

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

May 14, 2019

CALENDAR

May	14	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	14	immediately following	Executive Session, J.C. Rice Educational Services Center
May	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	14	immediately following	Executive Session, J.C. Rice Educational Services Center
May	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Memorial High School  
Central High School
- E. STUDENT RECOGNITION  
Spelling Bee Winners  
SkillsUSA Winners
- F. MINUTES  
April 23, 2019 – Public Work Session  
April 23, 2019 – Regular Board Meeting
- G. TREASURER'S REPORT

Consideration of Claims

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

Waiver from Implementation of Protected Taxes – The Business Office recommends Board authorization to submit the Waiver from Implementation of Protected Taxes.

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

#### H. OLD BUSINESS

Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule – The administration presents proposed revisions to Administrative Regulation GDBA-10 - Miscellaneous Position Pay Schedule, as initially presented at the April 23<sup>rd</sup> regular meeting.

Administrative Regulation IGBB-1 - Elkhart Community Schools High Ability Identification Procedure and Application Form – The administration presents proposed revisions to Administrative Regulation IGBB-1 - Elkhart Community Schools High Ability Identification Procedure and Application Form, as initially presented at the April 23<sup>rd</sup> regular meeting.

Board Policy 5112 - Entrance Requirements – The administration presents proposed revisions to Board Policy 5112 – Entrance Requirements, as initially presented at the April 23<sup>rd</sup> regular meeting.

Administrative Regulation JEA – School Admissions – The administration presents proposed revisions to Administrative Regulation JEA – School Admissions, as initially presented at the April 23<sup>rd</sup> regular meeting.

Administrative Regulation JEA-1 – Elkhart Community Schools Kindergarten Early Entrance Procedure and Application Form – The administration is rescinding the request for deletion due to a recently enacted law and presents additional revisions to JEA-1 – Elkhart Community Schools Kindergarten Early Entrance Procedure and Application Form, as initially presented at the April 23<sup>rd</sup> regular meeting.

Administrative Regulation JFC-(1) – Guidelines for Good School Order – The administration presents proposed revisions to Administrative Regulation JFC-(1) – Guidelines for Good School Order, as initially presented at the April 23<sup>rd</sup> regular meeting.

Administrative Regulation JFC-(2) – Rules for Student Conduct – The administration presents proposed revisions to Administrative Regulation JFC-(2) – Rules for Student Conduct, as initially presented at the April 23<sup>rd</sup> regular meeting.

#### I. NEW BUSINESS

##### Bristol Public Library Appointment

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

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

J. 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.

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

April 23, 2019

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

Place/Time

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

Absent:	Rodney J. Dale
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ECS Personnel Present:	Steven Thalheimer Doug Thorne	Cheryl Waggoner
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The Board reviewed the suggested revisions to the Strategic Plan and discussed plans for another public information meeting in the near future.

Topics  
Discussed

The meeting adjourned at approximately 5:50 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
April 23, 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

Board member, Babette Boling, 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: Isaiah Fortoso, a sophomore from Central High School (CHS) and Elizabeth Weimer, a junior from Memorial High School (MHS). Isaiah Fortoso also performs in various choirs and participates in lacrosse and wrestling in addition to SSAC. Mr. Fortoso reported the on the success of the music programs at the recent Indiana State School Music Association (ISSMA) competitions and upcoming performances of the wind ensemble Friday and the symphony orchestra on Saturday at Penn. Also, the CHS music ensembles, have qualified for the ISSMA All-Music award for 2018-2019. Mr. Fortoso also reported spring sports are under way and at the recent art show Sarah Bailey was awarded the Tom Grove Memorial Scholarship for Photography. Elizabeth Weimer is involved in band, marching, concert and jazz as well as tennis, and will be inducted into the National Honor Society on April 30<sup>th</sup>. Ms. Weimer reported on Memorial’s ISSMA activity and invited all to attend the competitions on Friday at Penn, Saturday at Memorial, and the Jazz Café on May 5<sup>th</sup>. Spring sports are underway with both boys and girls track teams off to a great start. The athletic department is hosting the annual free IHSAA physical night on May 29<sup>th</sup> with support from OSMC.

SSAC Representatives

Superintendent Thalheimer recognized Louann Nommay, media specialist at North Side; Nancy Sanders, special education at Riverview, Frank Serge, principal at Central; and James Wasikowski, sixth grade teacher at Woodland for their 40 years of service to Elkhart Community Schools. Dr. Thalheimer noted the following facts from forty years ago: the top song was *My Sharona*; the price of gas was 88 cents a gallon; McDonald's introduced the Happy Meal; and the Dow Jones closed at 815. In honoring each of the recipients Dr. Thalheimer noted their dedication, commitment, and effort to go the extra mile for their students. Mayor Neese congratulated three of the recipients and awarded each of them a Key to the City. Mrs. Nommay was unable to attend the presentation.

Special Recognition

The following team from the Greater Elkhart Chamber of Commerce Leadership Academy described their group project: Darlene Anderson Wilson (Feed The Children); Natalie Bickel (Elkhart Community Schools); Ryan Gomez-Wengerd (ADEC); Lee Herschberger (Beacon Health System); Nick Pittman (Trine University); and Jill Yoder (Elkhart Public Library). The team created the Cultivate Culinary Food Rescue Backpack program. The project is currently serving 20 students at Woodland Elementary with backpacks containing eight frozen meals each Friday. The food which had been prepared but never served by local catering businesses, restaurants, and schools is rescued by Cultivate, a local non-profit organization. The program has garnered extensive national and international recognition and requests for the program model.

Special Presentation

By unanimous action, the Board approved the following minutes:

- April 9, 2019 – Public Work Session
- April 9, 2019 – Regular Board Meeting
- April 16, 2019 – Special Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$7,994,323.18 as shown on the April 23, 2019, claims listing. (Codified File 1819-143)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$351.50 from Safe Fleet Mirrors for Bully Prevention programs; two anonymous donations to food service in the amounts of \$130 and \$81 to pay for three students' lunches for the rest of the school year at Pierre Moran; and \$500 from Luna Language Services of Indianapolis and \$3,000 from the SOURCE of Elkhart County to be used toward the Elkhart Culture Series: Tough Leadership Conference.

Gift Acceptance

The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1, 2019 – March 31, 2019, and found it to be in order.

Financial Report

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 1819-144)

Fundraisers

Mr. Scott provided the current insurance report noting claims are again down from the same time last year.

