges		1,400,000.00
	<b>1,413,383.72</b>	<b>1,413,383.72</b>

DEBT SERVICE FUND	DECREASED	INCREASED
25000 Central Services		500.00
52000 Interest on Debt	13,600.00	
59000 Other Debt Service Obligations		13,100.00
	<b>13,600.00</b>	<b>13,600.00</b>

CAPITAL PROJECTS FUND	DECREASED	INCREASED
22000 Support Services - Instruction		1,629,155.65
25000 Central Services	2,093,680.24	
26000 Operation & Maint of Plant Services		119,667.17
41000 Land Acquisition and Development	212,772.49	
43000 Professional Services		312,212.03
47000 Purchase of Mobile or Fixed Equipment		179,994.96
49000 Other Facilities Acquisition and Construction		65,422.92
	<b>2,306,452.73</b>	<b>2,306,452.73</b>

TRANSPORTATION FUND	DECREASED	INCREASED
21000 Support Services - Students		23,895.31
23000 Support Services - General Admin		19,991.27
24000 Support Services - School Admin		85,930.93
25000 Central Services		78,852.97
26000 Operation & Maint of Plant Services		9,687.96
27000 Student Transportation	218,358.44	
	<b>218,358.44</b>	<b>218,358.44</b>

**RESOLUTION TO TRANSFER AMOUNTS FROM EDUCATION FUND  
TO THE OPERATIONS FUND**

**To Become Effective January 1, 2019**

**RECURRING BASIS: MONTHLY**

WHEREAS, the Board of School Trustees is the governing body of Elkhart Community School Corporation, Elkhart County, Indiana, and

WHEREAS, HB 1009 required the governing body of each school corporation to establish an Education Fund for the payment of expenses allocated to student instruction and learning under IC 20-42.5, and

WHEREAS, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5, and

WHEREAS, HB 1009 requires that distributions of tuition support be received in the Education Fund.

THEREFORE BE IT RESOLVED, that the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer the amount of \$845,400 from the Education Fund to the Operations Fund, to reimburse the Operations Fund for expenses that are not allocated to student instruction and learning under IC 20-42.5. This transfer shall be made each month no earlier than the date of receipt of Tuition Support from the Indiana Department of Education and no later than the final day of the month such tuition support is received.

This resolution was duly made, seconded and adopted this 22nd day of January, 2019.

\_\_\_\_\_  
President, Board of School Trustees

ATTEST:

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

**Resolution Authorizing Issuance of Procurement Cards**

WHEREAS, the School Board of Trustees of the Elkhart Community School Corporation has the authority to enter into an agreement with the Bank of Montreal (BMO Harris) for purchasing cards; and (any other the Board wishes to add are acceptable, but not required).

NOW, THEREFORE, BE IT RESOLVED by the School Board of Trustees of the Elkhart Community School Corporation that the President is authorized to enter into an Agreement with the BMO Harris to secure Procurement Cards for select authorized employee of the school district under such terms and conditions as approved by the Board.

The Board of School Trustees authorizes the Chief Financial Officer or his designee to execute a p-Card program agreement on its behalf.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Aye

Nay

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**RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART  
COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, AUTHORIZING THE  
USE OF THE DESIGN-BUILD METHOD OF CONTRACTING FOR THE PROPOSED  
2019 ENGINEERING, TECHNOLOGY AND INNOVATION BUILDING PROJECT  
AND APPROVING CERTAIN MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Board of School Trustees of the Elkhart Community Schools, Elkhart County, Indiana (the "Board"), is considering (a) the construction and equipping of a building to be located on all or a portion of vacant property located in a parking lot between the High School and the Elkhart Area Career Center adjacent to Crimson Crossing Road, which upon completion will provide courses and programs operated by the School Corporation focused on development of engineering, technology and innovation skills, will be approximately 60,000 total square feet over 2 stories, and will contain all or any portion of laboratories, workshops, classrooms, collaboration and presentation spaces, office areas, restroom facilities for staff, restroom facilities for students, support spaces, and necessary custodial and storage areas (collectively, the "ETI Building"), (b) the site improvements, including, but not limited to, parking lots, sidewalks and landscaping to be done as a part of the construction and equipping of the ETI Building, (c) any other miscellaneous facility improvement, construction or equipping projects at any facility operated by the School Corporation, and (d) all projects related to any of the projects set forth in clauses (a) through and including (c)(clauses (a) through and including (d), collectively, the "2019 Engineering, Technology and Innovation Building Project"); and

