EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES MEETING

Administration Building
1240 State Road 930 East
New Haven, IN 46774
June 5, 2012 - 6:30 p.m.

AGENDA

I. EXECUTIVE SESSION – Immediately following this meeting.

II. CALL TO ORDER

III. ROLL CALL

IV. PLEDGE OF ALLEGIANCE

V. ADOPTION OF AGENDA

VI. RECOGNITIONS

VII. HEARING OF VISITORS

VIII. APPROVAL OF MINUTES – May 22, 2012 Regular Meeting

IX. INFORMATION ITEMS

1. School Bus Driver’s Handbook for School Year 2012-13 SY

X. SUPERINTENDENT COMMUNICATIONS

XI. ACTION AGENDA

12-0605-01 Approval of Human Resources Report

12-0605-02 Approval of Financial Reports

12-0605-03 Approval of Meetings and Conferences Requests

12-0605-04 Approve Application and Receipt of Funds for the Full-Day Kindergarten Grant

12-0605-05 Approve 2012-13 School Lunch Prices

12-0605-06 Approve Capital Lease Financing – JP Morgan Chase
XII. NEW BUSINESS

1. SafeSchools Proposal
2. Resolution Regarding CPF Loan from State General Fund
3. Medical Clinics
4. Village Elementary Lease to Timothy L. Johnson Academy
5. Student Code of Conduct
6. Technology Handbook

XIII. ITEMS FROM CLOSED SESSION

XIV. BOARD DISCUSSION

XV. ADJOURNMENT

Our mission is to inspire in all students a passion for learning while developing knowledge, skills and character necessary to become responsible contributors to the local and global society.
EAST ALLEN COUNTY SCHOOLS
REGULAR MEETING OF THE
BOARD OF SCHOOL TRUSTEES
May 22, 2012 - 6:30 p.m.

Administration Building – Board Room
1240 State Road 930 East
New Haven, IN 46774

CALL TO ORDER
President Neil Reynolds called the meeting to order at 6:32 p.m.

ROLL CALL

Board  Neil S. Reynolds, President
       Terry Jo Lightfoot, Vice President
       Stephen L. Terry Sr., Assistant Secretary
       William D. Hartman
       Janice A. Witte

Staff  Dr. Karyle Green, Superintendent
       Mr. Kirby Stahly, Assistant Superintendent for Administrative Services
       Mr. Chris Hissong, Executive Director of School Management
       Ms. Britt Magneson, Executive Director of Instruction and Student Support
       Ms. Peggy Rohrbacher, Director of Human Resources
       Mrs. Tammy Kelly, Public Relations Liaison
       Mrs. Teresa Gremaux, Principal, Southwick Elementary School
       Mr. Gregory M. Geise, President, East Allen Educator’s Association

ADOPTION OF AGENDA

The agenda for May 22, 2012 was adopted as presented, with the addition of Action Agenda Item 12-0522-10 – Approve Textbooks for East Allen University.

RECOGNITIONS

None.

HEARING OF VISITORS

None.

APPROVAL OF MINUTES – May 1, 2012 Regular Meeting
                         May 14, 2012 Special Board Meeting
PUBLIC HEARING REGARDING CAPITAL LEASE – iPad Equipment

1.0 Review of Capital Lease
2.0 Public Expressions - None
3.0 Adjournment

INFORMATION ITEMS

One hundred fifty-five (155) School Choice Transfers have been approved for the 2012-13 school year.

SUPERINTENDENT COMMUNICATIONS

None.

ACTION AGENDA

CONSENT MOTION:

12-0522-01 Approval of Human Resources Report
12-0522-02 Approval of Financial Reports
12-0522-03 Approval of Meetings and Conferences Requests
12-0522-04 Approval of Application, Receipt of Funds, and Associated Contracts for the Alternative Education Grant
12-0522-05 Approval of Application, Receipt of Funds, and Associated Contracts for the 2012/2013 Safe Haven Grant
12-0522-06 Approval of Contract with Verleaish Jones
12-0522-07 Approval of Resolution to Transfer Appropriations Within Debt Services
12-0522-08 Approval of 2012 Paving Bid
12-0522-09 Approval of Bid Award for Replacement of Service Center Fuel Line
12-0522-10 Approval of Textbooks for East Allen University

Motion: That the Board of School Trustees approve items one through ten as presented.

Motion: Witte   Second: Lightfoot   Vote: Aye: 5-0
NEW BUSINESS

1. Full-Day Kindergarten Grant for SY12/13
2. Lunch Prices for SY12/13

ITEMS FROM CLOSED SESSION

None.

BOARD DISCUSSION

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ADJOURNMENT

There being no further business, the meeting was adjourned at 6:59 p.m.

MINUTES

These minutes were taken by Mrs. Julie Labie.

NEXT MEETING

The next regular meeting of the Board of School Trustees is scheduled for **Tuesday, June 5, 2012 at 6:30 p.m.**, at the EACS Administration Building, 1240 State Road 930 East, New Haven, IN.

These minutes were approved and adopted by the East Allen County Schools Board of School Trustees on June 5, 2012.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

___________________________________________
Secretary
Information
Items
SCHOOL BUS DRIVER'S HANDBOOK
2012-2013

EAST ALLEN COUNTY SCHOOLS
1240 State Road 930 East
New Haven, Indiana 46774

Dr. Karyle Green, Superintendent

BOARD OF SCHOOL TRUSTEES
Richard A. Allgeier
William D. Hartman
Alyssa Lewandowski
Terry Jo Lightfoot
Neil S. Reynolds
Stephen L. Terry, Sr.
Janice A. Witte

Melvin L. Falkner, Director of Transportation
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I. ABOUT THIS HANDBOOK

Successful administration of a school system necessitates the establishment of written procedures and rules. This handbook has been developed to implement the policies of the Board of School Trustees. It is hoped that information contained herein will be of value to all bus drivers of the corporation.