Monthly  
Insurance  
Report

By unanimous action, the Board approved the bid award of the Progressive Design/Builder and Best Value contract for the 2019 Engineering, Technology and Innovation Building Project to Brown & Brown General Contractors. (Codified File 1819-145)

Award ETI  
Building

By unanimous action, the Board approved amended revisions to Board Policy 8340 – Letters of Reference or Employment Reference, as initially presented at the Board's April 9<sup>th</sup> regular meeting.

Board Policy  
8340

The Board reviewed proposed new Administrative Regulation GCR – Providing a Reference, as initially presented at the Board's April 9<sup>th</sup> regular meeting.

Administrative  
Regulation GCR

The Board was presented proposed revisions to Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule, for initial consideration.

Administrative  
Regulation  
GDBA-10

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

Administrative  
Regulation  
IGBB-1

The Board was presented proposed revisions to Board Policy 5112 – Entrance Requirements, for initial consideration.

Board Policy  
5112

The Board was presented proposed revisions to Administrative Regulation JEA – School Admissions, for initial consideration.

Administrative  
Regulation JEA

The Board was presented proposed deletion of Administrative Regulation JEA-1 – Elkhart Community Schools Kindergarten Early Entrance Procedure and Application Form, for initial consideration.

Administrative  
Regulation  
JEA-1

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

Administrative  
Regulation  
JFC-(1)

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

Administrative  
Regulation  
JFC-(2)

By unanimous action, the Board approved the submission of a grant to Epic Games for Epic MegaGrant from the EACC in an estimated amount of \$62,500. (Codified File 1819-146)

Grant  
Submission

By unanimous action, the Board approved the following overnight trip requests: 30 Memorial government students to travel to Camp Friedenswald, Cassopolis, MI on May 28 -29, for leadership skills and team building; and confirmed the overnight trip request for 19 Memorial and Central ElkLogics Robotics team members to travel to Kokomo, IN on April 11 - 13, to compete in their first Robotics Indiana State Championship.

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 26, 2019 listings. (Codified File 1819-147)

Conference  
Leave Requests

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

Personnel  
Report

Two agreements regarding unpaid time for certified staff members. (Codified Files 1819-148)

Consent  
Agreement

Retirement of the following four (4) certified staff members effective on the end of the 2018-2019 school year, with years of service in parenthesis:

Certified  
Retirements

- Adriana Alburitel-Burton - grade 5 at Osolo, (29)
- Mary Teeter - supervisor at Cleveland, (18)
- Nancy Troyer - grade 4 at Osolo, (17)
- James Wasikowski - grade 6 at Woodland, (41)

Maternity leave for certified staff member, Shayla Yoder, grade 2 at Cleveland, beginning 5/17/19 and ending 6/6/19.

Certified  
Leave

Medical leave for certified staff member, Jami Young, homebound at ESC, beginning 3/20/19 and ending 6/6/19.

Certified  
Leave

Parental leave for certified staff member, Lisa Haeck, special education at Roosevelt, beginning 8/13/19 and ending 6/3/20.

Certified  
Leave

Resignation of the following eight (8) certified staff members effective on the dates indicated:

Certified  
Resignations

- Kathleen Bain - math at Memorial, 6/6/19
- Sarah Brown - grade 2 at Roosevelt, 6/6/19
- Jamie Haradine - grade 4 at Pinewood, 6/6/19
- Sarah Horn - math at Memorial, 6/6/19
- Julie Plaia - grade 6 at Hawthorne, 4/12/19
- Carmen Ritchie - music at Roosevelt, 3/29/19
- Kaleigh Swinehart - grade 4 at Feeser, 6/6/19
- John Tomac - social studies at Central, 6/6/19



<p>Employment of the following twelve (12) classified employees who have successfully completed their probationary period on dates indicated:</p>	<p>Classified Employment</p>
<p>Tina Allen - food service at West Side, 4/18/19  Kayla Brookshire - paraprofessional at Memorial, 4/15/19  Vilma Carrocio Ortiz - paraprofessional at Central, 4/19/19  Ivy Copeland - food service at Pierre Moran, 4/11/19  Dvynn Mohrman - custodian at Roosevelt, 4/22/19  Diane Pilarski - promotions manager at WVPE, 4/22/19  Chakiea Jackson - paraprofessional at Pierre Moran, 4/16/19  Megan Plasterer - paraprofessional at Cleveland, 4/15/19  Tracy Sheppard Jr. - bus helper at Transportation, 4/10/19  Ursula Taylor - food service at Bristol, 4/11/19  Dranda Washington - bus helper at Transportation, 4/16/19  Norman Wilson - food truck driver at Commissary, 4/10/19</p>	
<p>Resignation of the following three (3) classified employees effective on the dates indicated:</p>	<p>Classified Resignations</p>
<p>Nicole Crandall - secretary at Beardsley, 5/1/19  Anthony Horvath - mechanic at Transportation, 4/19/19  Justin Stebbins - mechanic at Transportation, 4/19/19</p>	
<p>Retirement of the following three (3) classified employees effective at the end of the 2018-2019 school year, with years of service in parenthesis:</p>	<p>Classified Retirement</p>
<p>Suanne Brazzell - paraprofessional at EACC, (14)  Susan Gilpin - food service at West Side, (24)  Cynthia Kaser - paraprofessional at Pinewood, (20)</p>	
<p>Leave for classified employee, Julie Grosser, bus driver at Transportation, beginning 5/14/19 and ending 5/24/19.</p>	<p>Classified Leave</p>
<p>Medical leave for the following two (2) classified employees:</p>	<p>Classified Leave</p>
<p>LeAnn Mehl, food service at Daly, beginning 4/10/19 and ending 6/6/19  Belinda Siler, custodian at Memorial, beginning 2/3/19 and ending 8/1/19</p>	
<p>Termination of classified employee, Leydi Jurado Canenguez, paraprofessional at Hawthorne, in accordance with Board Policy 3139.01S effective 4/23/19.</p>	<p>Classified Termination</p>
<p>Superintendent Thalheimer thanked those who attended public information meetings and help dispel misinformation, noting an additional meeting will be scheduled for the next week.</p>	<p>From the Superintendent</p>

Board member, Susan Daiber, congratulated all the EACC participants and medalists (20 bronze, 9 silver, and 9 gold) at the Indiana SkillsUSA state championship and thanked all of the volunteers who help with the United Way's Spring Into Reading program.

