

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

September 24, 2019

CALENDAR

Sep	24	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Sep	24	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Nov	12	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. PRESENTATION

Educating Right

E. MINUTES

September 10, 2019 – Public Work Session  
September 10, 2019 – Regular Board Meeting  
September 17, 2019 – Public Work Session

F. TREASURER'S REPORT

Consideration of Claims

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

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

Permission To Advertise – The Business Office recommends Board approval to advertise the required documents related to the 2020 Budget, CPF and Bus Replacement Plans and to hold a Public Hearing on October 8, 2019.

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

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

Monthly Insurance Update

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

G. OLD BUSINESS

Board Policy 8120 - Volunteers – The administration presents revisions to Board Policy 8120 - Volunteers, as initially presented at the September 10<sup>th</sup> regular meeting.

Administrative Regulation IJOC – Personal Background Check – Volunteers – The administration presents revisions to Administrative Regulation IJOC – Personal Background Check - Volunteers, as initially presented at the September 10<sup>th</sup> regular meeting.

Administrative Regulation IJOC-(A) – Reports of Arrest, Criminal Charges, Convictions and Substantiated Child Abuse and Neglect – The administration presents new Administrative Regulation IJOC-(A) – Reports of Arrest, Criminal Charges, Convictions and Substantiated Child Abuse and Neglect, as initially presented at the September 10<sup>th</sup> regular meeting.

Board Policy 8210 – School Calendar – The administration presents Board Policy 8210 – School Calendar, with suggested revisions at the September 10<sup>th</sup> regular meeting.

2020 Board Meeting Schedule – The administration presents the proposed Board of School Trustees meeting schedule for 2020, as initially presented at the September 10<sup>th</sup> regular meeting.

H. NEW BUSINESS

Review of Request for Waiver of Board Policy 7510 – Use of School Facilities and Property

Elkhart Area Career Center Agreements – The administration recommends Board approval of the Elkhart Area Career Center agreements with its feeder schools.

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

I. PERSONNEL

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

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

September 10, 2019

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

Place/Time

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

ECS Personnel Present:	Brian Buckley Michelle Guipe Kevin Scott	Steven Thalheimer Doug Thorne Cheryl Waggoner
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The Board was presented an update on the district’s aquatic programming from Michelle Guipe, director of aquatics. New programs for 2010-2020 include increase water safety awareness; all students will learn basic water safety and swimming skills at the Beacon Health & Aquatic Center; Operation Water Safety; and a water safety instructor internship. The Board also reviewed current enrollment numbers and agenda items.

Topics Discussed

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

Adjournment

APPROVED:

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

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

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

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

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

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Rodney J. Dale, Member

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

Signatures

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
September 10, 2019

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

Mr. Weaver recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

Brian Buckley, athletic director at Central and Jacquie Rost, athletic director at Memorial, gave a presentation on the hiring process to be used for Elkhart High School. Each position’s job description will be posted as the current season ends for internal and external candidates, to be reviewed by a hiring committee using a rubric and making recommendations to the principal for consideration by the Superintendent.

Coach Hiring Presentation

Gail Draper, director of counseling, provided an overview of the 4-year Comprehensive Counseling Initiative Grant awarded in the Fall of 2017 to the Comprehensive Counseling Collaborative of Elkhart County (CCCEC). Three county-wide goals were established: comprehensive counseling program; ongoing county-wide collaboration focused on sharing best practices; and create networks that support social-emotional health and college and career readiness skills. Year one set the foundation, year two established training and collaboration; currently the following initiatives are being implemented: classroom lessons, Gallup poll, vision/mission, and data collection. Future plans include a student needs assessment, creating interventions based on survey results, delivery of a comprehensive counseling program for all students. Mrs. Draper also provided the following dual credit update: each year the number of Statewide Transfer General Education Core (STGEC) completers has increased to 177 in 2018-2019. Based on Ivy Tech’s \$145.01 per credit hour, since 2014 our students have saved over 5.7 million dollars.

Counseling Grant Presentation

<p>By unanimous action, the Board approved the following minutes:  August 27, 2019 – Public Work Session  August 27, 2019 – Regular Board Meeting</p>	Approval of Minutes
<p>By unanimous action, the Board approved payment of claims totaling \$4,198,592.57 as shown on the September 10, 2019, claims listing. (Codified File 1920-26)</p>	Payment of Claims
<p>By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$250 from Tepe Sanitary Supply, Inc. and \$3,000 from OBECO, Inc. for after school programming at Monger; \$750 from Harold and Rita Walt for art supplies at Bristol; and \$50,000 from NIBCO, Inc. for the Engineering, Technology and Innovation (ETI) Center building fund.</p>	Gift Acceptance
<p>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 1920-27)</p>	Fundraisers
<p>The Board was presented revisions to Board Policy 3220.01C - Teacher Appreciation Grants, as initially reviewed at the August 27<sup>th</sup> regular meeting. Doug Thorne, chief of staff/district counsel, explained state law allows districts to set aside a portion of the grant to give more money to teachers with less than 5 years of service to the district. In discussions with the Elkhart Teachers Association (ETA), it was determined it was best to treat all teachers equally regardless of their years of service to the district.</p>	Board Policy 3220.01C
<p>The Board was presented revisions to Board Policy 8120 - Volunteers, for initial consideration.</p>	Board Policy 8120
<p>The Board was presented revisions to Administrative Regulation IJOC – Personal Background Check - Volunteers, for initial consideration.</p>	Administrative Regulation IJOC
<p>The Board was presented new Administrative Regulation IJOC-(A) – Reports of Arrest, Criminal Charges, Convictions and Substantiated Child Abuse and Neglect, for initial consideration.</p>	Administrative Regulation IJOC-(A)
<p>The Board was presented revisions to Board Policy 8210 – School Calendar, for initial consideration. Mr. Thorne suggested the additional language should be revised for purposes of clarification: ...as part of the minimum days of instruction for State aid and must be made up by adding an <i>additional day of instruction to the school term or through an eLearning day.</i></p>	Board Policy 8210
<p>The Board was presented the proposed Board of School Trustees meeting schedule for 2020, for initial review.</p>	2020 Board Meeting Schedule

