

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

March 26, 2019

CALENDAR

Mar	26	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	26	immediately following	Executive Session, J.C. Rice Educational Services Center
Mar	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	16	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- 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. MINUTES
March 12, 2019 – Regular Board Meeting
March 19, 2019 – Public Work Session

- 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, 2019 – February 28, 2019

Cash Tuition Rates - The Business Office recommends Board approval of cash tuition rates for the 2019-2020 school year.

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

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

Insurance Update

G. OLD BUSINESS

Board Policy 3141ACS – Suspension of Employees – The administration presents revisions to Board Policy 3141ACS – Suspension of Employees, as presented at the March 12th regular meeting.

Administrative Regulation GCS – Procedure for Suspension – The administration presents proposed new Administrative Regulation GCS – Procedure for Suspension, as presented at the March 12th regular meeting.

Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students – The administration presents proposed revisions to Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students, as presented at the March 12th regular meeting.

Board Policy 6460 – Conflicts of Interest and Vendor Relations – The administration presents revisions to Board Policy 6460 – Conflicts of Interest and Vendor Relations, as presented at the March 12th regular meeting.

H. NEW BUSINESS

Board Policy 3120.07ACS – Employment of Consultants – The administration presents proposed revisions to Board Policy 3120.07ACS – Employment of Consultants, for initial consideration.

Resolution Superintendent Goals

Board of School Trustees’ Meetings – 2019 Revised

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.

I. PERSONNEL

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

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
March 12, 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: Kylie Webb, a sophomore from Memorial High School (MHS) and Maria McComish, a junior from Central High School (CHS). Ms. Webb provided the following update on student activities: five students participated in the 14-hour Mathworks Mega Math challenge; winter guard placed third at state; ElkLogics made the semifinals of the St. Joseph County competition at Penn last weekend; the Air Force JROTC competed in their first drill competition at Dayton, Ohio; the robotics team was a semifinalist at their recent competition and are ranked 18th out of 57 teams in the state; and two students competed at the state speech competition last weekend. In upcoming activities, the Academic Superbowl is at Wawasee on March 14th and the annual winter sports program is March 20th. In the area of music, Ms. McComish, reported the band, choir and orchestra competed at the ISSMA solo and ensemble competition with 20 students going on to state competitions, the Blazeline will compete at Pendleton Heights High School next weekend. Also, the Spring musical, *High School Musical*, was last weekend. 45 students participated in the 2019 Scholastic’s Art Show with 16 Gold Key winners going on to national adjudication. Central is hosting the boys’ semi-state basketball tournament this weekend.

SSAC Representatives

William Neiderer, CHS choral director/department chair, and Josh Hren, MHS director of choral activities, introduced the students who were selected to participate in the All-State Honor Choir. Central students: Olivia Bliler and Elijah Martin, and Memorial students: A'Daiziana Johnson, Cadence Lee, Antwon Williams, Jr., and Lacy Witmer. The directors explained the audition process and preparation each student went through to qualify. The All-State Honor Choir performed at the Indiana Choral Directors Association conference in Fort Wayne.

Student
Recognition

Cheryl Waggoner, director of human resources, commended all 27 honorees on their nominations and their combined 300+ years of service to the District. Melanie Summers, classified human resource assistant, introduced the employees nominated in the four categories of Distinguished Support Staff of the Year: Elementary: Jenna Armstrong, paraprofessional at Feeser; Mary Baker, secretary at PACE; Christina Buss paraprofessional at Feeser; Roberta Ellison, technical assistant at Roosevelt; Deanna Foster, paraprofessional at Pinewood; Jamie Greenway, paraprofessional at Cleveland; Christine Hack, secretary at Pinewood; Lois Keisling, nurse at Beardsley; Pushpa King, paraprofessional at Monger; Ercilla Maeda, technical assistant at Hawthorne; Mason Neel, paraprofessional at Cleveland; Karen Pfister, paraprofessional at Beardsley; Alexia Smith paraprofessional at Bristol, and Lorna Suggs, technical assistant at PACE. Secondary: Rosetta Bloss, secretary at Memorial; Undra Clay, custodian at Central; William Coatie, paraprofessional at Central; Carol Hoff, paraprofessional at Pierre Moran; Rosemary Krull, secretary at Central; and Kristine VanZile, paraprofessional at Memorial. District: Paul Brokamp, manager of infrastructure services at Technology Services; Kristin Hitt, secretary at ESC; Johanna Montas-Arias, secretary at ESC; Clay Powell, dispatcher at Transportation; Charrell Stevens, secretary at ESC. Certified: Kathryn Broman, technology of integration at ESC; and Kim Varga, pathway coordinator at Monger. Ms. Waggoner read excerpts from the nominations of the four winners of the Distinguished Support Staff of the Year prior to announcing the names. Winners, by category are: Elementary - Ercilla Maeda from Hawthorne; Secondary - Rosemary Krull from Central; District - Charrell Stevens from Student Services; and Kathryn Broman from ESC.