The meeting adjourned at approximately 7:45 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

From the Board

Adjournment

Signatures



**ELKHART CENTRAL HIGH SCHOOL**

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 4/8/19

TO: Dr. Thalheimer  
Board of School Trustees

FROM: Frank Serge (Principal)  
Ted Elli (Teacher)

RE: Donation Approval

Elkhart Central High School received a donation check from AI-Ex, Inc. in the amount \$500.00. The check is in support of the ElkLogics Robotics and will be used for supplies in support of the club.

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:

AI-Ex, Inc  
3170 Windsor Ct  
Elkhart, Indiana 46514



**ELKHART CENTRAL HIGH SCHOOL**

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 4-9-19

TO: Dr. Steven Thalheimer  
Board of School Trustees

FROM: Frank Serge (Principal)  
Rachel Titus (Teacher)

RE: Donation Approval

Elkhart Central High School received a donation of \$500.00 from Kohl's. The donation is in support of the Dance Marathon Club and will be used to purchase supplies and other items in support of the club.

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

**Kohl's**

3802 Midway Rd

Goshen, IN 46526



ELKHART CENTRAL HIGH SCHOOL

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Dr. Steve Thalheimer, Superintendent  
Board of School Trustees

From: Brian Buckley, Athletic Director

Date: April 9, 2019

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**LACROSSE DONATION**

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A donation of \$500.00 has been given to the Elkhart Community Schools Lacrosse team from OBECO, Inc. These funds will be used for the purchase Lacrosse equipment.

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:

OBESCO, INC.  
P.O. Box 2561  
Elkhart, IN 46515



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: CYNDY KEELING/EACC SMALL ENGINE & AG MECH FFA**

**DATE: APRIL 10 , 2019**

**RE: DONATION APPROVAL - EACC**

Andrew Habich, owner of Culver's Restaurant of Elkhart, graciously donated \$2,540.46 to the Elkhart Area Career Center Small Engine/Ag Mechanics FFA program. The donation will go towards purchasing FFA jackets, contest fees, and expenses incurred for contestants while attending these contests. The Elkhart Area Career Center FFA Small Engine/Ag Mechanics group participates in "Give Back Nights" at Culver's as well as other community partner functions.

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

Andrew Habich  
Culver's Restaurant  
2726 Emerson Dr  
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: May 6, 2019

TO: Dr. Steve Thalheimer  
Board of School Trustees

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Memorial volleyball program. This donation will go towards lodging, food, and transportation costs for varsity overnight tourneys, team posters, and senior banners as well as 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:

Hart Plastics  
2907 park Six Court  
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: May 6, 2019

TO: Dr. Steve Thalheimer  
Board of School Trustees

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Memorial volleyball program. This donation will go towards lodging, food, and transportation costs for varsity overnight tourneys, team posters, and senior banners as well as 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:

Heartland RV, LLC  
2831 Dexter Drive  
Elkhart, IN 46514





**WRITTEN REQUEST FOR WAIVER FROM IMPLEMENTATION OF PROTECTED TAXES UNDER IC 6-1.1-20.6-9.9**

State Form 56028 (R3 / 4-19)  
Prescribed by the Department of Local Government Finance

*Instructions for this form are on the next page.*

*Please e-mail completed form to your Budget Division Field Representative by April 30, 2019.*

*You can find contact information at [https://www.in.gov/dlgf/files/Field\\_Rep\\_Map\\_-\\_Budget.pdf](https://www.in.gov/dlgf/files/Field_Rep_Map_-_Budget.pdf).*

School Corporation: Elkhart Community Schools 2305

County: Elkhart  
*(Include all counties if cross-county.)*

School Corporation's Debt Service Information Pursuant to IC 6-1.1-20.6-9.9 (a):

1. Is the school corporation imposing a debt service levy for the 2019 budget year?  Yes  No
2. Did the school corporation issue new bonds or enter into a lease rental agreement in 2017 or 2018 other than to refinance debt existing before January 1, 2017 or for indebtedness approved through a referendum?  Yes  No
3. Will the school corporation issue new bonds or enter into a lease rental agreement in 2019 other than to refinance debt existing before January 1, 2017 or for indebtedness approved through a referendum?  Yes  No
4. If the answer to Questions 1 and either 2 or 3 above is "Yes", please provide the following:
 

2016 Debt Service Levy	9,083,447
2016 Debt Service Rate	.3267
2019 Debt Service Levy	9,430,293
2019 Debt Service Rate	.2973

School Corporation's Calculation of Eligibility Pursuant to IC 6-1.1-20.6-9.9 (b):

All data included in the calculation below should be based on the year for which the waiver is being requested.

Circuit Breaker Credits Applied to School Corporation's Operations Fund (2019)	3,603,186
School Corporation's Operations Fund Certified Levy (2019)	19,288,802
Operations Fund Circuit Breaker Credits as a Percent of the Operations Fund Certified Levy	18.68%

On behalf of the school corporation identified above, by signing below, I certify that I have authority from the school corporation's board to submit this written request and, if determined to be eligible, to make adjustments to the school corporation's tax distributions as needed to effectuate the waiver from the implementation of protected taxes in the year identified above.

\_\_\_\_\_  
Signature

Kevin Scott  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Chief Financial Officer  
Title

04-26-2019  
\_\_\_\_\_  
Date (month, day, year)

**INSTRUCTIONS FOR STATE FORM 56028, WRITTEN REQUEST FOR WAIVER FROM  
IMPLEMENTATION OF PROTECTED TAXES UNDER IC 6-1.1-20.6-9.9**