WHEREAS, the Board seeks the design and construction of the 2019 Engineering, Technology and Innovation Building Project, which 2019 Engineering, Technology and Innovation Building Project would otherwise qualify as a "public work" project under Indiana Code 36-1-12, as amended; and

WHEREAS, pursuant to Indiana Code §36-1-12-1(e), as amended, the Board may enter into a design-build contract for a public work project under Indiana Code 5-30, as amended, as an alternative to the method of contracting provided under Indiana Code 36-1-12, as amended; and

WHEREAS, the Board desires to (a) pursue the design and construction of the 2019 Engineering, Technology and Innovation Building Project in accordance with Indiana Code 5-30, as amended, (b) authorize the use of the design-build contracting method with respect to the 2019 Engineering, Technology and Innovation Building Project, (c) authorize the use of the separate request for qualifications and request for proposals processes as set forth under Indiana Code §5-30-5-1(a), as amended, (d) appoint the members of the technical review committee required pursuant to Indiana Code §5-30-4-1, as amended, (e) confirm the design criteria developer for the 2019 Engineering, Technology and Innovation Building Project, and (f) authorize the taking of other actions related thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, as follows:

Section 1. Authorization. The Board hereby authorizes the use of the design-build contracting method for the 2019 Engineering, Technology and Innovation Building Project in

accordance with Indiana Code 5-30, as amended. Furthermore, the Board hereby authorizes the School Corporation and the Technical Review Committee (as hereinafter defined) to use a separate request for qualifications and request for proposals, as set forth under Indiana Code §5-30-5-1(a), as amended, and to publish an notice of request for qualifications in accordance with Indiana Code §5-30-5-1(a), as amended, and Indiana Code 5-3-1, as amended.

Section 2. Technical Review Committee; Voting Members. Pursuant to the provisions of Indiana Code §5-30-4-1, as amended, the following individuals are hereby appointed to the 2019 Elkhart Community Schools/ETI Design-Build Technical Review Committee (the “Technical Review Committee”), all of which will have the right to vote on all matters that are considered by the Technical Review Committee:

- (a) Jamie Lake, as an architect registered under Indiana Code 25-4, as amended;
- (b) Michael Lubbehusen, as a professional engineer registered under Indiana Code 25-31, as amended;
- (c) Kevin Scott, as a representative of the Board;
- (d) Tony Gianesi, as a representative of the Board;
- (e) Bill Kovach, as a representative of the Board;
- (f) Scott Sassaman, as a representative of the Board;
- (g) Jeff Bernel, as a representative of the community of Elkhart;
- (h) Ashley Molyneaux, as a representative of the community of Elkhart; and
- (i) Mark Melnick, as a representative of the community of Elkhart.

Section 3. Technical Review Committee; Chairperson. Tony Gianesi shall serve as the Chairperson of the Technical Review Committee, and the Chairperson is hereby authorized to appoint or otherwise designate a Secretary of the Technical Review Committee to keep all of the minutes of the meetings of the Technical Review Committee.

Section 4. Design Criteria Developer. The Board hereby reaffirms and ratifies the appointment of J. Lake Architecture & Design to serve as the design criteria developer for the School Corporation with respect to the 2019 Engineering, Technology and Innovation Building Project.

Section 5. Other Actions. The Board authorizes the Superintendent of the School Corporation (the “Superintendent”), the Chief of Staff/District Counsel of the School Corporation (the “Chief of Staff”), the Chief Financial Officer of the School Corporation (the “Chief Financial Officer”), the Chief Operations Officer of the School Corporation (the “Chief Operations Officer”) or his/her designee (the “Designee”) to take any and all actions the Superintendent, the Chief of Staff, the Chief Financial Officer, the Chief Operations Officer or

the Designee deem necessary or desirable to fulfill the purposes and intent of this resolution, including, but not limited to, the publication of any and all notices required under Indiana Code 5-30, as amended, for the use of the such design-build contracting method for the 2019 Engineering, Technology and Innovation Building Project, and any actions heretofore made or taken be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 22<sup>nd</sup> day of January, 2019.

BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS,  
ELKHART COUNTY, INDIANA

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

Proposed School Fundraising Activities  
 January 22, 2019, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Memorial Move to Stand	Students will sell carnations for Valentines Day. Proceeds will be placed in the Move to Stand budget to fund events and activities.	2/14/2019	1/11/2019	Tara Butler
	<b>Please note the following fundraiser is presented for confirmation only.</b>			

# Medical Plan Experience

December 2018

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 689,265	\$ 1,249,927	\$ (560,662)	\$ 7,282,145	\$ 10,649,884	\$ (3,367,739)
UMR Rx	\$ 171,203	\$ 227,896	\$ (56,693)	\$ 1,850,294	\$ 1,929,365	\$ (79,071)
Rx Rebate	\$ -	\$ -	\$ -	\$ (157,248)	\$ -	\$ (157,248)
Less Amt Above Stop Loss	\$ (14,635)	\$ (397,653)	\$ 383,018	\$ (81,453)	\$ (1,558,893)	\$ 1,477,440
Claim Cost Total	\$ 845,833	\$ 1,080,170	\$ (234,337)	\$ 8,893,738	\$ 11,020,357	\$ (2,126,619)
Expected Claim Cost	\$ 900,182	\$ 898,471	\$ 1,711	\$ 10,942,732	\$ 11,087,373	\$ (144,641)
Claims vs. Expected	\$ (54,349)	\$ 181,699	\$ (2,048,994)	\$ (2,048,994)	\$ (67,015)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 199,086	\$ 213,752	\$ (14,666)	\$ 2,414,334	\$ 2,640,355	\$ (226,021)
Total Cost (Claim + Non-claim)	\$ 1,044,919	\$ 1,293,922	\$ (11,308,072)	\$ 11,308,072	\$ 13,660,712	
Enrollment	1,012	1,058		12,302	13,056	
Cost Per Employee Per Month (PEPM)	\$ 1,032.53	\$ 1,222.99	\$ (919.21)	\$ 919.21	\$ 1,046.32	\$ -12.1%
Paid Claims Per Employee			\$ 722.95	\$ 844.08		\$ -14.4%



ECS/AFSCME Negotiations  
Tentative Agreement Package  
January 9, 2019

Representatives of AFSCME Local #2925 (AFSCME) and Elkhart Community Schools (ECS) have entered into a tentative agreement regarding a successor contract to the Master Contract previously agreed to by AFSCME and ECS that expired on December 31, 2018. With the exception of the revisions to the Articles identified in this document all other provisions of the prior Master Contract shall remain unchanged.

ARTICLE 6

TRANSFER, PROMOTION, AND DEMOTION

- A. Transfers between positions may be made either voluntarily or involuntarily.
- B. When a vacancy opens as a result of a demotion or involuntary transfer, this position will be posted. If this position is filled from within the custodial staff, the position left vacant by a successful applicant will be posted. No further positions will be posted as a result of the original demotion or involuntary transfer.
- C. The Employer agrees to post job vacancies for custodial positions which the Employer determines need to be filled. **The position shall be posted within fifteen (15) days of the employer making the determination to fill the position.** Such posting shall be for a minimum of five (5) days. If the Employer determines it is helpful or necessary to fill such job temporarily, it may do so.
1. Any employee may bid in writing to Personnel on any job posted. The Employer agrees to fill posted vacancies within twenty-one (21) calendar days after notification to the successful bidder.
  2. If an employee successfully bids on a job in a higher classification, and at anytime within the first forty-five (45) workdays in the new position performs unsatisfactorily, he or she shall be returned to the former classification. A successful bidder will remain in the new position for at least forty-five (45) workdays before being allowed to bid for another position unless the position is in a higher classification or the successful bidder submits within five (5) workdays after the transfer a written request to the Director of Building Services to be returned to successful bidder's previous position.
  3. When an employee transfers between positions with the same position description, (e.g. heavy duty nights in building A to heavy duty nights in building B, etc.) there shall be no transfer probationary period. Employees transferring in this manner will receive a performance evaluation in order to assess whether the employee has successfully transitioned into the new position.
  4. When an employee transfers between positions where there is a significant difference in responsibilities (e.g. heavy duty custodian to grounds, night custodian to day time custodian, etc.) there shall be a thirty (30) work day transfer probationary period. An employee who does not successfully complete transfer probation shall be returned to his/her prior classification. Employees will continue to be eligible for all benefits during a transfer probationary period.
  5. In considering job bids, the Employer agrees to consider seniority and ability as two (2) of the basic factors in making a decision. Ability shall include consideration of the work record of applicant(s), (i.e. evaluation, attendance, discipline), training, and the applicant(s) ability to perform the duties of the position, which may be evaluated through a formal interview, that

would include performance by the applicant(s) of job functions that correspond to the duties expected of employee filling the position.