Special
Recognition

By unanimous action, the Board approved the following minutes:
February 21, 2019 – Public Work Session/Retreat
February 22, 2019 – Public Work Session/Retreat
February 26, 2019 – Regular Board Meeting

Approval of
Minutes

By unanimous action, the Board approved payment of claims totaling \$6,481,748.86 as shown on the March 12, 2019, claims listing. (Codified File 1819-120)

Payment of
Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$1,000 from CTS Corporation and \$750 from Cargo Systems, Inc. in support of ElkLogics Robotics to purchase equipment and other items for the club; \$800 from Matt Stemm and Nate Stemm of Edwards Jones for Memorial's Academic Letter of Excellence award ceremony; and two John Deere riding mowers: an LA 100 and an LA 115 with a combined donor value of \$1,000 from Mike Trippel of GreenMark Equipment for the Elkhart Area Career Center (EACC) Agriculture/Motorcycle/Outdoor Power Technology class for training purposes.

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 1819-121)

Fundraisers

By unanimous action, the Board approved an extra-curricular purchase request from Pierre Moran for lanyards in the amount of \$885.

Extra-Curricular Purchase

Tony Gianesi, chief operating officer, provided an energy education update. 2018 was a record breaking year for cost avoidance with a total avoidance of \$1,501,988. The goal of the program, started in 2009, was to reach ten million dollars in ten years, that goal has been surpassed. With continued increases in electrical expenses, every opportunity has been taken to reduce costs including the replacement of older lights with more efficient LED lighting both inside and outside of buildings and diligent monitoring of buildings during the polar vortex. Mr. Gianesi recognized all the employees for their efforts in keeping energy costs low, especially those who assisted during the snow days.

Energy Education Update

By unanimous action, the Board awarded the final contract for the Elkhart Area Career Center Annex Building Project to house the diesel technology program to Brown and Brown in the amount of \$3,550,665.51. The bid price includes the connector road, CDL and bus driver training area, and paving of the existing parking lot. In response to Board inquiry, Mr. Gianesi stated the small engine program will not be housed in the new facility. Plans for the relocation of the small engine program are still being discussed. (Codified File 1819-122)

Bid Award

Dr. Dawn McGrath, director of special services, presented information on special education federal grant funding and timelines. To fulfill the critical priority of recruitment and retention of staff it is proposed to use federal grant overlap (of 27-month cycle) to certify 10 new teachers in special education in partnership with IUSB. Candidates would need to have a Bachelor degree in any field to participate in this cohort. They will be reimbursed for the required 18 credits with a 3-year commitment to ECS upon completion.

Special Education Federal Grant Funding Report

By unanimous action, the Board approved an update to the program plan written to provide appropriate educational experiences to high ability students in kindergarten through grade 12, per Indiana Code 20-36-2-2. Students can be identified as high ability in the areas of math, English language arts or general intellectual (both). The update includes using a cut score of the 95 th percentile to determine eligibility.	High Ability Program Plan
By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.12S – Employees in Miscellaneous Positions. In response to Board inquiry, Doug Thorne, district counsel/chief of staff, stated the revisions to the supervisor of Building Services positions will result in cost savings.	Board Policy 3422.12S
By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.06S – Secretarial/Business Compensation Plan. Mr. Thorne stated the revisions to this policy will also result in cost savings.	Board Policy 3422.06S
The Board was presented proposed revisions to Board Policy 3141ACS – Suspension of Employees, for initial consideration.	Board Policy 3141ACS
The Board was presented proposed new Administrative Regulation GCS – Procedure for Suspension, for initial consideration.	Administrative Regulation GCS
The Board was presented proposed revisions to Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students, for initial consideration.	Administrative Regulation IGBB
The Board was presented proposed revisions to Board Policy 6460 – Conflicts of Interest and Vendor Relations, for initial consideration.	Board Policy 6460
By unanimous action, the Board approved the submission of grants from MHS to Walmart Community Grants for a food/clothes pantry grant in the amount of \$5,000; and from Adult Education to the Indiana Department of Workforce Development for a PY 2019 Adult Education Grant Continuation in the amount of \$428,463.65. (Codified File 1819-123)	Grant Submissions
By unanimous action, the Board confirmed the following overnight trip request: for Memorial’s speech team to travel to Fishers, IN on March 8 and 9 for the state speech tournament; and approved the following overnight trip requests: CHS Jobs for America’s Graduates (JAG) student to travel to Indianapolis, IN on March 14 and 15 for the JAG Career Development Conference; EACC Ag/Motorcycle/Outdoor Power students to travel to Cleveland, OH on March 15-17 for the Hot Rodders of Tomorrow Jr. Engine Challenge; and 100 EACC students to travel to Indianapolis, IN on April 19 and 20 to attend the state SkillsUSA competition.	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 March 12, 2019 listings. (Codified File 1819-124)

Conference
Leave Requests

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 1819-125)

Consent
Agreement

Employment of certified staff member, Kristi Zentz, intervention at Roosevelt, effective 4/8/19 for the 2018-2019 school year.