**Completing School Corporation's Debt Service Information Pursuant to IC 6-1.1-20.6-9.9(a):**

1. Ascertain whether the school corporation is imposing a debt service levy for the 2019 budget year. **If the answer is "No", please proceed to Question 6. If the answer is "Yes", proceed to Question 2.**
2. Ascertain whether the school corporation took on new debt in 2017 or 2018, including issuing new bonds or entering into a new lease rental agreement, for which the school corporation is imposing or will impose a debt service levy. For purposes of this component, a debt service levy imposed to refinance or renew debt incurred before January 1, 2017 or debt approved by a voter referendum is excluded. **If the answer to this component is "No", please proceed to Question 6. If the answer is "Yes", continue with Question 3.**
3. Ascertain whether the school corporation will take on new debt in 2019, including issuing new bonds or entering into a new lease rental agreement, for which the school corporation is imposing or will impose a debt service levy. **If the answer to this component is "No", please proceed to Question 6. If the answer is "Yes", continue with Question 4.**
4. Determine the total debt service levy and tax rate for the school corporation in 2016. This should equal the certified debt service levy and tax rate from the 2016 Budget Order.
5. Determine the total debt service levy and tax rate in 2019. This should equal the certified debt service levy and tax rate from the 2019 Budget Order.
6. Compare the school corporation's total debt service levy in 2019 to the school corporation's total debt service levy in 2016. Compare the school corporation's total debt service rate in 2019 to the school corporation's total debt service rate in 2016.
7. If both the school corporation's total debt service levy and total debt service rate in 2019 are greater than those in 2016, the school corporation is ineligible to waive protected taxes. If the school corporation's total debt service levy and total debt service rate in 2019 are not greater than those in 2016, or the school corporation did not take on new debt in 2018 or 2019, proceed to School Corporation's Calculation of Eligibility Pursuant to IC 6-1.1-20.6-9.9(b).

**Completing School Corporation's Calculation of Eligibility Pursuant to IC 6-1.1-20.6-9.9(b):**

1. Determine the amount of circuit breaker credits being applied to the school's operations fund. This amount should be calculated assuming protected taxes are in place for the school corporation. To determine this amount, the school corporation can use the Department of Local Government Finance's circuit breaker reports. These reports can be found on the Department's webpage at <http://in.gov/dlgtf/9644.htm>. The values computed for these reports assume the implementation of protected taxes for the school corporation's funds. The school corporation can use the circuit breaker credit amount shown for its operations fund. Cross-county school corporations should sum the circuit breaker credits from each of the applicable county circuit breaker reports to arrive at a total amount of credits for the operations fund. The school corporation may only use a report for the applicable year in which the waiver would apply. **Reports from prior years may not be used.**
2. Determine the amount of the operations fund levy for the school corporation. This should equal the certified levy for the school operations fund from the 2019 Budget Order. The certified levy is also shown on the circuit breaker report for easy reference. Cross-county school corporations should sum the certified levy from each of the applicable county budget orders or reports to arrive at a total certified levy for the operations fund.
3. Divide the circuit breaker credit amount by the operations fund levy and express it as a percentage. If the circuit breaker loss equals at least 10% of the operations fund levy, the school corporation is eligible for a waiver from the implementation of protected taxes. In order to qualify, this calculation must show a loss of at least 10%. Rounding the result is acceptable up to the fourth decimal point to the right. **However, rounding up the calculation in order to achieve 10% will be not accepted.**

## 2019 Circuit Breaker Waiver Analysis

	<u>Certified Levy</u>	<u>Waiver eligible funds</u>	<u>Realloc of Oper Cir Brk</u>	<u>Circuit Breaker</u>	<u>Adjusted Cir Brk</u>
Ref Oper	\$ 4,459,003		\$	5,644	\$ 5,644
Debt Serv	\$ 9,430,293	\$ 9,430,293	\$ 1,080,738	13,192	\$ 1,093,930
Pension	\$ 2,721,558	\$ 2,721,558	\$ 311,898	3,807	\$ 315,705
Ref Debt	\$ 1,325,081		\$	1,677	\$ 1,677
Operations	\$ 19,288,802	\$ 19,288,802	\$ 2,210,550	3,603,186	\$ 2,210,550
Education	\$ -		\$	-	\$ -
Rainy Day	\$ -		\$	-	\$ -
Totals	\$ 37,224,737	\$ 31,440,653	\$ 3,603,186	3,627,506	\$ 3,627,506
		crossck	\$ 3,603,186		
			\$ -		



MISCELLANEOUS POSITION PAY SCHEDULE

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
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HIGH SCHOOL FOOTBALL:

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

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

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

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

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

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

Adult

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

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
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Fund	Parking Attendant	<del>\$12.00</del> 15 per hour	"
	Substitute Custodian	\$12.19 per hour	"
	* Intramurals	<del>\$6.50</del> 7.25 per hour	"
	Food Service Sub	<del>\$9.43</del> 9.68 per hour	Food Service Fund
	Food Service Sub (retired Food Service employee)	<del>\$11.76</del> 12.01 per hour	"
	Food Service Driver Sub	\$15.75 per hour	"

Student

Fund	Stage Hand/Music Helper	<del>\$4.25</del> 7.25 per hour	ECS	<u>Gen.Ed</u>
	Swimming Pool Lifeguard	current minimum wage	"	"
	Usher	<del>\$6.00</del> 7.25 per event	"	"
	Ticket Taker	<del>\$8.00</del> per event	"	"
	Cloakroom Attendant	<del>\$6.00</del> 7.25 per event	"	"

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

\* Negotiated Rates

ELKHART COMMUNITY SCHOOLS  
HIGH ABILITY IDENTIFICATION  
PROCEDURE AND APPLICATION FORM

PROCEDURE

Elkhart Community Schools allows students **who qualify for high ability services** to enter kindergarten early, appreciating that there are children with academic gifts who require high ability services to meet their intellectual needs at a very early age.

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

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

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

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

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





# policy

**BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5112/page 1 of 1

*(includes revision made since the 4/23/19 BST meeting due to changes in State law)*

## ENTRANCE REQUIREMENTS

### Entrance Requirements

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

#### 1. Kindergarten

Each child of legal settlement shall be eligible for kindergarten providing s/he has attained the age of five (5) on or before August 1<sup>st</sup>. ~~Children who transfer into the School Corporation who have attended private or public kindergarten in another locality shall be eligible for Kindergarten.~~ Children who transfer into the School Corporation who have attended private or public kindergarten in another locality shall be eligible for kindergarten.