- D. When ability is comparable then seniority shall be the determining factor.
- E. In the event an employee is temporarily assigned to a higher paying job for a period of one or more consecutive working days, the employee shall be paid the hourly wage rate of the employee being substituted for during all the consecutive days worked in the higher paying position.

At no time will this mean a reduction in a person's hourly rate of pay when filling a temporary assignment.

When an employee is performing satisfactorily in the temporary position, the employee will not be involuntarily removed from the substitute position, except when the individual is absent for five (5) consecutive working days.

- F. When a transfer is necessitated as a result of a position elimination, the employee shall continue to be paid at the rate of the previous job classification until he or she is offered a position for which he or she is qualified as determined by the employer of equal or higher classification and declines, at which time the employee shall then be paid at the rate of the classification in which he or she is presently working.

ARTICLE 8

ABSENCES

- A. When unable to report for work, it is the employee's responsibility to notify and give reason for absence to the building services ~~office department~~. This notice must be given at least sixty (60) minutes before the time that the employee regularly reports for work. Failure to do so will result in an unpaid unexcused day. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the hourly rate unless covered by an absence policy.

ARTICLE 15  
VACATIONS AND VACATION PAY

- B. Full-time employees who have been employed for the full year beginning January 1 and ending December 31, are entitled to ten (10) working days vacation with pay during the next calendar year. Full-time employees, who have been employed for six (6) consecutive years prior to December 31, are entitled to fifteen (15) working days vacation with pay during the next calendar year. Full-time employees employed for fifteen (15) consecutive years prior to December 31, are entitled to twenty (20) working days vacation with pay during the next calendar year. Full-time employees employed for twenty (20) or more consecutive years prior to December 31 are entitled to twenty-five working days vacation with pay during the next calendar year. **Should an employee be unable to use all of his/her vacation days during the calendar year when said days are awarded, he/she shall have one-hundred and twenty (120) days during the ensuing year to use any unused days.**

- C. Both the Union and the Board recognize that the proper maintenance of school facilities is a team effort which is necessary for the Elkhart Community Schools to provide a clean and safe environment for staff and students. At the same time, the Board acknowledges the need for custodial staff members to use available vacation time in a manner that is conducive to their personal and family needs. With this understanding in mind, all requests for vacation are subject to the approval of the building principal and the Director of Building Services/designee. Because of the importance of maintaining coverage in elementary buildings, the scheduling of vacation time for custodians in elementary buildings will follow these guidelines:

In order to allow for proper coverage planning, the custodian will advise the building principal and the Director of Building Services/designee as to requested vacation dates at least five (5) work days **and no more than thirty (30) days** prior to the first requested date. **The Director of Building Services shall have the discretion to waive these timelines when he/she determines that special circumstances exist.** When school is in session, the maximum number of vacation days that will be considered in a calendar week will be three (3).

1. The building principal and the Director of Building Services/designee will both review the request to determine if accommodating the request will create an unreasonable burden for coverage in the building from other sources, such as the custodial pool or the custodial staff in middle schools and high schools.
  2. Where multiple requests have been received from different buildings for use of the same vacation dates and the Director of Building Services/designee has determined that all of such requests cannot be accommodated, the request of the custodian whose vacation request was received earliest will be given highest priority for consideration. In the event that multiple requests for use of the same vacation dates were received on the same date, the request of the custodian with the greatest seniority as defined in this agreement will be given highest priority consideration.
- G. **For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a 12-month position will be granted years of service based on the following**

**conversion formula. NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**

**The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a 12-month position. The total number of equivalent years will be rounded up to nearest whole number.**