The bus driver is an invaluable part of the successful operation of the school system. A good bus driver must assume the responsibilities of both the parent and the teacher in the course of performing his duty.

The bus driver's attitude often helps determine the students' attitude. The bus driver is the first and the last employee of the school that a large percent of the students encounter each day.

This handbook is the result of much study and consultation. It will be revised each year. Any suggestions for additions or deletions are appreciated.

II. RESPONSIBILITIES OF THE BUS DRIVER

A. GENERAL INSTRUCTIONS

Knowledge - A good driver knows the rules of the road, state and local traffic laws, and laws and policies governing school bus operations as to who is authorized to ride, limitations on the use of the bus, and procedures for making changes in bus routes. The school bus shall not be used for any private purposes or for any purpose other than the transportation of eligible school children to and from school, unless specifically authorized by the proper authorities.

Judgment - The school bus driver should exercise good judgment at all times to ensure safety of pupils and efficiency of operation. Operating on schedule is very important, but it must take second place to safety. A driver is not expected to run on schedule if road and weather conditions are hazardous. If, in the judgment of a driver, a part or all of an assigned route is too hazardous to drive, the driver has the option of driving only that portion of the route he considers to be safe. In the event that portions or the entire assigned route is not served, the driver must
notify the school affected by the emergency change as well as the Routing Department as soon as possible.

Responsibility – The school bus drivers are to abide and follow all East Allen County Schools’ policies and procedures.

B. OUT OF SERVICE CRITERIA FOR SCHOOL BUSES

DOT regulations state that the following conditions will put a bus out of service. Your pre-trip inspection covers these items and is required to be done before you leave the compound.

Brake System
1. The brakes fail any part of the 4-point brake check.

Exterior Condition
1. Body damage that could cause injury to persons near the bus.
2. Any body surface which protrudes beyond normal body structure.

Interior Condition
1. Interior is excessively dirty.
2. Aisles must be clear.
3. Dashboard must be free of all loose items.
4. No trash cans in back of bus.

Parking Brake
1. Does not hold bus.

Fuel System
1. Any fuel leakage either from the tank, engine or any point in between.
2. Tank cap missing.

Service, Emergency Doors
1. No audible alarms when door is open with ignition switch on.
2. Door does not open properly.

Floor
1. Floor sags or buckles when stood on.

Headlights
1. Both lamps are inoperative either on low or high beam.
Mirrors
1. Mirrors are cracked, broken or missing.
2. Mountings are broken or bent enough to prevent proper adjustment.

Seats
1. Any seats are broken or not fastened to the floor.

Step Well
1. Any part of step well is rusted through.

Stop Arm
1. Any stop arm light is inoperative.
2. Lights do not flash.

Taillights and Brake Lights
1. Two (2) or more taillights or brake lights do not function.

Tires
1. Tires are cut, scraped or have breaks that expose tire cords.
2. Any lumps or bumps that indicate separation of tire structure.
3. Any flat tires.

Turn Signal
1. Any rear turn signal does not operate properly.

Overhead Warning System—4-Way and 8-Way System
1. System does not operate properly.
2. Visible signal does not operate properly.

Windows
1. Any glass is broken or missing.
2. Any emergency window will not open.
3. Audible warning on window does not operate properly with ignition on.

Wipers
1. Wipers fail to operate properly.
2. Wiper arm or blade is missing.

Power Lift
1. Does not operate properly.
III. SAFETY RULES FOR BUS DRIVERS

1. No school bus shall be operated upon the highway of this state at a speed greater than that posted in any speed zone, and in no event shall any school bus be operated at a speed greater than sixty (60) miles per hour on any state or federal highway, or greater than forty (40) miles per hour on any county or township highway. (Acts 1965, Chap. 260, Sec. 801).

2. No school bus driver shall leave the bus with the engine running. Bus drivers shall not leave the key in the ignition when leaving the bus, with or without students on the bus. This does not apply to special needs drivers as they operate the bus lift or when the drivers are performing pre and post trip inspections.

3. No school bus shall be moved until all children are beyond the white line and no bus shall accelerate until the students are seated within the bus and the bus door has been closed. Departing students are to remain seated until the bus comes to a full stop. No student shall occupy a space forward of the rear of the driver’s seat, and every bus shall have clearly posted, at or near the front, a sign stating that it is a violation of the laws of the State of Indiana for a bus to be operated with school children occupying the prohibited area.

4. School bus drivers shall comply with all laws, rules, and regulations governing the operation of motor vehicles on the highways of the State of Indiana. Any moving violation will be handled accordingly.

5. No assistance shall be given by any school bus driver to any other vehicle on the road.

6. No unauthorized person shall be permitted to ride in any school bus at any time, except as provided by law.

7. No school bus driver shall permit any other person to drive his bus, occupy his seat, or tamper with the engine or controls, except such persons as authorized by school officials.

8. All school bus drivers shall stop at preferential highway intersections.
A.  **RAILROAD CROSSING PROCEDURES**

All East Allen County School Corporation buses will stop at railroad crossings with or without passengers on board.

As driver’s approach a railroad crossing they must activate the 4 way flashers in advance to give other drivers a reasonable time to stop. At the crossing the driver must come to a complete stop within 50 feet but not less than 15 feet from the nearest track and open the driver’s window and the entrance door and listen for approaching trains. The driver must look in both directions until they are sure there is no train coming. If there is no train the driver is to proceed across the tracks. The driver should never pause on the tracks; they must clear the front and rear of the bus by at least 5 feet to be out of the range of a train.