#### 2. First Grade

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

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

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

I.C. 20-33-2-7

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~~January 1, 2017~~May 14, 2019

## SCHOOL ADMISSIONS

### A. All Students

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

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

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

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

### B. In General

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

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

C. Kindergarten

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

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

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

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

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

D. Grade One

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

E. Other Grades

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

Proposed Revised Administrative Regulation  
(rescinding request for deletion due to newly adopted State law)

ELKHART COMMUNITY SCHOOLS  
KINDERGARTEN EARLY ENTRANCE PROCEDURE AND APPLICATION FORM

**PROCEDURE:**

Elkhart Community Schools allows children who turn 5 on or ~~before~~-after August ~~1~~-2 to be admitted to kindergarten. Indiana Law requires school districts to establish a procedure for considering requests for early entrance to kindergarten from parents/guardians of children who turn 5 after August 1. In Elkhart Community Schools, this process is as follows:

Parents/guardians of children turning 5 on or after August ~~1~~<sup>st</sup>-2 through and including September 1, who want their children to enroll in kindergarten, shall contact the child's home school or the Student Services Department at 574-262-5540. The home school or Student Services Department will provide a Kindergarten Early Entrance Application which needs to be completed and submitted on or before the first scheduled day of school of the school year. Applications will be reviewed to gain information regarding a child's participation in Pre K or other identified early childhood opportunities. Once notified of receipt and approval of the application, parents/guardians are to register the child(ren) at the elementary school.

**APPLICATION**

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

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

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

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

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

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

Please tell us about your child:

**Early Childhood Opportunity History**

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

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

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

**Social Emotional Development**

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

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

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

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

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

Intentionally makes marks or scribbles

Can write first name

Listens to a story

Answers who, what, where questions

Follows routines at home

Follows 1 step directions

Follows 2 step directions

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

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

Please circle the colors your child can name:

red    green    yellow    orange    blue    brown    black

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

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

\_\_\_\_\_  
Date

~~April 26, 2016~~ May 14, 2019

## GUIDELINES FOR GOOD SCHOOL ORDER

### Section 1. General Responsibilities

#### A. School Responsibilities

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

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

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

#### B. Student Responsibilities

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

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

#### C. Parent/Guardian Responsibilities

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

D. Delegation of Authority

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

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

Section 2. Enforcement of Student Conduct Rules

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

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

A. Definitions

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



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

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

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

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

B. Discipline

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

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

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

13. Dismissal from Class or Activity – Teacher

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

14. Suspension from School – Principal

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

15. Expulsion from School

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

C. Grounds for Suspensions and Expulsions

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

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

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

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

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

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

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

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

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

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

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

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

### 3. Expulsion Based Upon Legal Settlement

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

D. Student Due Process Procedures

1. Procedure for Dismissal from Class or Activity

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

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

2. Procedure for Suspensions

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

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

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

3. Procedure for Expulsions

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

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

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

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

4. Possession and Self-Administration of Medication Permitted

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

5. Procedure for Students with Disabilities

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

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



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

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

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

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

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

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

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

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

| ~~May 13, 2014~~ May 14, 2019

## RULES FOR STUDENT CONDUCT

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

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

lunch detention, weekend detention, etc.

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



**CERTIFICATE OF APPOINTMENT – PUBLIC LIBRARY BOARD MEMBER**  
**Form for Class I Libraries**  
 State Form 31873 (R5 / 5-17)

INSTRUCTIONS: (See IC 36-12-2-19; IC 5-4-1-1.2; IC 5-4-1-4)

1. Appointing Authority completes the "Appointment" section then delivers this Certificate of Appointment to the board appointee in person or by mail.
2. Within 10 days of receiving the Certificate of Appointment, the library board appointee must take the oath of office and ensure the "Oath of Office" section is completed. The oath may be administered by the circuit court clerk, a notary public, or anyone else authorized under IC 33-42-4-1 or IC 33-42-9-7 to administer oaths.
3. The library board appointee must file the completed Certificate of Appointment with the library and with the clerk of the circuit court of the county in which the library is located. The form must be filed with the clerk of the circuit court not later than 30 days after the board term begins.

**APPOINTMENT**

I/We \_\_\_\_\_ Douglas Weaver \_\_\_\_\_,  
Name(s) of Official(s)

\_\_\_\_\_ President \_\_\_\_\_, of  
Title(s)

\_\_\_\_\_ Board of School Trustees, Elkhart Community Schools \_\_\_\_\_ of \_\_\_\_\_ Elkhart \_\_\_\_\_, Indiana  
Name of Appointing Authority(ies) Municipal Corporation(s)

hereby certify that I/we have duly appointed \_\_\_\_\_ Cyd Sunday \_\_\_\_\_ to the  
 \_\_\_\_\_ Bristol \_\_\_\_\_ Public Library Board,

said term beginning on the 1st day of July \_\_\_\_\_, 2019 and ending on the 30th day of June \_\_\_\_\_, 2023.

This is a full 4-year term. - OR -  
 This is a partial term to complete the unexpired term of \_\_\_\_\_  
Name of Appointee Being Replaced

WITNESS, MY HAND AND OFFICIAL SEAL, THIS 14th DAY OF \_\_\_\_\_ May \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of appointing official or attesting officer

\_\_\_\_\_  
(Additional line for signatures if joint appointment occurs)

**OATH OF OFFICE**

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

I, the undersigned, do hereby solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Indiana and to the best of my ability will faithfully, impartially, and diligently discharge the duties and accept the responsibilities of a member of the Library Board of the \_\_\_\_\_ Public Library, and that I will observe and obey all the laws relating to said office now in force or which may hereafter be enacted during my term of service.

\_\_\_\_\_  
Name of Appointee

\_\_\_\_\_  
Signature of Appointee

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

If the person administering the oath is a notary public, add the county of residence and date of commission expiration.

County of Residence \_\_\_\_\_ Date Commission Expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



**CERTIFICATE OF APPOINTMENT – PUBLIC LIBRARY BOARD MEMBER**  
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**APPOINTMENT**

I/We \_\_\_\_\_ Douglas Weaver \_\_\_\_\_,  
Name(s) of Official(s)

\_\_\_\_\_ President \_\_\_\_\_, of  
Title(s)

\_\_\_\_\_ Board of School Trustees, Elkhart Community Schools \_\_\_\_\_ of \_\_\_\_\_ Elkhart \_\_\_\_\_, Indiana  
Name of Appointing Authority(ies) Municipal Corporation(s)

hereby certify that I/we have duly appointed \_\_\_\_\_ Cyd Sunday \_\_\_\_\_ to the  
 \_\_\_\_\_ Bristol \_\_\_\_\_ Public Library Board,

said term beginning on the 1st day of July, 2019 and ending on the 30th day of June, 2023.

This is a full 4-year term. - OR -  
 This is a partial term to complete the unexpired term of \_\_\_\_\_  
Name of Appointee Being Replaced

WITNESS, MY HAND AND OFFICIAL SEAL, THIS 14th DAY OF May, 2019.