By unanimous action, the Board approved the Community Engagement Plan as presented by Superintendent Thalheimer. (Codified File 1920-28)

Community Engagement Plan

By unanimous action, the Board approved the submission of a Target Field Trip Grant to Target Corporation in the amount of \$700.00 from Feeser; and the approval of a Title IV A grant submitted to the Indiana Department of Education in the amount of \$267,460 from ECS. (Codified File 1920-29)

Grant Submissions

By unanimous action, the Board approved an overnight trip request for Pinewood 6<sup>th</sup> graders to go to Camp Friedenswald, on October 15 and 16, for teaming building and outdoor activities.

Overnight Trip Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 10, 2019 listings. (Codified File 1920-30)

Conference Leave Requests

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

Personnel Report

Employment of the following two (2) certified staff members for the 2019-2020 school year effective on dates indicated:

Certified Employment

Heather Rusk - grade 1 at Hawthorne, 8/13/19

Loreena Storer - health occupation at EACC, 9/9/19

Maternity leave for certified staff member, Lindsey Morehouse, grade 3 at Roosevelt, beginning 10/22/19 and ending 12/20/19.

Certified Leave

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

Certified Resignations

Shawna Davenport - language arts at Pierre Moran, 9/6/19

Mary Lucchese - language arts at West Side, 8/30/19

Administrative appointment of classified employee, Jon Chevalier, director of transportation, effective 9/30/19.

Administrative Appointment

Employment of classified employee, Anna Caroline Caruso, reporter at WVPE, having successfully completed her probationary period on 8/30/19.

Classified Employment

Retirement of the following two (2) classified employees, effective on dates indicated with years of service in parentheses:

Classified Retirement

James Kobb - custodian at Osolo, 2/3/20, (17)

Debra Pinnyei - social worker at Elk. Academy, 9/3/19, (14)

Resignation of the following seven (7) classified employees effective on dates indicated:

- Yvonne Curtis - food service at Roosevelt, 6/6/19
- Gregory Eby - food service at Pinewood, 9/6/19
- Angela Green-Pitts - bus helper at Transportation, 6/6/19
- Annette Lagadon - food service at Commissary, 8/29/19
- Christopher McGrath - paraprofessional at North Side, 8/23/19
- Charity Taber - bus driver at Transportation, 9/17/19
- Lori Ward - secretary at ESC, 9/13/19

Classified Resignations

Leave for the following three (3) classified employees on dates indicated:

- Lavinia Jones-Goodman - secretary at Cleveland, beginning 8/26/19 and ending 1/3/20
- LeAnn Mehl - food service at Daly, beginning 9/12/19 and ending 9/25/19
- Theresa Serafino - paraprofessional at Feeser, beginning 9/13/19 and ending 10/18/19

Classified Leave

Retraction of a request for unpaid leave for classified employee, Gregory Eby, food service at Pinewood.

Classified Leave Retraction

An audience member spoke regarding the large fourth grade class sizes at Woodland again this year.

From the Audience

The meeting adjourned at approximately 8:15 p.m.

APPROVED:

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Douglas K. Weaver, President

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

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

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

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

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

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

Adjournment

Signatures

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

Elkhart Community Schools  
Elkhart, Indiana

September 17, 2019

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

Place/Time

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

Absent:	Rodney J. Dale
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ECS Personnel Present:	Kevin Scott	Steven Thalheimer Doug Thorne
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The Board was presented the budget draft review of the educational funds  
by Kevin Scott, Chief Financial Officer.

Topics  
Discussed

The meeting adjourned at approximately 8:20 a.m.

Adjournment

APPROVED:

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

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

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

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

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

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

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

Signatures



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM:** CYNDY KEELING/ACCELL *ck*

**DATE:** SEPTEMBER 13, 2019

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**RE: DONATION APPROVAL - EACC**

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Marge Newton-Skaggs & Newton Farms of Lakeville, IN has graciously donated a Boer goat buck to our school farm program. This animal will be part of the breeding foundation of the farm's genetic production. This is an incredibly generous gift, once again, by Newton Farms. They are huge supporters of youth and understand the importance of agriculture. The estimated value of this buck is approximately \$800.00.

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

Marge Skaggs  
Newton Farms  
21232 Surface Ave  
Lakeville, IN 46536  
[skaggs\\_marge@gmail.com](mailto:skaggs_marge@gmail.com)



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



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

DATE: September 17, 2019  
TO: Dr. Thalheimer  
Board of School Trustees  
FROM: Kris Weimer, Principal  
RE: Donation Approval

Osolo Elementary School would like to publicly thank Adria Anderson and Jacquie Rost, Co-Directors of NIVA Volleyball Club for their donation of \$350.00 towards our extracurricular account. We are thankful for NIVA's generosity in giving to our school and helping to defray the costs of extracurricular activities for our students.

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

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





BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: KEVIN SCOTT**

**DATE: SEPTEMBER 24, 2019**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Pierre Moran Students will pay \$17.00 for shirt.	175 band, orchestra, and choir shirts	\$2,498.75





BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: KEVIN SCOTT**

**DATE: SEPTEMBER 24, 2019**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Central Athletic Dept. Extra-Curricular Fund	Wrestling Mat	\$9,826.00



ELKHART CENTRAL HIGH SCHOOL

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Board of School Trustees  
From: Brian Buckley, Athletic Director  
Date: September 5, 2019

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**Wrestling Mat Purchase**

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The Elkhart Central athletic department would like to purchase a new mat for our wrestling team. The current mat is in bad shape and needs to be replaced. This mat is used for practice and competition by our wrestling team. Additionally, this wrestling mat will be used for Elkhart High School beginning next school year.