The driver is not required to stop when police or railroad personnel are directing the flow of traffic across railroad tracks.

Upon conviction of a violation of this section, a driver shall have his operator’s license suspended for a period of not less than sixty (60) days in addition to the penalties provided by IC 20-9.1-5-22.

Drivers should spend time training their students to be quiet at all crossings to assist in hearing an approaching train.

**FAQ’s**

**If the crossing gates are down and no train is approaching what do I do?**

**Answer:** Driver is to use their two way radio and call the office and say that the crossing gates are down at (location). The office will reply that they are not to go around the crossing gates unless there is a train official or police official directing traffic through the gates. The driver is to be instructed to wait until someone from the transportation office (usually the Director) arrives on the scene to assist them in backing and turning around.

Never is the driver to use students in backing (unless there is eminent danger). An adult on the scene can assist them, but use extreme caution; they may not understand how a bus reacts to certain conditions.
If the red lights are flashing at the tracks but no train is visible can I proceed through the crossing?

Answer: Driver is to call the office and say that the lights are flashing at (location) and no train is coming. Office should reply double check for the train and if no train is approaching you may proceed with caution.

9. No bus shall be backed on any school ground, playground, or loading area unless such backing is properly supervised by an adult. **Backing a school bus is strongly discouraged. You should back your bus only when you have no other safe way to move the vehicle. Never back a bus when students are outside of the bus.**

10. In case of an accident when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting flares, flags, and other warning devices, controlling traffic, and must always keep in mind that his first responsibility is to his passengers. The Transportation Office should be contacted as soon as possible.

11. After an accident, a driver may not release any students to another bus or parent, until the emergency personnel, Director of Transportation or a School Administrator has cleared and released them.

12. In a bus break down situation a driver may not release a student to a parent or a designee of the parent until after authorization from the Director of Transportation or a school administrator.

**B. BUS STOP PROCEDURES FOR LOADING AND UNLOADING STUDENTS**

1. Approximately 200 feet from the stop, activate student amber warning lights.

2. Observe traffic in mirrors (front, side and rear) making sure that it is slowing. (Also check for pedestrians and other hazards.

3. Stop bus approximately 10 feet from designated stop. Open service door which activates the stop arm. Place the bus in neutral and set the parking brake.

4. Observe traffic in mirrors, (front, side and rear) making sure that it has stopped completely.
5. **Loading:** Stopping 10 feet before the stop forces the students to come to you. Watch your mirrors for lingering students and hazards. Motion students to load when it is safe. Students must be seated before bus is moved.

6. **Unloading:** Stopping approximately 10 feet from the stop makes the students move 10 feet from the bus. Remind students to remain seated until the bus comes to a complete stop. Count students, those going right need to move 10 feet from the bus, and those students going left need to move 10 feet forward of the bus and wait for the driver to check mirrors again and signal that it is safe to cross.

7. When the last student has crossed the curb or entered the bus safely, put the bus in drive, and release the parking brake, checking the mirrors for any hazards or lingering students. When it is safe you may close the service door and pull away.

8. The ‘Stop’ sign shall be displayed only when the bus is completely stopped on the traveled portion of the highway to load or unload passengers. While off the traveled portion of the highway, the stop arm shall not be used and warning lights shall not be operated. Hazards lights are to be used.

9. If a bus stop location is missed, the driver must never back up to return to a bus stop. The correct procedure is to go around the block and return to the stop site on the proper side (door side) of the street/road.

10. A driver must have authorization from the transportation department before a student’s bus stop can be changed.

**C. BUS ASSIGNMENTS**

1. A student should ride an assigned school bus every day, both morning and afternoon, unless the parent or a responsible adult provides transportation.

2. A student may ride only on an assigned bus. If a valid reason necessitates a change of bus assignment, such change must be approved by the building principal and/or the Director of Transportation.

3. A student may not ride a bus for non-school related activities such as scouts, babysitting, visiting friends, shopping, etc. Emergency requests
will be extended consideration by the principal and/or the Director of Transportation.

4. To allow a student to ride home on your bus who doesn't normally ride your bus, the student must have a signed note from the principal. A student can only ride another bus in emergency situations only.

5. Once a student has boarded your bus the student is not allowed to get back off your bus.

6. Drivers must have assigned student seating. Students are to remain in their assigned seats until their stop is reached. As stops are being made students should still remain in their assigned seats and not move out of their seats to move forward or backwards in the bus.

7. Drivers shall not deviate from their scheduled route unless under emergency situation and the office is called.

8. A student must board and leave the bus at the assigned bus stop unless the principal and/or the Director of Transportation approve a parent’s, or guardian’s, written request for a permanent change. Students will be expected to walk a reasonable distance to established bus stops on any established routes.

9. While waiting for the bus, a student must stand well back from the edge of the road, completely out of the way of all traffic. There must be no scuffling or disorderly conduct at the bus stop.

10. A student must be at the bus stop 5 minutes prior to the time when the bus is scheduled to arrive. Regulations specify that a driver will stop at an assigned bus stop but need not wait for a passenger who is late.

11. A driver is not allowed to tell a student to get off his bus other than at the student’s designated stop.

12. The turn signals shall be turned on at least two hundred (200) feet before turning from the highway to warn approaching traffic of intentions of the bus driver.

13. The strobe light must operate only when the bus transports students during periods of reduced visibility caused by conditions other than darkness.
14. Doors must be shut at all times while the bus is motion.

15. A driver cannot restrict the opening of school bus windows or doors with any type of securement, such as: tape, bungee cord, etc.