Certified
Employment

Resignation of the following five (5) certified staff members effective on the dates indicated:

Certified
Resignations

Heather Bechtel - grade 3 at Woodland, 6/6/19
Rhiannon Harrison - assistant principal at Central, 3/4/19
W. Douglas Hunnings - grade 4 at Riverview, 6/6/19
Anh Oyer - grade 3 at Bristol, 6/6/19
Kathryn Roberts - grade 3 at Feeser, 6/6/19

Leave for the following four (4) certified staff members beginning 8/13/19 and ending 6/3/20:

Certified
Leaves

Julie DeWit - kindergarten at Pinewood
Emma Dugger - kindergarten at Pinewood
Kaleigh Estrup - first grade at Riverview
Brianna Tribbett - grade 6 at Cleveland

Employment of the following ten (10) classified employees who have successfully completed their probationary period on dates indicated:

Classified
Employment

Jill Brenneman - perm. substitute at Hawthorne, 2/28/19
Jovon Deal - campus security at Beardsley, 3/7/19
Brian Hunt - mechanic at Transportation, 3/4/19
Leydi Jurado Canenguez - paraprofessional at Hawthorne, 2/28/19
Jasmin Martinez - paraprofessional at Monger, 3/7/19
Toni Miller - paraprofessional at Bristol, 2/28/19
Norma Rivas Canenguez - secretary at Pierre Moran, 3/7/19
Jermaine Rogers - technical assistant at Beardsley, 3/7/19
Alysa Shultz - paraprofessional at Osolo, 3/11/19
Ash-Lee Townsend - paraprofessional at Tipton, 3/8/19

Retirement of the following two (2) classified employees on dates indicated:

Classified
Retirement

Jeffery Corpe - supervisor at Building Services, 4/12/19, with 15 years of service
Lois Keisling - registered nurse at Beardsley, 6/6/19, with 32 years of service

Resignation of the following three (3) classified employees effective on the dates indicated:

- Betty Beadin - custodian at Memorial, 4/29/19
- Jalethia Black - food service at Osolo, 2/26/19
- Joshua Tolbert - food service at Memorial, 3/1/19

Classified
Resignation

Leave for the following two (2) classified employees:

- Kayla Brookshire - paraprofessional at Memorial, beginning 4/26/19 and ending 6/7/19
- Clara Hendrix, bus helper at Transportation, beginning 2/11/19 and ending 6/7/19

Classified
Leave

Termination of classified employee, Melissa White, food service at Central, in accordance with Board Policy 3139.01S effective 2/21/19.

Classified
Termination

An audience member asked when public meetings regarding the referendum will be held and asked for clarification on projects funded through previous referendums.

From the
Audience

Dr. Thalheimer reported he is working on an update to the Strategic Plan for review at the next work session and is continuing to meet with the leadership team regarding priorities.

From the
Superintendent

The meeting adjourned at approximately 8:35 p.m.

APPROVED:

Douglas K. Weaver, President

Kellie L. Mullins, Vice President

Carolyn R. Morris, Secretary

Babette S. Boling, Member

Susan C. Daiber, Member

Rodney J. Dale, Member

Roscoe L. Enfield, Jr., Member

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

March 19, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 a.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:	Tony Gianesi Anthony Hunt Brad Sheppard	Steven Thalheimer Doug Thorne Cheryl Waggoner Tara White
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The Board heard the following presentations: Tony Gianesi, chief operating officer, reviewed expenditures of previous referendum funds; Tara White, director of literacy, reported on the reading programs being considered for adoption for the upcoming school year; and Anthony Hunt, manager of WVPE, presented an update on programming and listener statistics.

Topics Discussed

The Board also discussed potential changes to future work session and executive session scheduling.

The meeting adjourned at approximately 9:20 a.m.

Adjournment

APPROVED:

Douglas K. Weaver, President

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

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: Dr. Steve Thalheimer
Board of School Trustees

FROM: Anthony England 
Assistant Superintendent of Student Services

DATE: March 11, 2019

RE: Donation

We recently received a donation of over 7000 backpack reflectors for distribution to our elementary students from Monteith Tire. These reflectors clip onto backpacks and can help alert drivers to children in the area. This donation is valued at approximately \$11,500.00.