We are requesting your approval of the attached quote so that we may purchase this equipment as soon as possible. The purchase will be made using the Elkhart Central Athletic Department Extracurricular Fund.

Thank you,

Brian Buckley  
Athletic Director  
Elkhart Central High School

Coach Buck,

I think it's time to consider purchasing a new wrestling mat. Our mats are nearing the end of their life. All of them are at least 20 years old and are beginning to split and fall apart. After each competition, more of the mat is ripped due to removing tape from them that is necessary to keep them together during competition.

Considering we will be merging to one high school team next season now would be an ideal time. We could use the new mat this season and for the one high school team for years to come.

I appreciate your time and consideration.

Zach Whickcar





# Medical Plan Experience

Aug 2019

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 677,601	\$ 558,302	\$ 119,299	\$ 4,916,072	\$ 5,105,846	\$ (189,774)
UMR Rx	\$ 172,385	\$ 194,860	\$ (22,475)	\$ 1,096,178	\$ 1,140,309	\$ (44,131)
Rx Rebate	\$ -	\$ -	\$ -	\$ (190,739)	\$ (72,130)	\$ (118,609)
Less Amt Above Stop Loss	\$ (7,959)	\$ (2,738)	\$ (5,221)	\$ (7,959)	\$ (65,749)	\$ 57,790
Claim Cost Total	\$ 842,027	\$ 750,424	\$ 91,603	\$ 5,813,552	\$ 6,108,276	\$ (294,724)
Expected Claim Cost	\$ 894,583	\$ 907,299	\$ (12,716)	\$ 7,208,360	\$ 7,365,129	\$ (156,769)
Claims vs. Expected	\$ (52,556)	\$ (156,875)	\$ (1,394,809)	\$ (1,394,809)	\$ (1,256,853)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 221,368	\$ 198,194	\$ 23,174	\$ 1,729,024	\$ 1,616,801	\$ 112,223
Total Cost (Claim + Non-claim)	\$ 1,063,395	\$ 948,618	\$ 1,063,395	\$ 7,542,575	\$ 7,725,077	
Enrollment	1,021	1,020		8,227	8,280	
Cost Per Employee Per Month (PEPM)	\$ 1,041.52	\$ 930.02	\$ 916.81	\$ 916.81	\$ 932.98	-1.7%
Paid Claims Per Employee			\$ 706.64	\$ 706.64	\$ 737.71	-4.2%



## TECHNOLOGY SERVICES

PHONE: 574-262-5676



## ELKHART COMMUNITY SCHOOLS

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

**To:** Dr. Thalheimer

Board of School Trustees

**From:** Jason Inman

**Date:** September 23, 2019

**Subject:** Common School Fund Loan

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The Indiana Department of Education makes available low-interest loans for technology projects via the Common School Fund. Based upon current enrollment, ECS qualifies for a loan of \$1,212,900. The Business Office seeks Board approval to take advantage of these below-market interest rates to fund technology purchases that cannot be financed by other sources of available revenue. A loan from the Common School Fund will allow us to continue the expansion of mobile devices to provide 1:1 instruction at all grades, while improving technology in learning spaces throughout the District. The State Board of Education has designated several millions of dollars for technology loans. I am including a budget summary with additional information.

**EDUCATIONAL TECHNOLOGY PROGRAM**  
**Application Period September 13, 2019 through October 4, 2019**  
**PUBLIC SCHOOL CORPORATIONS ONLY**

**Mail to:** [CommonSchoolFund@doe.in.gov](mailto:CommonSchoolFund@doe.in.gov)

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

Date of Petition September 23rd, 2019

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

**Amount requested from the Common School Fund (technology)** \$ 1,212,900.00  
**Anticipated term** 4 Years

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

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

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

Does the corporation meet this requirement?  Yes  No

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

3. Please supply the information requested in the space below (Note: In computing the advancement base, the most recent (**September 2019**) **Grade K-12** ADM figure should be used.)

12,129 multiplied by \$100 = \$ 1,212,900.00  
**Grade K-12** Advancement Base  
**ADM** (Maximum allowed per Board policy)

4. Project Cost Breakdown

- a. Technology \$ 1,212,900.00
- b. Other project cost (please specify) \$ \_\_\_\_\_
- c. Other project cost (please specify) \$ \_\_\_\_\_
- d. Total project cost (sum lines a through c) \$ 1,212,900.00

Sources of funds used to finance the project

- e. Common School Technology Loan \$ 1,212,900.00
- f. Other \$ \_\_\_\_\_
- g. Total sources of funds (sum line e plus line f) \$ 1,212,900.00

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

NOTES:

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

5. Technology project description

This technology project will continue the expansion of mobile devices to further provide 1:1 instruction at all grades. The project will bring 1:1 devices to 3 more elementary schools: Osolo, Roosevelt, and Mary Daly.

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

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

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

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

8. If the school corporation has received a Common School Loan for Technology in the last three years, how much was received and how were the funds used? \$ 8,733,963

Elkhart Community Schools received two Common School Fund loans for technology in 2016 totaling \$2,540,250. This funding was used to enhance the network infrastructure in preparation for expanded mobile computing, as well as for the first round of mobile devices for teachers and students. In 2017, two loans totaling \$2,513,140 were used to purchase additional student and teacher devices. In 2018, the school district received two loans totaling \$2,469,111 to make our high schools and additional elementary schools 1:1. In July of 2019, a loan of \$1,211,462 was used to continue the 1:1 deployment.

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

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

10. If the school has received a School Technology Advancement Account (STAA) loan in the last three years, how much did the school receive and how were the funds used? \$ 1,156,208

The school district received loans of \$362,940, \$300,908, and \$249,880 in 2016, 2017, and 2018 respectively. These funds were used to enhance instruction space, outdoor wireless networking upgrades, and enhancements to our student service desks. In 2019 an STAA loan of \$242,480 was used to update classroom technology.