16. Every school bus driver shall be at the school building ready for passengers at least five minutes before dismissal time of that school.

17. A driver cannot pass another bus while that bus is loading or unloading students.

18. State law prohibits any object to block the doors or aisles of a school bus.

19. No school bus, designated as such under any previously enacted law, or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose, or for any purpose other than that for which it is under contract, except that such school bus may be used for group movements to and from athletic games, contests, or school functions under the direct auspices of the public schools or for such purposes as may be approved by the Superintendent.

20. East Allen County School Corporation’s School Bus Idling Policy must be followed at all times.

21. Any school bus driver who operates a bus while under the influence of intoxicating beverages or drugs will be suspended and recommended to the School Board for discharge.

22. Use of tobacco is prohibited on the school bus or on school property.

23. It is the driver’s responsibility to shut the school bus windows. Drivers are not to allow students to stand and move around to close the school bus windows. The driver may request the student to shut the window in the seat he is seating in.

24. If a driver wishes to distribute food or drink items to students, these should be distributed to the students as they exit the bus on the evening route.

25. All East Allen County School Corporation buses will drive with their headlights on at all times.
D. EXTRA-CURRICULAR TRIPS

When scheduled to drive for an extra-curricular trip, it is suggested that the following points be covered:

1. Determine the safest route to the location. Also check for detours. Clarify this route with the chaperone.

2. If traveling outside Allen County, note the names and telephone numbers of school corporations through which you will pass. In case of a problem, they may be able to help you.

3. Confer with the chaperone prior to leaving in regard to bus rules windows, noise, number in seats, moving about, etc. Also clarify who is responsible for student conduct on the bus.

4. Drivers are to stay with the field trip except at meal times. Sponsors must be notified and give permission before a driver can leave.

5. All drivers must return buses fueled, cleaned, and ready for the next route assignment.

6. No cleats are to be worn on buses.

7. Drivers must drive their routes over any field trip, or supplemental.

8. State law prohibits anything in the aisle.

E. ADDITIONAL SAFETY RULES FOR SPECIAL NEEDS DRIVERS

Because of the frailty and the inability of special needs students to communicate, drivers who want to drive special needs students will be required to have a special needs training program every year.

In addition to the above, Special Needs Drivers must also be aware of the following:

1. The driver is responsible for securing all wheelchairs.

2. Drivers, not parents, teachers, or aides, must secure all students in seats and secure harness connections.
3. All students must wear seat belts.

4. Only drivers, teachers, staff, and parents are allowed to run the lift.

5. All student information must be kept totally confidential.

6. Driver's student medical book must be kept up to date.

7. Students cannot be unhooked prior to unloading.

8. All special needs drivers must know how to use the blanket and strap cutter for emergency situations.

9. No students should be left at their stop unless a parent, guardian or responsible adult is present to receive them.

10. When parents aren't home the school should be notified that you are bringing the student back to the school.

IV. SCHOOL BUS DISCIPLINE FOR STUDENTS

Approximately 9,000 youngsters are transported by East Allen County Schools' buses twice each day of the school year. Due to the number of youngsters involved, it is reasonable to assume that occasionally there will be problems arising which will call for disciplinary action. Bus drivers must exercise good judgment in disciplining students. The driver shall keep order and maintain discipline among the children while in the bus or along the route, shall treat all children in a civil manner, shall see that no child is imposed upon or mistreated while in his charge, and shall exercise every care for the safety of the children under his charge.

The following rules have been established to promote the safety of students on their way to and from school. Where exceptions* to any of these rules are necessary, they will be approved only after a verbal and written request from the parent or a responsible adult has been made and permission granted by the school principal and/or the Director of Transportation. A request from a student will not be granted.

*Exceptions will include provisions for participation in athletics, band, and similar school activities.
A. **ON THE BUS**

Rules applying to conduct at the student’s school also apply on the bus. The bus driver is in charge of the school bus at all times.

1. When the number of students warrants, students must sit three to a seat. The driver must assign students to specific seats.

2. Once on the bus, a student is to take a seat immediately and remain orderly. No school bus shall be moved until all children are beyond the white line and seated. Departing students must remain seated until the bus comes to a full stop.

3. Pupils shall not stand or move from place to place during the trip.

4. Loud, boisterous, or profane language and indecent conduct shall not be tolerated.

5. Pupils shall not be allowed to tease, hit, or trip other students.

6. Windows or doors shall only be opened or closed with permission of the driver and windows may not be lowered more than half way down.

7. There will be no eating or drinking on the bus on regular routes.

B. **FORMS OF DISCIPLINE**

1. **WARNING.** If a student misbehaves, the driver may issue a written Violation of School Bus Rules form to the student with copies for the parent, principal, and transportation office.

2. **SUSPENSION OF RIDING PRIVILEGE - ONE DAY.** The driver may suspend the student’s riding privilege for one day for misbehavior. This suspension will usually occur the following school day except at elementary level, when a one day notification is required; however, in cases of severe misbehavior, it may take place immediately. High school, middle school, and elementary parents need notification of suspension before it occurs; the call is the responsibility of the driver unless the Principal/Director of Transportation says he/she will make the call. A Violation of School Bus Rules form will be issued and copies sent as noted in “Section 1.
3. **LOSS OF RIDING PRIVILEGE.** If further misbehavior continues, the bus driver may contact the principal or the director of transportation who may suspend the student's riding privilege for more than one day.

4. **SUSPENSION.** Continuing misbehavior or major disruptions may result in suspension from riding the bus.

**C. DISCIPLINE PROCEDURES**

1. Drivers should follow the progression on the Tr-25 unless a serious violation occurs or minor violations result at the same disciplinary level.