**The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.**

ARTICLE 23  
PAYROLL DEDUCTIONS

F. Representation Fee

Delete

ARTICLE 32

EFFECT OF AGREEMENT AND EFFECTIVE PERIOD

- A. This Agreement shall constitute the full and complete understandings and commitments between the parties. The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement and, agree that negotiations will only be re-opened on Appendix A, ~~Article 18 A~~ **and/or B, and along with** one language item designated by the Union and/or Employer for the second and third year. Negotiations will not be reopened on any other item contained herein or not, during the life of this agreement.
- B. All conditions of employment in effect in the district prior to and at the time this agreement is signed are null and void. This agreement terminates and supersedes all past practices, agreements, procedures, traditions, and rules or regulations concerning all rights and benefits of employment, whether covered herein or not.
- C. This Agreement is made and entered into at Elkhart, Indiana, on ~~February 22, 2013~~ \_\_\_\_\_, by and between the Board of School Trustees of the Elkhart Community Schools, County of Elkhart, State of Indiana, and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 962 and Local #2925.
- D. This Agreement shall be effective on ~~February 23, 2013~~ \_\_\_\_\_, and shall continue in effect through December 31, 2021. This Agreement may be extended in writing by mutual agreement of the parties and it is expressly understood that otherwise it shall expire on the date indicated.
- E. Whenever any notice is required to be given either of the parties to this Agreement to the other party, either shall do so by certified mail at the following addresses:
- |   |   |
|---|---|
| If by the Union to the Superintendent, at | 2720 California Road<br>Elkhart, Indiana 46514                |
| If by the Employer to the Union, at       | 1422 North Pennsylvania Street<br>Indianapolis, Indiana 46202 |
- F. This Agreement is so attested to by the parties whose signatures appear below:



APPENDIX B

	2019 Employer Share Health & Dental Insurance Premiums
Single	\$5,925.00
Employee and Spouse	\$11,000.00
Employee and Child(ren)	\$7,400.00
Family	\$15,400.00
Family Both Employed Full Time	\$15,750.00

APPENDIX B-C

GRIEVANCE REPORT FORM

STEP I - Supervisor of Building Services

Building	Assignment	Name of Grievant	Date Filed

STATEMENT OF GRIEVANCE

- A. Employee(s) involved: \_\_\_\_\_
- B. Date grievance occurred: \_\_\_\_\_
- C. Specific facts giving rise to grievance:
  
- D. Section or Provisions of the Master Contract, Board Policy or laws alleged to have been violated:
  
- E. Specific relief requested

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date received by employer

\_\_\_\_\_  
Signature of Director of Building Services or designee

- F. Disposition by Director of Building Services or designee:

(Attach response)

G. Date grievance response distributed: \_\_\_\_\_

H. Date received by grievant: \_\_\_\_\_

STEP 2 – Executive Director of Personnel and Legal Services

I. Date Step 2 grievance filed with Executive Director of Personnel and Legal Services: \_\_\_\_\_

J. Signature of Grievant: \_\_\_\_\_

K. Date received by the Executive Director of Personnel and Legal Services: \_\_\_\_\_

L. Disposition by the Executive Director of Personnel and Legal Services:

(Attach response)

M. Date response distributed: \_\_\_\_\_

N. Date received by grievant: \_\_\_\_\_

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STEP 3 - Superintendent

O. Date Step 3 grievance filed with the Superintendent: \_\_\_\_\_

P. Signature of grievant: \_\_\_\_\_

Q. Date received by Superintendent: \_\_\_\_\_

R. Disposition by Superintendent:

(Attach response)

S. Date response distributed: \_\_\_\_\_

T. Date received by grievant: \_\_\_\_\_

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STEP 4 - Board of School Trustees

U. Date Step 4 grievance filed with the Board of School Trustees: \_\_\_\_\_

V. Signature of grievant: \_\_\_\_\_

W. Response of Board of School Trustees

(Attach response)

X. Date distributed: \_\_\_\_\_

Y. Date received by grievant: \_\_\_\_\_

cc: Immediate Supervisor

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Central

Class/Group: Gymnastics Team

Number of Students: 12

Date/Time Departing: Feb 8th @ 4:00 pm

Date/Time Returning: Feb 9th @ 6:00 pm

Destination: Logansport H.S. Logansport IN  
City State

Overnight Facility: Hotel

Mode of Transportation: Mini Bus

Reason for Trip: Gymnastics Meet

The meet starts early Saturday morning.