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

**Certification**

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

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

**ATTEST:**

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

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

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

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

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

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

### Fall 2019 Common School Loan

Location	Description	Cost Per Unit	Units	Total
Oso	iPad with Apple Care	\$ 383.00	460	\$ 176,180.00
Oso	Asset Inventory Tags and Casing iPads	\$ 8.00	460	\$ 3,680.00
Oso	VPP: (Apple iOS Apps)	\$ 10.00	460	\$ 4,600.00
Oso	iPad Case	\$ 99.00	460	\$ 45,540.00
Roosevelt	iPad with Apple Care	\$ 383.00	500	\$ 191,500.00
Roosevelt	Asset Inventory Tags and Casing iPads	\$ 8.00	500	\$ 4,000.00
Roosevelt	VPP: (Apple iOS Apps)	\$ 10.00	500	\$ 5,000.00
Roosevelt	iPad Case	\$ 99.00	500	\$ 49,500.00
Mary Daly	iPad with Apple Care	\$ 383.00	525	\$ 201,075.00
Mary Daly	Asset Inventory Tags and Casing iPads	\$ 8.00	525	\$ 4,200.00
Mary Daly	VPP: (Apple iOS Apps)	\$ 10.00	525	\$ 5,250.00
Mary Daly	iPad Case	\$ 99.00	525	\$ 51,975.00
All Buildings	Teacher Replacement iPad with Apple Care	\$ 383.00	200	\$ 76,600.00
All Buildings	Asset Inventory Tags and Casing iPads	\$ 8.00	200	\$ 1,600.00
All Buildings	VPP: (Apple iOS Apps)	\$ 10.00	200	\$ 2,000.00
All Buildings	iPad Case	\$ 99.00	200	\$ 19,800.00
All Buildings	Laptop Docks	\$ 136.00	275	\$ 37,400.00
High Schools	Teacher PC Laptops	\$ 598.00	10	\$ 5,980.00
All buildings	USB & HDMI Cables for Laptop Docks	\$ 45.18	330	\$ 14,909.40
All buildings	MacBook Air (Teacher Laptops)	\$ 829.00	50	\$ 41,450.00
All buildings	Logitech Apple Crayons	\$ 49.00	700	\$ 34,300.00
All buildings	iPad Charging	\$ 40.00	1000	\$ 40,000.00
All buildings	AirServer Projection Licences	\$ 10.00	100	\$ 1,000.00
All buildings	Apple Training	\$ 20,000.00	1	\$ 20,000.00
All buildings	Epson Brightlink 685W projector	\$ 898.00	21	\$ 18,858.00
All buildings	Epson Speakers	\$ 128.22	21	\$ 2,692.62
All buildings	Projector Installation	\$ 2,500.00	21	\$ 52,500.00
All buildings	Refresh Old Projectors & Installation	\$ 3,098.00	30	\$ 92,940.00
Elkhart Central	Dino-Scope Digital Microscope	\$ 1,395.00	3	\$ 4,185.00
Elkhart Memorial	Dino-Scope Digital Microscope	\$ 1,395.00	3	\$ 4,185.00

**Total Project Cost**

**\$ 1,212,900**

**MEMORANDUM****TO: Business Officers, Treasurers and Business Managers****FROM: Melissa K. Ambre, Director  
Office of School Finance****DATE: September 10, 2019****RE: Advancements from the Common School Fund**

The Office of School Finance will accept applications for construction and technology loans from school corporations and school corporation career and technical education schools from **September 13, 2019 through October 4, 2019**. Petitions must be received by the Office of School Finance by **October 4** to be considered.

Applications are available to school corporation career and technical education schools requesting an application for either construction or technology. The applications for school corporation career and technical education schools provide the Office of School Finance with the information it needs to determine each participating school's proportionate share of the loan.

Advances for construction and technology will be made according to the rank of school corporations/school townships that have the least assessed valuation per current ADM. If I.C. 6-1.1-20 is applicable, School Corporations must complete local processes required for approval of a project *before* submitting an application. Therefore, the school corporation must be in compliance with this provision prior to the submittal of a petition for advancement from the Common School Fund Construction Program and the Educational Technology Program. If applicable, a copy of the certification by the County Auditor must accompany the Common School Fund petition.

To determine the adjusted assessed valuation for a school corporation career and technical education school, the Office of School Finance will combine the adjusted assessed valuation and current ADM of all member school corporations to make the determination.

Pursuant to I.C. 20-49-4-18, for school corporations that are a part of an advance to a career and technical education school, the repayment obligation for each member school will be allocated using the number of students from each member school corporation that are enrolled in the career and technical education school in the year the advance is made. Additionally, the Office of School Finance will withhold the prorated share of the common school loan from the monthly tuition support payment for member school corporations.



**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

*Working Together for Student Success*

Construction and technology applications can be found in the Public School Finance Community of Moodle under Common School Loans> Fall. Please scan and email completed applications to [CommonSchoolFund@doe.in.gov](mailto:CommonSchoolFund@doe.in.gov) **no later than 4:30 PM on Friday, October 4, 2019.**

If you have questions concerning the process, please contact Skii or me at (317) 232-0527 or [commonschoolfund@doe.in.gov](mailto:commonschoolfund@doe.in.gov) .

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised VOLUNTEERS (as presented during the 9/10/2019 BST meeting)
Code	po8120
Status	
Adopted	November 22, 2016
Last Reviewed	September 24, 2019

## 8120 - VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not ~~compatible in accord~~ with School Corporation needs.

Each volunteer will be required to submit to an Expanded Criminal History Record Check which shall include:

- A. ~~an expanded national~~ criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. search of the national sex offender registry maintained by the United States Department of Justice; ~~and-~~
- D. for any volunteer coach who will be coaching an Indiana High School Athletic Association (IHSAA) recognized sports for grades 9 through 12 as well as those who will be coaching non IHSAA recognized sports for grades K - 12, the School Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the School Corporation. The School Corporation will pay the cost for the expanded criminal history check for volunteer coaches.