We appreciate Monteith's support in keeping our children safe and request an appropriate letter of acknowledgement be sent to:

Monteith's Best-One Tire - Elkhart North
ATTN: Mr. Ben Gibson and Mr. Rick Howard
2503 Cassopolis St
Elkhart, IN 46514



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: March 11, 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:

The Sarah Crane Foundation
54921 David Drive
Elkhart, IN 46514

ACCOUNT BALANCES/INVESTMENT DETAIL
February 2019

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank - Deposit Account	15,494,688.61
Lake City Bank – Accounts Payable	(876,153.83)
Lake City Bank – Merchant Account	-
Teachers Credit Union	2,935,467.95
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank - Prepaid Lunch	167,202.17
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	3,131,929.98
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PAYROLL ACCOUNTS:

Lake City Bank – Payroll Account	(6,851.77)
Lake City Bank – Flex Account	67,844.53

INVESTMENTS:

Certificate of Deposit	-
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\$ 21,324,057.64



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

DATE: March 21, 2019
TO: Kevin Scott, CFO
FROM: Valerie Gillespie
Supervisor of Accounting, Auditing, & Investment
RE: Transfer Tuition Rate for 2019 - 2020 School Year

In March 2018, the Board set the transfer tuition rate at \$7,375. The actual tuition rate for 2019-20 will be close to \$7,453. The State reimbursement rate includes Tuition Support and the Complexity Grant and has not been adjusted for "Other" spending reductions on the Form SA545. State support is \$6,304 for 2018-19.

I would **recommend a tuition rate** for students in **grades K-12 to increase to \$7,400.**

Proposed School Fundraising Activities
 March 26, 2019, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Cleveland 6th Grade	Students will sell advance tickets to family and friends for a South Bend Cubs game. Proceeds will be used toward their field trip to the Museum of Science and Industry.	4/8/2019 - 4/26/2019	3/14/2019	Jayme Iannarelli
Central Key Club	Club members will be selling Flavor Freeze Gift Cards. Proceeds will be used for service projects and to offset the cost of sending student representatives to the DLC Conference.	3/27/2019 - 5/3/2019	3/19/2019	Krista Riblet
Memorial Football	An on-line apparel store will be available to purchase Memorial football themed clothing. Proceeds will be used to purchase equipment, and for the player food fund.	3/27/2019 - 4/19/2019	3/15/2019	Jeff Miller
Memorial Key Club	Club members will be selling Flavor Freeze Gift Cards. Proceeds will be used to build up the Key Club account so they can send students to conferences and donate to charities.	4/18/2019 - 5/9/2019	3/19/2019	Lisa Miller
	Please note the following fundraiser is presented for confirmation only.			
Memorial Boys Golf	Team members will sell Flavor Freeze Gift Cards. Proceeds will be used to help pay for the cost of player's golf spirit pack and required golf shirt and pants. Any remaining money will be used to help pay for future golf needs such as green fees, range balls and training aids.	3/25/2019 - 4/30/2019	3/6/2019	Todd King



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: KEVIN SCOTT

DATE: MARCH 26, 2019

SUBJECT/ EXTRA CURRICULAR PURCHASE

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


SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Middle School Extra Curricular Account	ILearn Shirts	\$2,948.00



WEST SIDE MIDDLE SCHOOL
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514
PHONE: 574-295-4815



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

To: Dr. Thalheimer
From: Kristie Stutsman 
Date: 3/8/19
Re: Approval for Purchase of ILearn Shirts

West Side Middle School is requesting approval to purchase ILearn t-shirts for students from our extra-curricular account. The cost of the t-shirts is \$2948.00. The t-shirts are used as an incentive for students to give best effort on ISTEP. The t-shirts are being purchased from

Valerie Miller
6032 Huguenard Rd.
Fort Wayne, IN 46818

Medical Plan Experience

February 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	\$ 569,898	\$ 525,418	\$ 44,480	\$ 1,168,521	\$ 1,427,808	\$ (259,287)
UMR Rx	\$ 61,638	\$ 116,384	\$ (54,746)	\$ 214,565	\$ 161,979	\$ 52,586
Rx Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 631,536	\$ 641,802	\$ (10,266)	\$ 1,383,086	\$ 1,589,787	\$ (206,701)
Expected Claim Cost	\$ 907,726	\$ 925,978	\$ (18,252)	\$ 1,815,452	\$ 1,847,509	\$ (32,057)
Claims vs. Expected	\$ (276,190)	\$ (284,176)	\$ (432,366)	\$ (432,366)	\$ (257,722)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 213,999	\$ 204,495	\$ 9,504	\$ 434,573	\$ 406,464	\$ 28,109
Total Cost (Claim + Non-claim)	\$ 845,535	\$ 846,297	\$ 1,817,659	\$ 1,817,659	\$ 1,996,251	
Enrollment	1,036	1,041	\$ 2,072	2,072	2,077	
Cost Per Employee Per Month (PEPM)	\$ 816.15	\$ 812.97	\$ 877.25	\$ 877.25	\$ 961.12	-8.7%
Paid Claims Per Employee			\$ 667.51	\$ 667.51	\$ 765.42	-12.8%

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3141ACS/page 1 of 1
(includes changes made following the 3/12/19 BST meeting)

SUSPENSION OF EMPLOYEES

The School Board recognizes its obligation to maintain a working and learning environment conducive to the education of students and understands at times employees may fail to meet the expectation of serving as an exemplar for those students and/or fail to meet their professional responsibilities. In situations in which those charged with supervising determine a suspension of an employee without pay is necessary, whether as part of a system of progressive discipline or for the benefit of students, colleagues, and/or the community, the administration will shall provide due process as required by Federal law and, ~~if a suspension without pay for a teacher is sought,~~ comply with the procedure established under State law for the suspension of teachers without pay.