2. Drivers must give one day notice to elementary parents when suspending the students riding privileges.

3. All suspension over 1 day must be approved by the Director of Transportation or Building Principal/Designee.

4. Drivers may have to take students home in the afternoon if they have been suspended and rode the bus in the morning.

5. Drivers must turn in disciplinary slips on students to the school and transportation office on the same day as they are written or the next morning.

6. Drivers are discouraged in giving group punishments.

7. Drivers are not allowed to use the punishment of keeping all windows shut in extreme heat.

**V. RESPONSE TO BULLYING**

It is the policy of East Allen County Schools to educate its students in a safe environment that is free from bullying. Indiana law defines bullying as overt, repeated acts or gestures, including:

1. **Verbal or written communications transmitted;**

2. **Physical acts committed; or**

3. **Any other behaviors committed;**
By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

It shall be a violation of this policy for any student to bully another student:

1. On school grounds immediately before, during, or immediately after school hours;

2. At any time when the school is being used by a school group;

3. Off school grounds at a school activity, function or event;

4. When traveling to or from school or a school activity, function or event;

5. When using property or equipment provided by the school.

Student should immediately report bullying to any school staff member. Drivers, when you detect, and/or a student reports they are being bullied you must take the appropriate action. Appropriate action can mean getting involved to stop the bully from continuing the inappropriate action by verbal means, it can also mean a written referral, and/or filing a complaint using Harassment, Bullying, and Discrimination form. (See Director for form). In any event bullying must be reported to School Principal and/or Director of Transportation.

VI. QUALIFICATIONS

A. APPLICATION TO DRIVE

Persons interested in being a bus driver for the East Allen County Schools shall make application on the proper application form. This form is available at the office of the Director of Transportation. After the application is completed, it will be kept on file in the director's office. Applicants must be able to obtain a Commercial Driver's License and pass the required physical. Drivers hired will be chosen from those having made official application. Having an application on file does not guarantee a job.
B. GENERAL QUALIFICATIONS

Each school bus driver shall be of good moral character, possess good vision and hearing, be able-bodied, free from communicable disease, mentally alert, sufficiently physically able to handle a bus with ease, not an excessive user of alcoholic beverages or addicted to narcotics or drugs, and possesses such qualifications prescribed by the State of Indiana. State Law requires drivers to have State Certification which includes a three day class room instruction and a minimum of 12 hours driving. All drivers must hold a temporary state blue card through training and a yellow, Indiana School Bus State Certification Card after successful completion of training.

C. DRIVER'S LICENSE

All drivers are required to hold a valid Indiana Commercial Driver's License at all times while operating the bus.

D. PHYSICAL EXAMINATION

Bus drivers must have a physical examination every two years or sooner if required by the federal government. Physical examination forms will be furnished by Parkview Occupational Health. A Medical Authorization Form and a Physical Fitness Certificate must be picked up in the Transportation Office before going to Parkview Occupational Health for your exam. A copy of the completed physical form must be on file in the Transportation Office and the driver must have a copy in his/her possession when driving the bus.

Drivers must go to EACS designated physician.

Drivers traveling the State Line Road or driving interstate trips must have a Commercial Driver's License with the Department of Transportation physical.

E. GOOD HABITS

The school bus driver shall cultivate good habits regarding appearance, language, cheerfulness, and a good attitude toward others. The habit of being courteous, thoughtful, cooperative and maintaining a clean bus is required. Exception to safe operations should never be considered. The driver operates defensively, observant of other drivers not only when the
bus is moving, but also when it is stopped, especially when loading and unloading.

F. RESPONSIBILITY

As the driver of a school bus, each operator has the responsibility of safety on the highway. The driver is not only responsible for the safety of the children on the bus, but equally important; they are a driving teacher by example, molding the ways of tomorrow's drivers.

G. GENERAL PROCEDURES AND POLICIES

1. Buses parked at the bullpens cannot be taken home between routes.

2. All drivers must pre-trip their buses for every route and trip.

3. Drivers cannot change students on routes with another driver or change parking positions. All changes must go through the transportation office.

4. All drivers are required to wear photo identification while driving a bus route.

5. All student information is to be kept confidential.

6. It is the driver's responsibility to sign, date and turn in his/her time cards on time.

7. Drivers are not to start other driver's buses.

8. Drivers are not allowed to drive their personal cars into the bullpens to start buses or park their personal vehicles in the bullpens during the day. You can park your car in the bullpens in the afternoons only if you are leaving for a field trip right after your route and will be returning from the trip after dark.

9. Drivers are not allowed to use cell phones on the bus at any time. Cell phones must be turned off while operating a school bus. In an emergency situation where there is no other means of communication a driver may use their cell phone to contact the office, transportation emergency numbers or emergency personnel.
10. As a result of several incidents of leaving a student on a bus, the following procedures will be implemented immediately.

Effective March 25, 2003, anyone employed by EACS shall do the following upon completion of any route, supplemental, field trip, shuttle, etc.: “All drivers must do a walk-through on their bus before abandoning their bus in the AM and the PM each day and after each run, supplemental route, field trip, or shuttle.” Drivers need to be sure that no students or valuable articles have been left aboard the bus.

Upon shutting your bus off, but before exiting the bus or going on your next route, you shall walk to the rear of you bus, checking each and every seat, as well as the floor area for any students left on the bus. This procedure will be done at the schools in the AM and after every route in the PM at school or at your home. Once you have determined that your bus is free from any passengers, you may then exit your vehicle.

At no time shall you exit your bus without following the described procedures.

Failure to follow these procedures, or if for any reason, any student, regardless of his or her age, is left on board your bus, you will be recommended immediately for termination of employment.