\_\_\_\_\_  
Signature of appointing official or attesting officer

\_\_\_\_\_  
(Additional line for signatures if joint appointment occurs)

**OATH OF OFFICE**

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

I, the undersigned, do hereby solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Indiana and to the best of my ability will faithfully, impartially, and diligently discharge the duties and accept the responsibilities of a member of the Library Board of the \_\_\_\_\_ Public Library, and that I will observe and obey all the laws relating to said office now in force or which may hereafter be enacted during my term of service.

\_\_\_\_\_  
Name of Appointee

\_\_\_\_\_  
Signature of Appointee

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

If the person administering the oath is a notary public, add the county of residence and date of commission expiration.

County of Residence \_\_\_\_\_ Date Commission Expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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?
2019 CTE Summer Expansion Grant	Indiana Department of Education	Elkhart Area Career Center	Dr. William Kovach	\$35,000.00	We will implement a marketing campaign including billboards, social media and promotional items promoting the Elkhart Area Career Center and changing the impression of Career and Technical Education in our district.	Under the STRATEGIC PLAN 2017-2022: The Elkhart Promise: One of our action steps is to "Promote, support and strengthen strong relationships with students, staff and the community." This will be measured by "implementing marketing strategies to promote ECS students, staff and programs, as well as the greater Elkhart community, including establishing an annual Quality Profile and strengthening existing relationships with media outlets." This grant will directly affect this action step since we are marketing the Elkhart Area Career Center which is a huge part of Elkhart Community Schools.	1.5% will be used for Administrative fees (\$1,750.00) Personnel: \$6,250.00, Contracted services for billboards provided by Burkhart: \$20,000.00 Materials and supplies \$7,000.00 for a total of \$35,000.00	4/30/2019
Wildlife Habitat Cost-Share Program	Division of Fish and Wildlife	ACCELL	Ashley Robertson/Cyndy Keeling	\$1,000.00	Educational signage for the school farm. Ashley Robertson and Cyndy Keeling will oversee the management of the grant.	The grant funds will be used to support the Ag Science/Science vision of the district. We will be using the money to create visual signage for students that visit ACCELL. They will be able to engage and appreciate the conservation, the various plots which will be planted at ACCELL. The signage will also be part of the educational and outreach process.	\$800 Large Educational Sign near woods/conservation area \$200 Smaller Signs placed near Cobus Creek, wetland area, woods entrance and etc.	5/3/2019

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Bullying Prevention	Safe Haven / Indiana Criminal Justice Institute	Student Services	Todd Kelly	\$49,837	Todd Kelly will oversee the grant management. Funds will be utilized to continue our work with our Trauma Informed Care consultant, our Olweus Bullying Prevention program (purchase bullying data reports for each individual school, as well as teacher guides and training materials), and a motivational speaker to help develop social/emotional learning. Grant funds will also provide pay for substitute teachers during staff consultation and training. Also, funds will cover expenses in sending several faculty and staff (and potentially students) to the International Bullying Prevention Association (IBPA) conference in Chicago, IL.	In the recently released document "Healthy Schools: Healthy Elkhart, the first priority listed is "Assess and implement practices to promote individual and institutional health (i.e., restorative justice, trauma-informed practices, mindfulness, social & emotional wellness) in order to nurture positive relationships and repair harm for any person." Grant funds will be used for programs in Trauma Informed Care, Bullying Prevention, and social/emotional wellness.	Trauma Informed Care consultant ....\$20,000 Social/Emotional Learning speaker ....\$6,500 (est) Substitute teachers .....\$4,400 IBPA Conference.....\$11,937 Bullying Prevention Supplies .....\$7,000 TOTAL.....\$49,837	5/24/2019



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?
One Book, One School	Dollar General	Mary Beck Elementary	Lindsey Walters	\$4,000	The grant funds will be used to purchase copies of the novel The One and Only Ivan by Katherine Applegate for all students and staff at Mary Beck. The novel will be used to continue building a culture of compassion and high learning achievement across grade levels. Students will participate in inquiry and problem based learning project inspired by the novel. Beck is also planning to take students to see Disney's The Lion King Broadway Production at the Morris Civic Performing Arts Center in South Bend in March of 2020. The media specialist, Lindsey Walters will oversee the management of the grant.	The novel will be used to continue building a culture of compassion and high learning achievement across grade levels. Mary Beck's motto is to place students at the heart of every decision that is made in our building. By purchasing this novel for each student, we will be able to cohesively plan and implement whole school curriculum that is aligned to reading, math, science, and social studies standards. Grade level bands will participate in research, inquiry, and problem based learning at differentiated levels of instruction--appropriate for their learning styles and reading levels. Research shows that readers grow when they care about the topic and are engaged in the learning process by having a stake in their learning. Students will participate in inquiry and problem based learning project inspired by the novel. Beck is also planning to take students to see Disney's The Lion King Broadway Production at the Morris Civic Performing Arts Center in South Bend in March of 2020. By taking them to a Broadway production, students will be enriched in a cultural experience.	\$3,000: purchase of 300 books at \$8.99 each \$1,000: money will be used to offset the cost of tickets for students to see the play. Ticket prices have not been announced yet so the estimated price is \$15.00 per student: \$4,000.	5/16/2019
Perkins	Department of Education/Department of Workforce Development	Elkhart Area Career Center	Brandon Eakins	\$714,775.40	Funds be utilized to support CTE programming at the Elkhart Area Career Center. CTE Director and CTE Principal	CTE programming offers students stackable credentials (industry certifications, college credits, and early college) to prepare students for college and career readiness.	Personnel \$269,650, Fringe \$63,571, Travel \$60,000, Contractual Services \$22,684, Equipment \$291,870.40, Materials \$7,000	5/22/2019

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Area Career Center

Class/Group: SkillsUSA National Conference

Number of Students: 15

Date/Time Departing: Monday, June 24, 2019 9:00am

Date/Time Returning: Saturday, June 29, 2019

Destination: Kentucky Exposition Center Louisville KV  
City State

Overnight Facility: Holiday Inn Express + Suites ~~Down~~ Louisville Downtown

Mode of Transportation: \_\_\_\_\_

Reason for Trip: To attend/compete in the SkillsUSA  
National Competition week-long event.