It will be the responsibility of the Superintendent to establish administrative guidelines which ensure the proper standards have been applied and the proper procedures have been followed when a principal makes a decision to suspend a teacher without pay.

In acting on a principal's preliminary determination that ~~a teacher~~an employee teacher will be suspended without pay, the Board will be guided by the procedure set out in I.C. 20-28-9-22 and will proceed only for one or more of the reasons stated in I.C. 20-28-9-21.

Administrative Leave

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

I.C. 20-28-9-22

© NEOLA ~~2015~~**2018**

~~January 1, 2017~~March 26, 2019

PROCEDURE FOR SUSPENSION

In all cases, an employee shall be provided with basic due process prior to being suspended, with or without pay. Due process requires notice and an opportunity to be heard before being suspended. In those cases in which the supervisor of the staff member determines a suspension without pay is warranted, the administration must follow procedures, if any, established by State law.

March 26, 2019

PROCEDURES FOR IDENTIFYING AND SERVING HIGH ABILITY STUDENTS

A. Definition

A high ability student indicates a child or youth performing at, or showing the potential for performing at, an outstanding level of accomplishment when compared to others of the same age, experience, or environment.

B. Identification

A student shall be identified as a high ability student through a formal identification process in accordance with the following procedures and Indiana law:

1. All ECS students in Grades K-8 will participate in Measures of Academic Progress (MAP) testing provided by the Northwest Evaluation Association (NWEA). Scores from the winter administration will be used to identify students with high achievement levels.
2. All students in grades K, 2, and 5 not previously identified as high ability will be screened for cognitive potential. Students in Grades K and 2 will be screened using the Cognitive Abilities Test (CogAt). Students in grade 5 will be screened based on the results of the winter administration of the NWEA.
- ~~3. The full CogAT will be administered to students in grades K, 2, and 5 who performed at the 80th percentile on the screen.~~
- ~~4.~~3. Students will be identified using local norms. The NWEA and CogAT cut scores will be set by the High Ability Broad Based Planning Committee in 2016 and reviewed on a regular basis thereafter.
- ~~5.~~4. Students with scores close to the threshold for high ability identification are rated on the Scales for Identifying Gifted Students (SIGS), a subjective instrument which collects survey information from teachers and parents.
- ~~6.~~5. Students can be identified as high ability in the areas of math, English language arts, or general intellectual (both).
- ~~7.~~6. Students newly enrolled in ECS may
 - a. submit standardized testing evidence from the previous educational agency for review by the ECS identification team;

- b. receive a score which qualifies for high ability identification during the annual identification process;
 - c. participate in testing scheduled for new students prior to the start of the school year; or
 - d. submit a written request to the ~~Deputy Superintendent~~Director of Special Services for a high ability assessment if arriving mid-year.
8. This thorough assessment strategy precludes the need to request additional testing and allows for equal opportunities in considering all students.

C. Programs for High Ability Students

Elkhart Community Schools shall provide an array of learning opportunities for high ability students and shall implement procedures to notify parents/guardians of these opportunities. These shall include, but are not limited to, the following:

1. instructional and organizational patterns enabling identified students to work together as a group, to work with other students, and to work independently;
2. a continuum of learning experiences leading to the development of advanced level products and performances and opportunities to accelerate in areas of strength; and
3. access to differentiation, enrichment, relevance, emotional support, and responsive program design and delivery.

D. Change of Placement

Instructional plans will be designed to meet the needs of all high ability students, including students learning English as a Second Language, students with Individual Education Plans (IEPs), and students with behavioral or health needs. High ability services will continue unless

1. evidence indicating past testing is invalid or no longer relevant;
2. support plans have not been successful; or
3. a parent requests discontinuation of service.

In cases where a student is having difficulty in a high ability program, the high ability coordinator will identify the root cause of the problem; consult with the teacher; and support adjustments to the curriculum, instruction, assessment, or social emotional support.

E. Program Evaluation

The program outcomes will be prepared on an annual basis and presented to the Board. Program evaluations will be conducted on a six year rotation cycle beginning 2015.

~~May 10, 2016~~ March 26, 2019

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

FINANCES
Proposed Revised 6460/page 1 of 2
(as presented during the 3/12/19 BST meeting)

CONFLICTS OF INTEREST AND VENDOR RELATIONS

Conflicts of Interest

The School Board shall not knowingly approve a contract or purchase in which a Board member, employee, or agent of the Board or their spouse or dependent profits or has a pecuniary interest unless the member, employee, or agent with the profit or pecuniary interest makes the written disclosure on State Board of Accounts Form 236 required in I.C. 35-44-1-3, and the disclosure is approved by vote of the Board before the Board vote on the contract or purchase.