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent is to inform each volunteer that s/he

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to report any personal arrests on the filing of criminal charges while serving as a volunteer.

The Superintendent shall also ensure that each volunteer is properly informed of the School Corporation's appreciation for his/her time and efforts in assisting the operation of the schools.

PERSONAL BACKGROUND CHECK - VOLUNTEERS

In accordance with School Board policy, the personal and volunteer history will be thoroughly investigated of each individual who is seriously being considered for a volunteer position who is likely to have direct, ongoing contact with students.

In addition to the information obtained through the volunteer procedure, a criminal history record check must be conducted.

The Human Resources Department will be responsible for ensuring the individual completes the approved volunteer application form.

The Human Resources Department shall submit the individual's name, address, social security number, and date of birth to the contracted service provider for a local, State, and National criminal history check, including an expanded criminal history check as defined by I.C. 20-26-2-1.5.

If the Corporation's investigation and/or criminal history check reveals an individual has been involved in some unlawful behavior, such information should be examined in light of:

- A. the nature of the unlawful behavior, e.g. was it a felony or a misdemeanor? Did it involve violence? Was it sex related? Was it child related? etc.;
- B. did the behavior result in a conviction;
- C. how recently the behavior occurred and the behavior of the individual in the interim;
- D. the relationship of the behavior to the duties the person would be assuming as a volunteer;
- E. the likelihood the individual would represent a potential threat of injury to or loss/damage to property;
- F. the likelihood the individual would present a potential threat of injury to or loss/damage to persons;
- G. the extent the position involves being an exemplar to students and the potential for the presentation of a negative exemplar;
- H. the manner in which the information came to the Corporation's attention, i.e., offered by the individual or reported through an investigation.

The final decision concerning the volunteer (or possible removal if the information comes to light after volunteering) will be made by the District Counsel/Chief of Staff.

In addition to the criminal history check, the Superintendent/designee will conduct the following or contract with a private service provider to conduct the following:

- A. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- B. a search of the national sex offender registry maintained by the United States Department of Justice;
- C. beginning July 1, 2017, a search of the State child abuse registry; and
- D. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

An “expanded child protection index check” means:

- A. an inquiry with the department of child services as to whether an individual has been the subject of a substantiated report of child abuse or neglect and is listed in the child protection index established under I.C. 31-33-26-2;
- B. an inquiry with the child welfare agency of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether there are any substantiated reports the individual has committed child abuse or neglect; and
- C. for a certificated employee, an inquiry with the department of education or other entity that may issue a license to teach of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether the individual has ever had a teaching license suspended or revoked.

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## VOLUNTEERS

### Definition

For the purpose of this administrative regulation, “volunteer” shall be defined as an individual regularly scheduled to work directly with or around students enrolled in the Elkhart Community Schools

### Qualifications and Requirements

All volunteers must complete a CARES Volunteer Application Form and be subject to a criminal background check.

If the background check or application reveals evidence of convictions or other concerns regarding past behavior, the application and the relevant information will be reviewed by a committee consisting of the following Elkhart Community Schools employees: the Director of Personnel, the Director of Employee and Student Relations, and the Volunteer

~~Coordinator. This committee will make a determination of whether the application in question will be approved.~~

### Duties and Responsibilities

~~The building volunteer coordinator and the building administrator shall make assignment of volunteers.~~

~~Volunteers will not discuss the performance or actions of students except with the student, the student's teacher, counselor, or principal.~~

~~Volunteers will refer to a regular staff member for final solution of any student problems that arise, whether of an instructional, medical, or operational nature.~~

~~Volunteers serve as role models for students and are expected to conduct themselves in a professional and ethical manner when working with students.~~

### Reporting of Volunteer Services

~~All volunteers must sign in and out each time they work in a building.~~

~~Volunteers must wear a building I.D. whenever working in a building.~~

### Inappropriate conduct by a volunteer

~~In the event that an individual believes a volunteer has engaged in inappropriate behavior, those concerns should be reported to the Director of Employee and Student Relations.~~

~~September 23, 2003~~September 24, 2019

REPORTS OF ARREST, CRIMINAL CHARGES, CONVICTIONS AND  
SUBSTANTIATED CHILD ABUSE OR NEGLECT

Volunteers shall report their arrest, the filing of criminal charges against them or conviction for a crime to the Superintendent within forty-eight (48) hours of the earlier of their arrest, the filing of criminal charges, or conviction. If the volunteer is held in custody for more than twenty-four (24) hours, the report shall be made within forty-eight (48) hours after the volunteer is released from custody.

Volunteers also shall report a substantiated report of child abuse or neglect of which the volunteer is the subject to the Superintendent within forty-eight (48) hours of the issuance of the report. If the volunteer does not receive notice of the issuance of the report until a later date, the volunteer must report the substantiated report of child abuse or neglect of which the volunteer is the subject to the Superintendent within forty-eight (48) hours of receiving notice of the report.

Arrest, the filing of criminal charges, or conviction need not automatically result in the removal of the volunteer. The Superintendent may evaluate the circumstances of the arrest or charge(s) based upon the factors listed below for the evaluation of criminal convictions, plus the presumption of innocence afforded every person charged with a crime prior to conviction.

As used here, “crime” means an action initiated by the State of Indiana, another state, or the United States with a penalty that includes the possibility of a term of imprisonment. The term includes all prosecutions denominated as a felony or misdemeanor. Infractions such as speeding and other minor traffic infractions are not covered unless the position includes operating a vehicle as an essential function. Any doubt about reporting a charge or arrest should be resolved in favor of reporting the offense.