11. All drivers need to inform the schools if they are going to be late.

12. Drivers should be considerate and stop and wait a reasonable length of time for students in inclement weather.

13. Two way radios must be kept on and volume must be high enough for you to hear at all times.

14. If you have a seatbelt in your bus, any student that sits in that seat must have it fastened or the seat must remain empty.

15. It is the driver’s responsibility to call a substitute driver if needed. The office will do it in an emergency only.

16. If drivers miss their route pick on bid day, they will go to the end of the seniority list for that year’s route picks.

17. Drivers must not block garage doors.
18. The following radio stations are NOT allowed to be played on the bus 92.3, 96.3, 98.9, 102.3, 107.9. From time to time these radio stations may be changed.

19. Your VCR must be recording at all times.

20. Drivers must review their VCR tapes and key the spot of the concern or disciplinary problem prior to administration reviewing the tape. The only exception would be when a driver is called and asked to bring in the tape immediately.

21. A driver is never allowed to leave his bus if students are on board except for loading and unloading special needs students. Or in an emergency situation that would require the driver to place flares or other signs to signal a problem to oncoming traffic.

22. The two-way radio stations are for emergency information only.

23. Drivers must turn off their bus and take their keys when leaving the bus or walking to the back of the bus to correct student behavior.

24. All accidents, minor collisions and close calls must be reported to the Director of Transportation immediately. Driver's incidents will be reviewed.

25. Drivers must carry at all times, the Indiana State License, Indiana School Bus State Certification Card, and the DOT Medical Examiners Certificate.

26. Drivers should show up early on inclement weather days to clean their buses of ice, snow, frost, etc., to insure full visibility.

27. Drivers must clear all steps of ice and snow to avoid injuries.

28. Drivers may be terminated from employment if they use more days off than allotted.

29. It is the responsibility of the driver to clean and refuel any spare bus they use.

30. Drivers are to call the school when parents are not home to return them back to school.
31. Drivers must report any personally received traffic violations and at fault accidents pursuant to CDL State Law immediately to the Director of Transportation.

32. All drivers must engage the emergency brake while pressing on the brake pedal when loading and unloading students.

33. Yield signs should be considered stop signs in additions.

VII. CDL DRIVERS’ CONTROLLED SUBSTANCE AND ALCOHOL POLICY

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems which can be treated, and to place all employees holding a Commercial Driver’s License in compliance with the Federal Highway Administration’s Controlled Substance and Alcohol Use Testing laws.

This policy applies to all East Allen County Schools Corporation drivers who are required to hold a Commercial Driver’s License (CDL) to perform their job function. The use, possession, sale, purchase or transfer of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during work hours, eight (8) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver’s attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for disciplinary action not excluding termination as a driver from EACS and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, the driver must, take a sick personal day, or if necessary unpaid leave, within the School Corporation’s leave policies.

East Allen County Schools reserves the right to terminate any driver who violates the School Corporation’s Controlled Substance and Alcohol Policy.
for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to School Corporation disciplinary action, up to and including termination. Employees who test positive to a controlled substance or to a breath alcohol in excess of .02% will immediately be suspended with pay pending a disciplinary hearing. This disciplinary hearing will be scheduled within one week of the positive test result. If the hearing confirms a violation of policy occurred, the employee will be subject to the following disciplinary action:

1. First violation of controlled substance provision of the policy – the driver shall be terminated and referred to a Substance Abuse Professional for his/her voluntary treatment.

2. First offense violation of the alcohol provision of the policy – the driver who tests .02% or greater but less than .04% shall be suspended without pay until released by a Substance Abuse Professional who will make recommendations for necessary treatment.

The employees shall assume all expenses for referral to a Substance Abuse Professional and treatment as it relates to the disciplinary action.

A substitute driver shall be placed into the vacated position until the employee has met all the requirements established by the Substance Abuse Professional and agrees to the provisions outlined in the Federal Law (49 CFR) as it relates to Follow-up Testing.

Failure of the driver to meet any of the recommendations and/or requirements of the program established by the Substance Abuse Professional shall result in the employee’s immediate termination.

3. First offense violation of the alcohol provision of the policy – the driver whose breath alcohol test is .04% or greater shall be terminated and referred to a Substance Abuse Professional for his/her voluntary treatment.

4. Second offense violation of the alcohol provision of the policy – the driver whose breath test is .02% or greater but less than .04% shall be terminated and referred to a substance Abuse Professional for his/her voluntary treatment.

Confidentiality - Any information concerning a driver’s drug or alcohol abuse will be available only to members of the administration and law
enforcement personnel whom the School Corporation believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the School Corporation to any other employer, organization or individual without the driver's written consent.

VIII. BUS EVACUATION DRILLS

Bus evacuation drills are scheduled periodically and are held on the school property. Some points to cover in the drills are:

1. Students leave books and other items on the bus; coats and book bags which are being worn, may be taken with them.

2. Identify a place for assembling your students after exiting the bus.

3. Identify which seats exit by the front door and which seats exit by the emergency door.

4. Two different drills must be done; all students out the entrance door, and all students out the emergency exit door.

5. Alert two students leaving by the emergency door that they are to assist the remaining students who are exiting the bus.

6. Instruct a responsible student on how to use the two-way radio.

7. Students are to be quiet and orderly. Emphasize the need for cooperation.

8. Reload your students and answer any questions. If you’re in your usual parking area you may unload the students. If not, you must drive to your normal parking spot and then unload.