A Board member may participate in the discussion but shall not vote on the acceptance of their disclosure or vote on the contract or purchase addressed by their disclosure.

For the purpose of this policy the terms “pecuniary interest” and “profit” have the meaning given to those terms in I.C. 35-44.1-1-4.

Reporting Violations and Whistleblower Protection

The Board is committed to protection of persons reporting violations, i.e., “whistleblowers”. Specific protection is addressed for all employees—~~for administrators in Policy 1411, for professional staff members (all certificated employees who are not administrators)~~ in Policy 3211~~ACS, and for support staff in Policy 4211~~.

Reports by contractors and their employees are protected by this policy.

A contractor or an employee of a contractor, hereafter an “employee/contractor”, who is aware of acts by a Board member, employee, or another employee/contractor ~~that who~~ possibly violates Federal or Indiana law or Board policy shall report this conduct to his/her immediate supervisor. If the employee's immediate supervisor is not responsive or the supervisor is the person whose behavior is in question, the employee/contractor shall report the possible violation to the Superintendent. If the reported conduct relates to the Superintendent, the report shall be filed directly with the Board President.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

FINANCES
Proposed Revised 6460/page 2 of 2
(as presented during the 3/12/19 BST meeting)

If a violation of law or Board policy is reported, the employee/contractor will be directed to put the report in writing. An employee/contractor making such a report in writing and his/her spouse and dependents, shall be protected from retaliation for making a report pursuant to this policy if the employee/contractor had a good faith belief at the time the report was made that the information reported was true.

Sanctions and Debarment of Contractors

Contractors are subject to sanctions including debarment. As used here, "debarment" means exclusion from eligibility for future consideration for a specific or indeterminate period, or cancellation of the current contract or relationship upon a finding by the Board ~~that~~ the greater weight of the credible information available to the Board demonstrates ~~that~~ the contractor knowingly violated a law, Board policy, or made a false report under this policy. Contractors may also be subject to debarment if they knew of a violation of law or Board policy involving or related to the business of the Board but did not make a report confirmed in writing to a supervisor in accordance with this policy.

I.C. 5-22-7-8 (responsible and responsive)
I.C. 22-5-3-3 (employees of contractors)
I.C. 35-44.1-1-4 (conflict of interest)

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~~January 1, 2017~~ March 26, 2019

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3120.07ACS/page 1 of 1

EMPLOYMENT OF CONSULTANTS

It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the ~~general~~ operations and education funds of the Board, money is appropriated annually for special services. This might include resource persons in fields of education who could offer consulting advice on the administration or instructional processes. The Superintendent shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Certified staff members employed by the Corporation may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Superintendent.

The Superintendent shall prepare administrative guidelines to ensure proper implementation of this policy.

~~January 1, 2017~~ March 26, 2019

RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS

The Board of School Trustees for the Elkhart Community Schools (“Board”) establishes the following individual performance goals for Dr. Steven Thalheimer (“Dr. Thalheimer”) for 2019:

1. Successfully pass the referendum
Target for completion: May 7, 2019
Evidence of completion: Passing of ballot measure

2. Establish a leadership hierarchy focused on areas of improvement with leadership commitments rooted in relationships, personal dignity, and the PLC process
Target for completion: July 1, 2019
Evidence of completion:
 - a. Organizational chart restructured as necessary
 - b. Operational action plans steps assigned to appropriate personnel with personnel held accountable in monthly leadership team meetings
 - c. Survey of leadership staff on structure and process

3. Develop and implement a plan for addressing deficits in service to EL students including *Lau* requirements and teacher professional development and tiered support services.
Target for completion: December 1, 2019
Evidence of completion:
 - a. Professional development plan created and completed for SIOP training
 - b. Title III grant reflects actual district EL plan
 - c. Process in place for reviewing ILPs and monitoring students
 - d. Assemble building-by-building status of EL learner totals and supports for analysis and evaluation of EL grant funding
 - e. Conduct review of coordination of Title I and Title III parental involvement practices

The foregoing individual performance goals shall be reviewed by the Board during Dr. Thalheimer’s evaluation sessions with the Board.

Signed this ____ day of March, 2019.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: _____, Secretary
Board of School of Trustees

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2019

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center,
2720 California Road, Elkhart, Indiana unless otherwise noted.

Public work sessions and/or executive sessions held prior to Regular Meetings
will be noticed as needed.

January	8, 2019	July	9, 2019
January	22, 2019	July	23, 2019
February	12, 2019	August	13, 2019
February	26, 2019 <i>5 pm at No. Side prior to BB</i>	August	27, 2019
March	12, 2019	September	10, 2019
March	26, 2019	September	24, 2019
April	9, 2019	October	8, 2019
April	23, 2019	October	22, 2019
May	14, 2019	November	12, 2019
May	28, 2019	November	26, 2019
June	11, 2019	December	10, 2019
June	25, 2019	December	17, 2019*

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

Public Work Sessions - 2019

Public work sessions will be held as noticed at 7:00 a.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart. Dates for potential work sessions are:

January	15, 2019	July	16, 2019
February	21 and 22, 2019*	August	20, 2019
March	19, 2019	September	17, 2019
April	16, 2019	October	15, 2019
May	21, 2019	November	19, 2019
June	18, 2019	December	17, 2019**
* <i>two-day retreat</i>		** <i>denotes 8:00 a.m.</i>	

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Administrative Assistant to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.