If available, the evaluation of the charge(s), arrest, or conviction will be expedited if the volunteer provides the Superintendent a copy of:

- A. the criminal charge(s), i.e., the information or indictment;
- B. any probable cause affidavit filed with the charge;
- C. the cause number and court in which the matter is pending;
- D. any police report or accident report prepared by law enforcement; and
- E. the court’s entry of a criminal conviction against the volunteer.

In evaluating information surrounding the arrest, filing of criminal charges or conviction, the Superintendent will take into account:

- A. the relevance of the circumstances of the arrest, charge(s), or conviction to

the qualification standards and essential functions of the position held by the volunteer;

- B. how recently the behavior occurred and the behavior of the volunteer since that time;
- C. whether the volunteer admits or denies the facts of the allegation;
- D. the relative reliability of the information and objectivity of the source of the information;
- E. the certainty with which the facts have been or can be determined;
- F. the nature and severity of any potential harm to students and others resulting from an error in assessing the facts of the arrest, charge(s), or conviction;
- G. the extent to which the volunteer's duties involve being an exemplar and the potential for the presentation of a negative exemplar to students; and
- H. how the information came to the attention of the School Corporation, i.e., was it reported by the volunteer or discovered through other means.

The Superintendent will give the appropriate weight to each of these factors in determining whether the volunteer will be permitted to continue to volunteer while the charges are resolved in the trial court, and will recommend the volunteer continue to volunteer or be removed.

A substantiated report of child abuse or neglect of which the volunteer is the subject need not automatically result in the removal of the volunteer. The Superintendent may evaluate the circumstances of the incident underlying the report based on the following factors:

- A. the relevance of the circumstances of the incident underlying the report to the qualification standards and essential functions of the position held by the volunteer;
- B. how recently the behavior occurred and the behavior of the volunteer since that time;
- C. whether the volunteer admits or denies the facts of the report;
- D. the relative reliability of the information and objectivity of the source of the information;
- E. the certainty with which the facts have been or can be determined;
- F. the nature and severity of any potential harm to students and other volunteers resulting from an error in assessing the facts of the incident underlying the report;

- G. the extent to which the volunteer's duties involve being an exemplar and the potential for the presentation of a negative exemplar to students; and
- H. how the information came to the attention of the Corporation, i.e., was it reported by the volunteer or discovered through other means.

The Superintendent will give the appropriate weight to each of these factors in determining whether the volunteer will be permitted to continue to volunteer while the Superintendent completes his/her investigation and will recommend the volunteer continue to volunteer or be removed. A substantiated report of child abuse or neglect of which the volunteer is the subject may result in the removal of the volunteer.

September 24, 2019

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised SCHOOL CALENDAR (as presented during the 9/10/2019 BST meeting)
Code	po8210
Status	
Adopted	November 22, 2016
Last Reviewed	September 24, 2019

#### 8210 - **SCHOOL CALENDAR**

The School Board recognizes the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the School Corporation.

The total number of days the schools will be in session for instructional purposes shall be one hundred eighty (180), including scheduled eLearning days, and for purposes of receiving State school aid, such days will number no fewer than one hundred eighty (180).

Unless a waiver is obtained from the State Department of Education, all days lost due to snow, fire, epidemics, health conditions, et cetera cannot be counted as part of the minimum days of instruction for State aid and must be made up by adding an additional day of instruction to the school term or through an eLearning day meeting the standards set by the State Department of Education.

#### Superintendent's Responsibility

Each year, not later than a regularly scheduled February meeting, the Superintendent shall cause to be submitted to the Board of School Trustees a proposed calendar for the next school year. At the next regular meeting after submission of the proposed school calendar, the Board of School Trustees will consider and act upon such proposal.

The Superintendent may request a change in any adopted school calendar by submitting such request to the Board of School Trustees at a regular or special meeting of said Board.

#### Recommended Considerations

The Superintendent shall consider the following general guidelines in the development of a school calendar proposal:

- A. The total number of student attendance days shall not be less than the number required by State statute.
- B. Winter recess should commence at least three calendar days prior to December 25 and should not exceed ten (10) school days.
- C. Spring recess should be scheduled for the first full week of April in each school year.

The Superintendent shall submit to the State Department of Education the total number of actual instructional days no later than June 15th of each year.

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2020

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

A public work session is held at 5:30 p.m. preceding each regular meeting in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

January	14, 2020	July	14, 2020
January	28, 2020	July	28, 2020
February	11, 2020	August	11, 2020
February	25, 2020	August	25, 2020
March	10, 2020	September	8, 2020
March	24, 2020	September	22, 2020
April	14, 2020	October	13, 2020
April	28, 2020	October	27, 2020
May	12, 2020	November	10, 2020
May	26, 2020	November	24, 2020
June	9, 2020	December	8, 2020
June	23, 2020	December	15, 2020

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

The annual Board retreat/public work session is scheduled February 27 and 28, 2020, time and location to be determined.

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

Approved by Board – \_\_\_\_\_



DISTRICT COUNSEL/  
CHIEF OF STAFF

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**

**FROM: W. DOUGLAS THORNE**   
**DISTRICT COUNSEL/CHIEF OF STAFF**

**DATE: SEPTEMBER 20, 2019**

**RE: WAIVER OF BOARD POLICY**

The administration has received a request for the Board of School Trustees to waive the provisions of Board Policy 7510 which prohibits the use of alcohol on school property. The Elkhart Education Foundation has requested this policy be waived or suspended as it relates to the use of North Side Gym on June 13, 2020 for a fundraising event supporting high school athletic programs.

Section 0131.2 of the Bylaws adopted by the Board of School Trustees provides an action of this nature must be presented, minimally, at two successive Board of School Trustees meetings prior to Board Members taking action on such a request.

The administration is bringing this request to you for your initial consideration during the regular meeting on September 24, 2019.