Names of Chaperones: Kathy Krauter - Coach

Cost per Student: n/a

Describe Plans for Raising Funds or Funding Source: n/a

Plans to Defray Costs for Needy Students: n/a

Are Needy Students Made Aware of Plans? n/a

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 1/15/19  
\*\*\*\*\*

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

Approval of Assistant Superintendent: [Signature] Date: 1-16-19

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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: January 17, 2019  
 TO: Dr. Steve Thalheimer, Superintendent  
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*  
 RE: **Conference Leave Requests**  
**January 22, 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>AMERICAN LIBRARY ASSOCIATION MIDWINTER MEETING</b></p> <p>This conference will provide information on the future of libraries.</p> <p>Seattle, WA                      January 25 - 29, 2019 (3 day's absence)                      ELIZABETH DECKER - ESC (0-0)                      LORI HUBBARD - ESC (0-0)                      LOUANNE NOMMAY - NORTH SIDE (1-1)</p>	<p align="right">\$2,442.68</p> <p align="right"><small>GENERAL FUND \$1,634.80 OTHER FUND \$807.88</small></p>	<p align="right">\$285.00</p> <p align="right"><small>GENERAL FUND \$0.00 OTHER FUND \$270.00</small></p>
<p><b>OPPOSITIONAL, DEFIANT, AND DISRUPTIVE CHILDREN AND ADOLESCENTS</b></p> <p>This conference will provide tools for proactive strategies to address various behaviors that interfere with student learning.</p> <p>South Bend, IN                      January 28, 2019 (1 day's absence)                      KIM VARGA - MONGER (0-0)</p>	<p align="right">\$229.99</p> <p align="right"><small>OTHER FUND</small></p>	<p align="right">\$0.00</p> <p align="right"><small>OTHER FUND</small></p>
<p><b>COUNCIL FOR EXCEPTIONAL CHILDREN NATIONAL CONFERENCE</b></p> <p>This conference will provide information for continued improvement of district special education practices.</p> <p>Indianapolis, IN                      January 29 - February 1, 2019 (1, 2, or 4 day's absence)                      KIM AUSTIN - MONGER (0-0) {1 day}                      ANTHONY ENGLAND - ESC (2-7) {4 day's}                      NATASHA GAWTHROP - HAWTHORNE (0-0) {1 day}                      PAM RITZLER - CLEVELAND (1-2) {1 day}                      REBEKAH THOMPSON - ESC (2-6) {2 day's}</p>	<p align="right">\$1,092.87</p> <p align="right"><small>GENERAL FUND</small></p>	<p align="right">\$95.00</p> <p align="right"><small>GENERAL FUND</small></p>
<p><b>MIDDLE SCHOOL CONFERENCE - GRADING &amp; ASSESSMENT</b></p> <p>This conference will explore comprehension strategies to support struggling readers that engage students in authentic learning.</p> <p>Valparaiso, IN                      February 5, 2019 (1 day's absence)                      HEATHER BLAHA - PIERRE MORAN (0-0)                      LATOSHA BONDS - MEMORIAL (3-6)                      CYNTHIA BONNER - PIERRE MORAN (4-8)                      KERRI CHARLWOOD - PIERRE MORAN (2-5)                      GRANT CHOLER - WEST SIDE (1-2)</p>	<p align="right">\$6,813.36</p>	<p align="right">\$2,185.00</p>