Names of Chaperones: Ange Gortney, Ryan Gortney, Jon Chevalier, Amy Stutzman,  
Michele Zachary, Milce Maloney, Marty Hostetter, Traci Pankratz, Bill Kovach

Cost per Student: Estimated \$800

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: Traci Pankratz

Signature of Principal: W Kovach Date: 5/3/19

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

Approval of Assistant Superintendent: BUSheppard Date: 5-6-19

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Central High School

Class/Group: Orchestras

Number of Students: 70

Date/Time Departing: April 5, 2020, 4:00 pm

Date/Time Returning: April 9, 2020, 2:00 pm

Destination: New York City, NY  
City State

Overnight Facility: Hotel in New Jersey, to be determined

Mode of Transportation: Charter Bus

Reason for Trip: Provide a unique performance venue, a cultural experience, and an educational opportunity for our students. More info attached

Names of Chaperones: Kyle Weirich, Jeff Hatfield, Kyle Miller, and approx. 10 parents

Cost per Student: about \$999

Describe Plans for Raising Funds or Funding Source: Mum Sale, Rise-n-Roll Sale, Brochure Sale

Plans to Defray Costs for Needy Students: Fund Raising, Donations

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 2/21/19

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

Approval of Assistant Superintendent: [Signature] Date: 5-6-19

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial High School  
Class/Group: Orchestra  
Number of Students: 40-50  
Date/Time Departing: Sunday, April 5, 2020 @ 7pm  
Date/Time Returning: Friday, April 10, 2020 ~ 7pm  
Destination: Universal Studios Orlando FL  
City State  
Overnight facility: Hotel (not booked yet)  
Mode of transportation: Motorcoach  
Reason for trip: We will be performing on this trip. Students have to learn different music and work with different ensemble members. Also a reward trip and getting on same trip schedule as ECHS before the merge.  
Names of chaperones: Rebecca Yoder, Jim Keranen, Sean Diller (teachers)  
Plus approx 5-6 parent chaperones  
Cost per student: Approx \$843  
Describe Plans for Raising Funds or Funding Source: Fundraisers, selling items, restaurant events, etc.  
Plans to defray costs for needy students: Offer scholarships, apply for EEF grant  
Are needy students made aware of plans? They will be when discussing funds  
Signature of Teacher/Sponsor: [Signature]  
Signature of Principal: [Signature] Date: \_\_\_\_\_

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

Approval of Assistant Superintendent: [Signature] Date: 5-6-19

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

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: ELKHART MEMORIAL HS  
Class/Group: MARCHING BAND  
Number of Students: 100  
Date/Time Departing: 4-6-20  
Date/Time Returning: 4-11-20  
Destination: ORLANDO, FLA  
City State  
Overnight facility: EMBASSY SUITES  
Mode of transportation: CHARTER - ROYAL EXCURSION  
Reason for trip: PERFORMANCE IN DISNEY WORLD, VISIT ORLANDO  
(TRIP IS NOT MANDATORY)

Names of chaperones: KURT WEINGER + OTHER BAND STAFF + PARENTS

Cost per student: \$800

Describe Plans for Raising Funds or Funding Source: ADDOOR, PIES, EEF GRANT MONEY FOR SERVICE HOURS

Plans to defray costs for needy students: STUDENTS CAN DO ABOVE FUNDRAISERS UNTIL COST IS NEGATED IF THEY CHOOSE TO DO SO

Are needy students made aware of plans? YES

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: [Signature] Date: 5/3/19

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

Approval of Assistant Superintendent: [Signature] Date: 5/8/19

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

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

**ELKHART COMMUNITY SCHOOLS**

Elkhart, Indiana

DATE: May 8, 2019  
 TO: Dr. Steve Thalheimer  
 FROM: Dr. William E. Kovach *W Kovach*  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 May 14, 2019 - Board of School Trustees Meeting**

2018- 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<b>IACTED Summer Conference</b> Attending this conference will expose me to current trends and legislative practices in CTE for the state of Indiana  Nashville, IN June 10 & 11, 2019 Brandon Eakins (3-6) Brenda Emerson (4-9) Leadership	\$1,747.60	\$0.00
<b>Indiana Pathways Summit</b> Attendance will help stay current with emerging trends across Indiana for pathway development  Indianapolis, IN June 23 & 24, 2019 Brandon Eakins (4-8) Leadership	\$395.95	\$0.00
<b>IDHS Executive Leadership Module 1</b> A wealth of good information on professionalism as related to the fire service where the majority of EMS services are now located.  South Bend, IN May 20 & 21, 2019 Michele Zachary (1-4) Program/Industry Specific Career & Technical Education	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$2,143.55</b>	<b>\$0.00</b>
2018-19 YEAR-TO-DATE PERKINS FUNDS	\$23,790.10	
<b>GRAND TOTAL</b>	<b>\$25,933.65</b>	<b>\$0.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: May 9, 2019  
 TO: Dr. Steve Thalheimer, Superintendent  
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*  
 RE: **Conference Leave Requests**  
**May 14, 2019 - Board of School Trustees Meeting**

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

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>PRNDI (PUBLIC RADIO NEWS DIRECTORS INCORPORATED) CONFERENCE</b></p> <p>This conference will give me a better grounding in best practices for local news coverage.</p> <p>Washington, D.C.</p> <p>June 12 - 15, 2019 (3 day's absence)</p> <p>JENNIFER WEINGART - WVPE (0-0)</p>	<p>\$2,005.00</p>           <p>OTHER FUND</p>	<p>\$0.00</p>           <p>OTHER FUND</p>
<p><b>SMEKENS LITERACY RETREAT</b></p> <p>This workshop will equip teachers with the latest best-practice strategies in literacy, including synthesizing information from several sources, providing writers with prompt &amp; purposeful feedback, tempting reluctant readers with Book Talks, using annotation to activate &amp; articulate understanding, modeling literacy lessons that move students toward mastery, and mixing mediums to build a balanced reader &amp; writer.</p> <p>Shipshewana, IN</p> <p>June 25 - 26, 2019 (0 day's absence)</p> <p>PAIGE ADAMS - BEARDSLEY (1-3)</p> <p>TRACY THOMPSON - BEARDSLEY (2-5)</p> <p>KIMBERLY WILLIAMS - BEARDSLEY (2-5)</p>	<p>\$1,458.03</p>           <p>OTHER FUND</p>	<p>\$0.00</p>           <p>OTHER FUND</p>
<p><b>NATIONAL CONFERENCE ON INNOVATIVE TEACHING STRATEGIES</b></p> <p>This conference will emphasize evidence-based and novel instructional practices from national-exemplary programs currently being used in schools that I will be able to bring back to the staff to help students be more successful.</p> <p>Las Vegas, NV</p> <p>July 9 - 12, 2019 (0 day's absence)</p> <p>MICAH LAMBERT - FEESER (0-0)</p>	<p>\$1,290.00</p>           <p>GENERAL FUND</p>	<p>\$0.00</p>           <p>GENERAL FUND</p>
<p><b>INTERNATIONAL LITERACY ASSOCIATION CONFERENCE</b></p> <p>This conference focuses on best instructional practices for educators and leadership of literacy initiatives.</p> <p>New Orleans, LA</p> <p>October 10 - 14, 2019 (3 day's absence)</p> <p>TARA WHITE - ESC (0-0)</p>	<p>\$1,885.00</p>           <p>GENERAL FUND</p>	<p>\$0.00</p>           <p>GENERAL FUND</p>