WDT/dls



ELKHART AREA CAREER CENTER

\*\*\*\*\*  
**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR THALHEIMER**  
**FROM: BRANDON EAKINS**  
**DATE: SEPTEMBER 9, 2019**

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**SUBJECT: SIGNED AGREEMENTS FROM SENDING SCHOOLS**

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The enclosed agreements have been signed by our sending schools' superintendents and their Board members. Please include the signed agreements in the Board's packet for review and approval at the next Board meeting.

Agreements for the following sending schools are included in this packet:

- Baugo Community Schools
- Bremen Public Schools
- Concord Community Schools
- Edwardsburg Public Schools
- Goshen Community Schools
- Middlebury Community Schools
- Penn-Harris-Madison Schools
- School City of Mishawaka
- Wa-Nee Community Schools

A blank agreement is also attached for your review.

Thank you.

# *Elkhart Area Career Center Agreement*

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of August, 2019, by and between the Elkhart Community Schools, Elkhart County, Indiana, and \_\_\_\_\_.

WHEREAS, Elkhart Community Schools has constructed a building to provide occupational training for those individuals residing within the school corporation/districts who are desirous and in need of such training, said Center being known as the Elkhart Area Career Center and

WHEREAS, \_\_\_\_\_ is desirous as a school corporation/district to participate in their students attending said Career Center,

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, the parties mutually agree as follows:

## ARTICLE I. STUDENTS AUTHORIZED TO ATTEND THE CAREER CENTER

Students from participating school corporations/districts may attend the Career Center on a partial day basis at the discretion of their own participating school corporation/district, and all credits toward graduation will be issued by the said home corporation/district.

Each student attending the Career Center shall be considered a student of the participating school corporation/district for the purposes of calculating the average daily attendance for the participating school corporation/district.

ARTICLE II. ADMINISTRATIVE CONTROL

The Elkhart Area Career Center shall be under the administrative control of the Board of School Trustees, Elkhart Community Schools, Elkhart, Indiana, and said Board shall have authority and responsibility to determine all final decisions concerning the financing and the operation of the Center.

ARTICLE III. LOCAL ADVISORY BOARD FOR CAREER  
AND TECHNICAL EDUCATION

A local advisory board for career and technical education shall be selected by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana, representing broad interests in career and technical education, on an interest basis similar to that of the Indiana State Advisory Board. The functions of this board shall be to provide recommendations for the operation of the Career Center and to bring these recommendations to the administration of the Career Center and the Board of School Trustees, Elkhart Community Schools. This advisory board, as nearly as possible, should represent the interests of all of the people within the area served by the Elkhart Area Career Center.

This advisory board will meet a minimum of three times each year, and the minutes of those meetings shall be e-mailed to all participating school corporations/districts and shall be available at the Elkhart Area Career Center at all times.

ARTICLE IV. TRANSPORTATION OF STUDENTS

Decisions regarding transportation of students to the Career Center shall be left to the discretion of the local Boards. No transportation of students to and from the Center will be provided by the Career Center.

ARTICLE V. BUDGET AND ACCOUNTING

The annual budget for the operation of the Career Center shall be prepared in accordance with the policies of the Indiana State Board of Accounts and the Superintendent of Public Instruction. Said budget will be developed on a total project basis and shall first be subject to the final approval by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana. Elkhart Community Schools shall maintain a separate Career and Technical Education Fund in the Fund Ledger and Ledger of Receipts, and shall observe all other accounting procedures required by the Indiana State Board of Accounts.

The Elkhart Community Schools, serving as the administering school, is entitled to recover costs incurred for administering the Elkhart Area Career Center program by multiplying their approved federal fund indirect cost rate times the Elkhart Area Career Center fiscal year current expenditures and prorating the costs in accordance with the provisions of ARTICLE IV, as a part of the total cost per student enrolled.

A copy of the projected budget shall be submitted to the participating school corporations/districts no later than February 1, for the following school year. At the end of the fiscal year, an expenditure of funds report will be submitted to each school corporation/district.

ARTICLE VI. COST TO PARTICIPATING SCHOOL CORPORATION/DISTRICT

The cost to a participating school corporation/district shall be determined in the following manner: Each participating school corporation/district will pay the net per capita cost for each of its students enrolled in the Career Center program. Said net per capita cost shall be determined on the basis of the following formula:

$$\begin{array}{l} \text{Total operating cost of program} \\ \text{Less state and federal reimbursement} \\ = \text{Net cost per student enrollment in the Career Center} \end{array}$$

Utilizing this formula, the participating school corporation/district shall be billed on a monthly basis on the estimated cost per student. The final billing shall be resolved after the reimbursement is made in July and will be based on the actual net cost per capita for the students enrolled.

Any specific fees, such as book rental or student supplies shall be the responsibility of the student.

#### ARTICLE VII. STUDENTS TO BE ENROLLED

The following enrollment procedures will be used:

The School Counselors of the Career Center will provide each participating school corporation/district with a list of Career & Technical Education programs to be offered during the new school year on or before January 10 of each year.

Applications for enrollment will be supplied to the participating school corporations/districts on or before February 20 and the enrollment process initiated.

On or before March 31, the participating school corporation/district shall have completed the enrollment forms and returned them to the School Counselors of the Elkhart Area Career Center.

On or before April 5, the Career Center counseling staff shall tabulate the number of applications and initiate the normal balancing procedure working with cooperating school counselors to insure reasonable and cost effective class enrollment numbers. It is understood that some variation in enrollment will take place between this spring balancing and the ADM final count; however, cooperating school agrees to have done the major portion of their screening by May 1 and only minor adjustments should occur from this point to the official ADM day.

On or before the official ADM count day for the school year of this Agreement, the participating school corporation/district does herewith enter into as a part of this contract to provide for the financial costs incurred for those student enrollees whose placement shall be determined in accordance with the procedures herewith defined for the succeeding school year.

ARTICLE VIII. EMPLOYMENT OF PERSONNEL

All personnel employed at the Elkhart Area Career Center shall be the responsibility of the Elkhart Community Schools, in accordance with licensing procedures of the State of Indiana.