<p>ITANYA COON KAUFFMAN - PIERRE MORAN (0-0)  ANNE COX - NORTH SIDE (2-3)  IZAMAR GARCIA - PIERRE MORAN (0-0)  GARY GARDNER - OSOLO (2-5)  LISA GRAVES - WEST SIDE (1-1)  MICAH HELMUTH - PIERRE MORAN (1-1)  JENNIFER HENRY - PIERRE MORAN (1-1)  MELINDA HIGGINSON - EASTWOOD (2-5)  JENNIFER HIGLEY - PIERRE MORAN (0-0)  SARA JACKOWIAK - NORTH SIDE (1-2)  NINA JAEBKER - WEST SIDE (0-0)  SHERYL KEESLAR - ESC (2-2)  PHIL LEDERACH - ESC (4-8)  DAWN MCGRATH - ESC (3-8)  CHLOE MCROBBIE - PIERRE MORAN (0-0)  STEPHANIE NEWTON - PIERRE MORAN (0-0)  CLARE PALENCHAR - WEST SIDE (0-0)  JOE RALLO - NORTH SIDE (0-0)  JESSICA RAMIREZ - NORTH SIDE (0-0)  PEGGY SCHADLER - NORTH SIDE (0-0)  MARK SCHROEDER - WEST SIDE (1-2)  NATALIE SCHULTZ - WEST SIDE (1-2)  SARAH SMITH - WEST SIDE (0-0)  JENNIFER TASHIJAN - NORTH SIDE (1-1)  TAMARA TIDEY - PIERRE MORAN (1-3)  SHARON TIPTON - NORTH SIDE (1-1)  CHARLENE TROTTER - MEMORIAL (4-6)  JEFF VAN LUE - PIERRE MORAN (2-2)  JENEVA WARD - CENTRAL (2-5)  TARA WHITE - ESC (7-14)  BRENT YODER - PIERRE MORAN (1-3)</p>		
<p><b>NATIONAL SCHOOL COUNSELING LEADERSHIP CONFERENCE</b>  Topics for this conference include establishing effective systems, strategic planning, and marketing the school counseling program.  San Diego, CA  March 4 - 6, 2019 (3 day's absence)  GAIL DRAPER - CENTRAL/MEMORIAL (1-1)  SARAH FLAGG - CENTRAL (0-0)</p>	<p><i>OTHER FUND</i></p> <p>\$3,466.24</p> <p><i>OTHER FUND</i></p>	<p><i>OTHER FUND</i></p> <p>\$0.00</p> <p><i>OTHER FUND</i></p>

<p><b>NATIONAL EVIDENCE BASED SCHOOL COUNSELING CONFERENCE</b></p> <p>This conference will provide school counselors with critical information about successful practice, evaluation, and relevant research to create dynamic and powerful school counseling programs.</p> <p>Columbus, OH</p> <p>March 9 - 12, 2019 (2 day's absence)</p> <p>TIMOTHY ADAMS - NORTH SIDE (0-0)</p> <p>ADRIENNE BASHORE - MEMORIAL (0-0)</p> <p>CAMILLE EVANS - MEMORIAL (1-3)</p> <p>MICHELLE KESSLER - CENTRAL (0-0)</p> <p>SYLESTA MORGAN - WEST SIDE (0-0)</p> <p>REGINA ROBERSON - CENTRAL (2-5)</p> <p>JULIE STILWELL - NORTH SIDE (0-0)</p>	<p>\$5,754.34</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p><b>FOCUS ON INCLUSION 2019</b></p> <p>This conference will provide information to gain a better understanding of inclusive best practices as it pertains to instructional and programmatic systems.</p> <p>Indianapolis, IN</p> <p>March 11 - 12, 2019 (2 day's absence)</p> <p>CARY ANDERSON - MEMORIAL (1-2)</p> <p>LAURA CORWIN - MEMORIAL (0-0)</p> <p>CHRIS SCALISE - NORTH SIDE (0-0)</p> <p>KARA SEARS - MEMORIAL (0-0)</p>	<p>\$1,300.00</p> <p><i>OTHER FUND</i></p>	<p>\$380.00</p> <p><i>OTHER FUND</i></p>
<p><b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b></p>	<p><b>EXPENSES</b></p>	<p><b>SUBSTITUTE</b></p>
<p><b>IPBS ANNUAL MEETING AND LEGISLATIVE DAY</b></p> <p>This was an IPBS visit to the Capitol Building to meet with legislators who have questions about IPBS appropriation.</p> <p>Indianapolis, IN</p> <p>January 15, 2019 (1 day's absence)</p> <p>ANTHONY HUNT - WVPE (1-2)</p>	<p>\$300.85</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p><b>DEVELOPING BEHAVIOR INTERVENTION PLANS</b></p> <p>This session will provide an overview of the process for developing behavior intervention plans (BIPs).</p> <p>Indianapolis, IN</p> <p>January 15, 2019 (1 day's absence)</p> <p>SANDRA ZAJAC - PACE (0-0)</p>	<p>\$50.00</p>	<p>\$0.00</p>
	<p><b>\$21,450.33</b></p>	<p><b>\$2,945.00</b></p>
	<p>2018 YEAR-TO-DATE GENERAL FUNDS</p> <p>\$28,538.81</p>	<p>\$2,470.00</p>
	<p>2019 YEAR-TO-DATE GENERAL FUNDS</p> <p>\$6,702.46</p>	<p>\$475.00</p>
	<p>2018 YEAR-TO-DATE OTHER FUNDS</p> <p>\$257,553.25</p>	<p>\$14,345.00</p>
	<p>2018 YEAR-TO-DATE ADJUSTMENTS</p> <p>\$0.00</p>	<p>\$0.00</p>
	<p>2019 YEAR-TO-DATE OTHER FUNDS</p> <p>\$24,310.17</p>	<p>\$3,135.00</p>
	<p>2019 YEAR-TO-DATE ADJUSTMENTS</p> <p>\$0.00</p>	<p>\$0.00</p>