IX. TORNADO INFORMATION AND PROCEDURES

A. TYPES OF ANNOUNCEMENTS

TORNADO WATCH — is issued by the Weather Service when conditions which may produce tornadoes are expected to develop. Continue normal activities during the WATCH, but be aware that there is possibility of
tornadoes. Keep listening to your radio and television and watch and listen for tornadoes. Take shelter if you see or hear a tornado or threatening conditions approaching. If a WATCH is in effect in your area during school dismissal time, careful discretion should be used when deciding to release or retain students.

TORNADO WARNING — will be broadcast when a tornado has been detected. The WARNING will tell you the last known location of the tornado, and if possible, its speed and direction of movement. Persons close to the tornado should take cover immediately. Those farther away should take cover if a tornado or threatening conditions approach. If a WARNING has been issued in your area during school dismissal time, it is strongly advised that students be retained in school in the designated safe areas of the buildings.

B. PROCEDURES PRIOR TO EMERGENCY - BUS DRIVERS

1. If severe weather disturbances are threatening near school dismissal time, consideration might be given, in cooperation with school administrators, to retain students in safe areas at school or other nearby buildings until the threat has diminished.

2. Investigate and become thoroughly familiar with all roads adjoining regular routes in the event they would be needed to seek shelter.

3. Determine any buildings, homes with basements, ditches, hills, culverts, or other places along routes where children might be evacuated and provided safety.

4. Discuss with students the procedures you expect to be followed under tornado emergencies.

X. EARTHQUAKE PREPAREDNESS

1. The driver should take charge immediately and give instructions in a firm, calm voice.

2. During the quake, do not rush through or outside of a building, thus exposing yourself to falling debris, live wires, etc.
3. If inside a building, take cover under desks, tables, or other heavy furniture. Stay away from windows, light fixtures, or other suspended objects. Do not seek protection in gymnasiums or similar rooms which have large, non-supported ceiling areas. After the quake, evacuate the building and move to a safe, outdoor area until the building has been declared safe.

4. If outdoors, move away from buildings. Avoid utility poles and overhead wires. Do not touch wires that have fallen. Do not light flares or fires because of danger of escaping gas. Do not enter a building unless it has been declared safe by competent personnel.

5. If you are driving during the quake, stop your bus in a safe location. Instructions will be given over your bus radio or please follow these procedures:
   
a. If you have sustained injuries to persons on your bus, seek medical assistance and call the office as soon as possible. Record the names of all students and if transported, where they were taken.

b. If your bus is damaged or roadways are unsafe or blocked, call the office as soon as possible, giving the names of all students on your bus. Keep children in a group. If parents or authorized emergency personnel take students, please record the names of students and who is taking them.

XI. SCHOOL BUS ACCIDENT PROCEDURES

In the event of an accident involving a school bus, the following procedures shall be observed:

1. The driver shall call the Transportation Office with the following information:

   a. Bus number and driver’s name

   b. Location of incident

   c. Number and type of vehicle involved (car, semi, pick-up, train, etc.)
d. Number and type of suspected injuries (conscious or unconscious, severe bleeding, pinned, etc.)

2. Personnel from the Transportation Office shall call 911 and give the following data:
   a. Location of incident
   b. Name of school system
   c. Bus number and bus driver's name
   d. Number and type of suspected injuries
   e. Number and type of vehicles involved

3. Drivers shall keep all students on board the bus unless the bus is in danger of fire, tipping over, etc.

4. An additional bus for transporting of pupils may be sent by the Transportation Office but may not be used until all students have been released from the accident site by emergency personnel or school administrator.

5. Injured students shall be transported to the hospital, either by ambulance or by another bus. Names of students and destination should be reported to the Transportation Office, which will contact parents.

6. Uninjured students shall not be released at the scene of the accident for continuing transportation unless cleared by the Police, Fire personnel, Director of Transportation, Principal, Assistant Superintendent of Administrative Services, or the Superintendent.

7. If there are injuries or if there is a chance that the accident was caused by bus mechanical problems, the State Police shall be contacted by the Transportation Office.

8. Names of all students and their seating positions need to be recorded on the official form and reported to the Transportation Office.

9. Names of students continuing to school shall be given to the principal. Where appropriate, he will contact their parents.
10. For students continuing to their homes, where appropriate, their parents will be contacted by the Transportation Office.

11. The following information should be recorded regarding the driver of the other vehicle:

a. Driver’s name, address, license number.

12. Drivers are not to get off the bus for any reason except to put out reflectors if needed or for an emergency evacuation.

13. Drivers do not have the authority to release students to parents until the accident scene has been released by the police department or The Director of Transportation or his/her designee

14. Drivers must keep the aisle of a bus clear of obstruction per state law.

XII. BUS DRIVER’S DRESS CODE

Shoes: The National Safety Council reports that a significant number of traffic accidents each year can be attributed to the fact that the driver involved was wearing improper footwear. Shoes conforming to National Safety Council specifications, as stated below, will be the only footwear allowed while operating East Allen County School buses. Foot wear with soles over 5/8” thick, heels that are over 1 and ½” high, “toeless” shoes where the toes of the foot are uncovered, and “strapless” shoes that do not encase the heel of the foot are a safety hazard and are prohibited. The National Safety Council states that, platform shoes or shoes with high heels produce what is known as a “Bucket on each foot” feeling that significantly decreases the wearer’s mobility, balance, and feel of the accelerator, and brake pedals. These conditions can lead to dangerous miscalculations in speed, judgment, and braking application.

Clothing: Employees should wear clothing that is neat in appearance, clean, and in conformance with normal workday standards. Examples of clothing that are not allowed are: halter tops, tank tops, tube tops, backless dresses, shorts that are cut more than 3” above the knee. Biker shorts, undergarment type T-shirts, or anything revealing. Remember that you are setting an example for our students.
Hygiene: It is important that each employee appropriately prepare themselves for their workday. Being bathed and properly groomed in this highly visible position cannot be stressed enough; as you are the first representative of EACS that our student riders experience. You must make it a priority to properly present yourself each working day.