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?
Integrated English Literacy & Civics Education Grant	Indiana Department of Workforce Development	Adult Education	Darcey Mitschelen	\$100,000.00	Funds will be used to assist adults to become literate and obtain the knowledge skills necessary for employment and economic self-sufficiency. Focus is on improving reading, writing, and listening English skills along with civics and training opportunities.	Why Elkhart? The Website states that ECS provides "Comprehensive support for students and families inside and outside the classroom". Adult Education brings to the discussion access to academic opportunities, community resources (through The HUB), and connectors to employment and training. These efforts help take down the many barriers to success that are standing in the way of our families moving forward in an environment that is Inspiring. Excellence.	\$75,000 instruction (English and Civics), \$15,000 training, \$10,000 administration	4/1/2019

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart Central

Class/Group: TRACK

Number of Students: 14

Date/Time Departing: 3-22-19 3:30 P.M

Date/Time Returning: 3-23-19 8:00 P.M

Destination: IU Blounton IU
City State

Overnight facility: _____

Mode of Transportation: White BUS

Reason for trip: State Indoor Track meet

Names of chaperones: Bekah Shenk

Cost per student:

Describe Plans for Raising Funds or Funding Source:

Plans to defray costs for needy students:

Are needy students made aware of plans?

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 3-22-19

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

Approval of Assistant Superintendent: [Signature] Date: 3-21-19

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

School: Pinewood Elementary

Class/Group: Sixth Grade

Number of Students: 110

Date/Time Departing: April 29, 2019 / 9:00 A.M.

Date/Time Returning: April 30, 2019 / 1:30 P.M.

Destination: Camp Friedenswald
15406 Watercross Way, Cassopolis MI 49031
City State

Overnight facility: Camping - Camp Friedenswald Cabins (on site)

Mode of transportation: Elkhart Community Schools Transportation - School Bus

Reason for trip: This outdoor education experience will inspire growth
in a variety of experiences including: 1) outdoor history
education, 2) outdoor environmental education, 3) team
and confidence building, and 4) pinnacle experience.


Names of chaperones: Wayne Bias, Lisa Feldman, Janni Higgins, Crystal Davis,
Mary Kuchie, Mike Malloy, Nikki Malott, Darlene Knoll, Urv Mehta,
Anita Stinas, Virginia Whitaker, Jeremy McGard, Shylene Rangel,
Candy Williams, Bill Hubbard, Javier Prieto, Shannon Metcalf,
Mona Silvia, Martise Evans

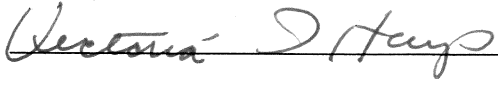
Cost per student: \$60.00 (admission) \$3.00 (food) = Total \$63.00

Describe Plans for Raising Funds or Funding Source: Nelson's Chicken, Wow! Fundraising,
J.B. Designs

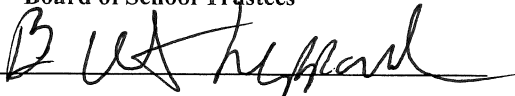
Plans to defray costs for needy students: students are able to actively participate in fundraising,
so they are able to earn their respective costs.

Are needy students made aware of plans? Yes, both as a large group they were informed; as well,
all students needed to sign a permission slip stating
they would either pay or participate in fundraising.

Signature of Teacher/Sponsor:  Jason E. Rybinski March 19, 19

Signature of Principal:  Victoria D. Hays Date: 3-19-19
Academic Dean

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

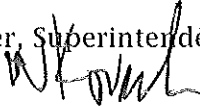
Approval of Assistant Superintendent:  Bill Hubbard Date: 3/20/19

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: March 20, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. William Kovach 
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 March 26, 2019 - Board of School Trustees Meeting**