<b>GRAND TOTAL</b>	<b>\$317,104.69</b>	<b>\$20,425.00</b>
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*(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: January 15, 2019  
 TO: Dr. Steve Thalheimer, Superintendent  
 FROM: Dr. William Kovach *W Kovach*  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 January 22, 2019 - Board of School Trustees Meeting**

2018- 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<b>FDIC Fire Department Instructors Conference</b> I plan to use the acquired information to improve student development in the classroom and lab.  Indianapolis, IN April 8-12, 2019 Ray Collins (1-3) Program/Industry Specific Career & Technical Education	\$324.00	\$0.00
	<b>\$324.00</b>	<b>\$0.00</b>
2018-19 YEAR-TO-DATE PERKINS FUNDS	\$19,906.39	
<b>GRAND TOTAL</b>	<b>\$20,230.39</b>	<b>\$0.00</b>



**HUMAN RESOURCES**

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: JANUARY 22, 2019**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of an agreement regarding unpaid time and an agreement regarding location reassignment.
  
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2018-19 school year:

**Kristen Milton-Watt**

**Central/Science**

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

**Heather Cline**  
Begin: 2/25/19

**North Side/Math**  
End: 3/22/19

**CLASSIFIED**

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

**Christine Banta**  
Began: 11/1/18

**Transportation/Bus Helper**  
PE: 1/14/19

**Rebecca Bender**  
Began: 11/12/18

**West Side/Custodian**  
PE: 1/12/19

**Alejandra Galvan**  
Began: 11/5/18

**North Side/Food Service**  
PE: 1/18/19

**LaVerne Hadley**  
Began: 11/5/18

**Central/Food Service**  
PE: 1/18/19

**Regina Johnston**  
Began: 10/30/18

**Transportation/Bus Helper**  
PE: 1/12/19

**Regina Malkowski**  
Began: 10/31/18

**Woodland/Paraprofessional**  
PE: 1/13/19

**Terri Martin**  
Began: 11/8/18

**Pinewood/Food Service**  
PE: 1/22/19

**Channa McGee**  
Began: 11/2/18

**Beck/Secretary**  
PE: 1/15/19

**Christopher McGrath**  
Began: 10/30/18

**North Side/Paraprofessional**  
PE: 1/12/19

**Terry Springer**  
Began: 11/12/18

**Bristol/Custodian**  
PE: 1/11/19

**Alison Tipton**  
Began: 10/30/18

**North Side/Paraprofessional**  
PE: 1/12/19

**Heather Wong**  
Began: 10/31/18

**Cleveland/Food Service**  
PE: 1/12/19

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

**Angela Anderson**  
Began: 9/9/13

**Pierre Moran/Custodian**  
Resign: 1/11/19

**Donna Karacson**  
Began: 8/28/06

**Memorial/Food Service**  
Resign: 6/6/19

**Michael McMahon**  
Began: 9/25/18

**Riverview/Paraprofessional**  
Resign: 1/10/19

**Whitney Miller**  
Began: 9/14/18

**Beardsley/Food Service**  
Resign: 1/18/19

**c. Unpaid Leave Request** – We recommend an unpaid leave of the following employee:

**Jessalyn Rink**  
Began: 12/12/18

**Transportation/Bus Helper**  
End: 1/25/19