<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>THE K-5 PRACTICAL EXAMPLES AND DIGITAL RESOURCES PIECE OF THE MATH FRAMEWORK CONFERENCE</b> This conference will build a strong foundation for the PLC practice in Mathematics that will be implemented at Beardsley during the 2019-2020 school year. Indianapolis, IN April 30, 2019 (1 day's absence) MARC THOMPSON - BEARDSLEY (1-3)	\$233.12	\$95.00
	<i>GENERAL FUND</i>	<i>GENERAL FUND</i>
	<b>\$6,871.15</b>	<b>\$95.00</b>
2018 YEAR-TO-DATE GENERAL FUNDS	\$28,538.81	\$2,470.00
2019 YEAR-TO-DATE GENERAL FUNDS	\$14,002.70	\$855.00
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	\$82,627.04	\$12,920.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$382,721.80</b>	<b>\$30,590.00</b>

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





**HUMAN RESOURCES**

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: MAY 14, 2019**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of an agreement regarding expectation for professional development.
- b. **Retirement** –We report the retirement of the following employees at the end of the 2018-19 school year:

<b>Linda Kloess</b>	<b>Woodland/Intervention</b>	<b>16 Years of Service</b>
<b>Ruth Murphy</b>	<b>Roosevelt/Intervention</b>	<b>20 Years of Service</b>
<b>Jacalyn O’Hara</b>	<b>Career Center/Business</b>	<b>29 Years of Service</b>

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

<b>Hannah Beachey</b> Began: 8/15/17	<b>Beardsley/Special Education</b> Resign: 6/6/19
<b>Raymond Collins</b> Began: 8/12/13	<b>Career Center/Public Safety</b> Resign: 6/6/19
<b>Sean Cook</b> Began: 8/2/16	<b>Central/Music</b> Resign: 6/6/19
<b>Tiara Corkins</b> Began: 8/4/15	<b>Hawthorne/Grade 3</b> Resign: 6/6/19
<b>Molly Kellner</b> Began: 8/2/16	<b>Memorial/Music</b> Resign: 6/6/19

**CLASSIFIED**

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

<b>Tiffany Kleitz</b> Began: 3/7/19	<b>Elkhart Academy/Paraprofessional</b> PE: 5/8/19
<b>Laura Kusnierek</b> Began: 2/25/19	<b>Riverview/Paraprofessional</b> PE: 4/26/19
<b>Benjamin Perkins</b> Began: 3/14/19	<b>Pierre Moran/Custodian</b> PE: 5/8/19
<b>Nichole Schrock</b> Began: 2/26/19	<b>Riverview/Paraprofessional</b> PE: 4/29/19
<b>Mark Sharp</b> Began: 3/4/19	<b>Building Services/Custodian</b> PE: 4/26/19
<b>Zach Storm</b> Began: 3/11/19	<b>Transportation/Mechanic</b> PE: 5/3/19
<b>Stacy Swoverland</b> Began: 3/7/19	<b>Hawthorne/Food Service</b> PE: 5/8/19

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

<b>Roberta Ellison</b> Began: 1/15/03	<b>Roosevelt/Technical Assistant</b> Retire: 6/6/19 16 Years of Service
<b>Pammy Reid</b> Began: 10/8/01	<b>Pinewood/Paraprofessional</b> Retire: 6/6/19 17 Years of Service
<b>Darlyn Smale</b> Began: 10/6/97	<b>West Side/Secretary</b> Retire: 6/26/19 21 Years of Service

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

<b>Yoselin Antonio</b> Began: 12/13/17	<b>West Side/Food Service</b> Resign: 5/10/19
<b>Rebecca Bender</b> Began: 11/21/18	<b>West Side/Custodian</b> Resign: 4/17/19



<b>Julia Engel</b> Began: 8/14/18	<b>West Side/Registered Nurse</b> Resign: 6/7/19
<b>Jessica Getter</b> Began: 8/6/15	<b>Pierre Moran/Food Service</b> Resign: 4/24/19
<b>Cathy Kruszewski</b> Began: 9/5/17	<b>West Side/Secretary</b> Resign: 5/23/19
<b>Cheyenne Magyar</b> Began: 8/16/18	<b>Transportation/Bus Helper</b> Resign: 4/18/19
<b>Victoria Marian-Amariutei</b> Began: 8/14/18	<b>Bristol/Paraprofessional</b> Resign: 4/26/19
<b>LB Hannah McDaniel</b> Began: 8/16/18	<b>Feeser/Paraprofessional</b> Resign: 6/6/19
<b>Amanda O'Brien</b> Began: 8/7/17	<b>ESC/Accountant</b> Resign: 5/2/19
<b>Mindi Trotter</b> Began: 11/2/15	<b>Daly/Paraprofessional</b> Resign: 6/6/19
<b>Hailey Vinsant</b> Began: 10/8/18	<b>Bristol/Food Service</b> Resign: 5/3/19
<b>Tamar Wilson</b> Began: 10/9/17	<b>Hawthorne/Paraprofessional</b> Resign: 5/2/19

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

<b>Tiffany Caceres</b> Began: 12/20/17	<b>Central/Food Service</b> End: 5/14/19 Policy: 3139.01S
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e. **Unpaid Leave** – We recommend an unpaid leave of the following employee:

<b>Denise Snider</b> Began: 3/26/19	<b>Woodland/Food Service</b> End: 6/6/19
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