ARTICLE IX. PERIOD OF AGREEMENT

This agreement shall begin on the 1<sup>st</sup> day of August, and shall continue on a fiscal year, July 1 to June 30. A new contract will be written on or before August 1 of the fiscal year.

IN WITNESS WHEREOF the parties hereto have signed this Agreement and caused their seals to be affixed and attested on the day and year indicated.

ELKHART COMMUNITY SCHOOLS \_\_\_\_\_

By \_\_\_\_\_  
President of the Board

By \_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Superintendent of Schools

Attested:  
  
\_\_\_\_\_  
Secretary of the Board

Attested:  
  
\_\_\_\_\_  
Secretary of the Board

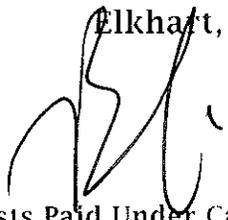
Date: \_\_\_\_\_

Date: \_\_\_\_\_

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?
Indiana Literacy Early Intervention Grant	Indiana Department of Education	Elkhart Community Schools	Tara White	44,053.94	Funds will be managed by Tara White, Director of Literacy, and will be used for evidence-based early intervention programs and training and materials pertaining to these interventions.	Through these trainings and materials, teachers will receive coaching on instruction and assessment strategies to understand and implement best practices in whole group instruction, small group instruction, and independent literacy practice. These strategies will be implemented through the work of grade-level PLC teams to improve Tier 1 instruction and equip teachers assess the individual needs of students and provide target interventions to ensure students achieve grade-level proficiency in reading.	Contracted Services - \$16,646.00; Literacy Conferences - \$12,600; Materials - \$14,989.94	9/25/2019

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana



DATE: September 18, 2019  
 TO: Dr. Steve Thalheimer  
 FROM: Brandon Eakins  
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant  
 September 24, 2019 - Board of School Trustees Meeting

2019- 2020 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>Fanuc-Handling Tool Operation and Programming</b>                      Attending training is the next step in being certified to offer Fanuc robot arm certifications to students.</p> <p>Rochester Hills, MI                      September 29 - October 4, 2019                      David Kriegel (1-1)                      Certification</p>	\$1,109.00	\$0.00
<b>TOTAL</b>	<b>\$1,109.00</b>	<b>\$0.00</b>
2019-20 YEAR-TO-DATE PERKINS FUNDS	\$4,668.54	\$0.00
<b>GRAND TOTAL</b>	<b>\$5,777.54</b>	<b>\$0.00</b>







**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: SEPTEMBER 24, 2019**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of two agreements regarding unpaid time.
  
- b. **Appointment** – We report the formal appointment of the following individuals as School of Study Principals for Elkhart High School:

<b>JeNeva Adams</b>	<b>Principal/Freshman Division</b>
<b>Kelly Berheide</b>	<b>Principal/Arts and Communication</b>
<b>David Bird</b>	<b>Principal/Natural Resources</b>
<b>Kelly Blair</b>	<b>Principal/Health and Public Safety</b>
<b>LaTosha Bonds</b>	<b>Principal/Human Services</b>
<b>Frank Kurth</b>	<b>Principal/Business and International Relations</b>
<b>TBD</b>	<b>Principal/Engineering, Technology and Innovation</b>

- c. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment:

<b>Krista Hennings</b>	<b>Principal/Schools Without Walls</b>
------------------------	--

- d. **Formal Appointment** – We report the formal appointment of the following individuals in the Special Services Department:

<b>Kathleen Mentz</b>	<b>District Dean of Preschool Education</b>
<b>Lindsey Brander</b>	<b>Supervisor of Special Programs</b>

- e. **New Certified Staff** – We recommend the following new certified staff for employment in the 2019-20 school year:

<b>Denise Downing</b>	<b>Memorial /Special Education</b>
<b>Julia Johnson</b>	<b>Hawthorne/Music</b>
<b>Angela Williams</b>	<b>PACE/Special Education</b>

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

<b>Allison DeShone</b>	<b>Daly/Grade</b>
Begin: 10/21/19	End: 10/28/19

- g. **Personal Leave** – We recommend a personal leave for the following employee:

<b>Tammy Smith</b>	<b>Beardsley/ENL</b>
Begin: 1/6/20	End: 6/3/20

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

<b>Debra Bachman</b>	<b>Osolo/Grade 2</b>
Began: 8/19/02	Resign: 9/9/19
<b>John Gassere</b>	<b>Eastwood/Special Education</b>
Began: 4/8/19	Resign: 9/20/19
<b>Kerry Guernsey</b>	<b>Pierre Moran/Behavior Support</b>
Began: 12/18/17	Resign: 10/2/19
<b>Julia Johnson</b>	<b>Roosevelt/Media</b>
Began: 10/23/17	Resign: 9/6/19
<b>Joseph Waltz</b>	<b>Memorial/Social Studies</b>
Began: 1/27/98	Resign: 9/27/19

## **CLASSIFIED**

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

<b>Manuel Cadenas Gonzalez</b>	<b>Pierre Moran/Custodian</b>
Began: 7/30/19	PE: 9/24/19
<b>Nikolas Dandino</b>	<b>Transportation/Mechanic</b>
Began: 7/29/19	PE: 9/23/19



**Tonci Haynes**  
Began: 5/15/2019

**Central/Food Service**  
PE: 9/17/19

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

**Velma Gross**  
Began: 11/19/18

**Cleveland/Food Service**  
Resign: 9/13/19

**Carol West**  
Began: 8/8/14

**Hawthorne/Secretary**  
Resign: 10/11/19

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

**Cathy Sailor**  
Began: 8/3/92

**ESC/Executive Assistant**  
Retire: 10/11/19  
YOS: 27

**Patricia Sellers**  
Began: 3/13/01

**ESC/Secretary**  
Retire: 1/3/20  
YOS: 18