2018- 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p>Read-Recognize-Respond</p> <p>This class will help in the teaching of my students - the indicators to read, recognize and respond to individuals that will result in safe and successful resolutions on the street, as well as the people they interact with on a daily basis</p> <p>South Bend, IN April 22, 2019</p> <p>Jon Chevalier (2-1) Program/Industry Specific CTE Conference</p>	\$159.00	\$0.00
<p>Vincennes Welding Course</p> <p>This workshop is required for licensure to offer the college credit through Vincennes University</p> <p>Vincennes University June 5-7, 2019</p> <p>John Kraus (2-1) College Credentials</p>	\$427.12	\$0.00
	\$586.12	\$0.00
2018-19 YEAR-TO-DATE PERKINS FUNDS	\$20,862.95	
GRAND TOTAL	\$21,449.07	\$0.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: March 21, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
March 26, 2019 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
NSTA: NATIONAL CONFERENCE ON SCIENCE EDUCATION This conference will be beneficial in helping students master the essential science standards as well as critical thinking skills. St. Louis, MO April 11 - 12, 2019 (2 day's absence) ELIZABETH KEILING - BECK (1-3)	\$0.00	\$0.00
	N/A	N/A
AMPLIFY YOUR IMPACT: COACHING COLLABORATIVE TEAMS IN PLC'S AT WORK WORKSHOP This conference will build a strong foundation for the PLC coaching model that will be implemented at Bristol and Beardsley Elementary during the 2019-2020 school year. Building strong teams through coaching will improve professional practice which will positively impact student achievement levels. San Diego, CA April 15 - 17, 2019 (3 day's absence) VALERIE PRILLER - BEARDSLEY (3-7) NICOLE SERGE - BEARDSLEY (1-3) MARTHA STRICKLER - BRISTOL (0-0)	\$3,352.98	\$0.00
	OTHER	OTHER
2019 INDIANA SUMMIT ON OUT-OF-SCHOOL LEARNING This conference will help improve instruction/learning for students by learning about new ways to enrich student learning during clubs. It will be beneficial to hear from other individuals about what sort of clubs they do at their school to get new ideas for our school. Indianapolis, IN April 16 - 17, 2019 (2 day's absence) KAITLYN BANKS - PINWOOD (0-0) MARY KUEHNE - PINWOOD (0-0) MARY-CATHERINE MILLER - PINWOOD (0-0) WENDY ARMOUR - PINWOOD (0-0)	\$274.00	\$760.00
	OTHER FUND	OTHER FUND
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)	EXPENSES	SUBSTITUTE
FOCUS ON INCLUSION 2019 This conference will provide strategies for successful inclusion. Indianapolis, IN March 11 - 12, 2019 MARISSA BATT - NORTH SIDE (0-0)	\$1,645.49	\$570.00

BRITTANY CHOLER - WEST SIDE (0-0)		
DAWN MCGRATH - ESC (4-9)		
NATALIE SCHULTZ - WEST SIDE (0-0)	<i>OTHER FUND</i>	<i>OTHER FUND</i>
	\$5,272.47	\$1,330.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$28,538.81	\$2,470.00
2019 YEAR-TO-DATE GENERAL FUNDS	\$10,032.84	\$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	\$49,670.92	\$10,355.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$345,795.82	\$27,930.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: MARCH 26, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Amy Saros

Osolo/Speech Pathologist

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

Nicole Martinez
Begin: 4/9/19 pm

Cleveland/ESL
End: 5/10/19

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

Sarah Bainbridge
Began: 8/14/18

Memorial/Special Education
Resign: 3/29/19

Tracy Beatty
Began: 11/26/12

Beardsley/Special Education
Resign: 3/29/19

Heather Duncan
Began: 10/21/02

Riverview/Grade 2
Resign: 3/21/19

Benjamin Kase
Began: 8/14/18

Memorial/Math
Resign: 6/6/19

CLASSIFIED

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

Charlena Armstrong
Began: 1/22/19

Transportation/Bus Helper
PE: 3/22/19

Kristie Burk
Began: 1/16/19

Transportation/Bus Driver
PE: 3/19/19

Jessica Donovan
Began: 1/23/19

Transportation/Bus Helper
PE: 3/25/19

Deanne Eick
Began: 1/11/19

Hawthorne/Paraprofessional
PE: 3/13/19

Amber Harlston
Began: 1/16/19

Central/Food Service
PE: 3/15/19

Esther Hargrove
Began: 1/15/19

Beck/Paraprofessional
PE: 3/15/19

Kevin Hunter
Began: 1/23/19

Transportation/Bus Helper
PE: 3/25/19

Queen Idewu
Began: 1/17/19

Cleveland/Food Service
PE: 3/19/19

Erin Pickart
Began: 1/23/19

PACE/Speech Language Pathologist Assistant
PE: 3/22/19

Jasmine Sandoval
Began: 1/22/19

Transportation/Bus Helper
PE: 3/21/19

Pauletta Turpin
Began: 1/23/19

Hawthorne/Food Service
PE: 3/22/19

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

Patricia Grace
Began: 8/14/13

Eastwood/Paraprofessional
Resign: 2/22/19

Gayla Konanz
Began: 9/15/08

Woodland/Social Worker
Resign: 3/29/19

c. Termination – We report the termination of the following employee:

Jermaine Rogers
Began: 1/7/19

Beardsley/Technical Assistant
End: 3/26/19
Policy 3139.01S

d. Revision to Unpaid Medical Leave Request – We recommend an extension of an unpaid medical leave of the following employee:

Ellen Springer
Began: 2/8/19

North Side/Food Service
End: 5/8/19