XIII. ICE CREAM TRUCK PROCEDURES

All bus drivers are to use extreme caution when passing an ice cream truck that is stopped with its caution arm out.

When approaching you must be aware of children coming from all directions. Buses are to stop and look for these children and/or adults. If you are clear you may proceed very slowly being sure to continually monitor your outside mirrors and also the front of the bus.

Please remember to use patience and not be in a hurry when dealing with this situation, children’s lives are at stake.
Action
Items
ACTION AGENDA

June 5, 2012

Board Agenda Item 12-0605-01

APPROVAL OF HUMAN RESOURCES REPORT

Background:

The State of Indiana requires the Board of School Trustees to approve employment, increase in employed time, reemployment, reduction in employed time, request for leave of absence, request for retirement, and termination of staff.

Recommendation:

That the Board of School Trustees approves the personnel actions listed on the attached report.

Kāryle M. Green
Superintendent of Schools

Prepared: Peggy Rohrbacher

Approved: Peggy Rohrbacher

Budget: Kirby Stahly

Legal:
Board Report
June 5, 2012

**CERTIFIED NEW HIRES**

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<thead>
<tr>
<th>NAME</th>
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<td>Balzer, Ashtin</td>
<td>Voc. Ag.-Woodlan Jr/Sr</td>
<td>5/7/2012</td>
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<td>Bonelli, Bonnie</td>
<td>PE/Health-East Allen University</td>
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<td>Eichenauer, Shannon</td>
<td>English-East Allen University</td>
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**CLASSIFIED NEW HIRES**

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<td>Reinking, Angela</td>
<td>Food Service/Highland Terrace</td>
<td>5/21/2012</td>
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**CLASSIFIED TERMINATIONS**

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<td>Bandt, Susan</td>
<td>Payroll-Administration Building</td>
<td>6/30/2013</td>
<td>Retirement</td>
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<tr>
<td>Kelly Todd</td>
<td>Bus Driver-Transportation</td>
<td>5/22/2012</td>
<td>Resignation</td>
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<td>Woods, Bessie</td>
<td>Paraprofessional/Meadowbrook</td>
<td>5/23/2012</td>
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ACTION AGENDA

June 5, 2012

Board Agenda Item 12-0605-02

APPROVE CONSOLIDATED REGISTER OF CLAIMS; DISTRIBUTION OF PAYROLL; GIFT AND DONATIONS; AND FINANCIAL STATEMENT

Background:

The State of Indiana requires the Board of School Trustees approve and ratify the payment of all bills and authorize the issuance of checks; distribution of payroll; the acceptance of all gifts and donations; tuition transfers and the financial statement of the Corporation.

Recommendation:

That the Board of School Trustees accepts and/or approves the consolidated register of claims; distribution of payroll, gifts and donations; tuition transfers; and the financial statement.

Karyle M. Green
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Kirby Stahly
Legal: __________________________
FINANCIAL SUMMARY REPORT
REGULAR BOARD MEETING
JUNE 5, 2012

ACCOUNTS PAYABLE VOUCHER INFORMATION

Vendor Claims  271011-271228

Total Amount   $469,594.78

DONATIONS, GIFTS, AND EXTRACURRICULAR EXPENDITURES

Gift

Leo Jr./Sr. High School requests Board approval to accept a gift of paint and stain, with a retail value of $2,816.31, from Grabill Hardware, Inc. As specified, these supplies are to be used by Leo High School’s Art and Drama Department.
ACTION AGENDA

June 5, 2012

Board Agenda Item 12-0605-03

APPROVAL OF MEETINGS AND CONFERENCES REQUESTS

Background:

Employees of the East Allen County Schools participate in professional development opportunities that correspond to the goals and mission of our district’s curricular program. Prior to the expenditures established through Board policy, it is required that the Board of School Trustees approve all requests to attend meetings and conferences.

Recommendation:

That the Board of School Trustees approves the Meetings and Conferences Requests in the attached report.

Karyle M. Green
Superintendent of Schools

Prepared: Robin Amstutz

Approved: Karyle Green

Budget: 

Legal: 

Meetings and Conferences
The following meetings and/or conference requests are information items, which are to be made a part of the Board minutes:
June 5, 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Attendee(s)</th>
<th>Building</th>
<th>Conference/Location</th>
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<td>May 7, 2012</td>
<td>Deb Wihebrink,</td>
<td>SOEL</td>
<td>BURST Training, SOEL</td>
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<td>May 8, 2012</td>
<td>Lynne Briegel, Kassi Musick, Julie Smith, Lisa Unger</td>
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<td>May 8, 2012</td>
<td>Courtney Adams, Benita Cooper, Sara Gerig, Michelle Marden, Heather Watts, Brian Yager</td>
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<td>BURST Training, SOEL</td>
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<td>May 10, 2012</td>
<td>Allyson Bradtmiller, Cherish Rochford</td>
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<td>Testing, SOEL</td>
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<td>May 15, 2012</td>
<td>Benita Cooper, Kassi Musick, Brian Yager</td>
<td>SOEL</td>
<td>High Ability Training, SOEL</td>
<td>Released time, AM, 310-12110-11000-0004</td>
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<td>May 15, 2012</td>
<td>Courtney Adams, Becky Garrett, Jazmine Johnson, Michelle Marden, Rachel Remenschneider, Cherish Rochford, Cari Toffelmire,</td>
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<td>High Ability Training, SOEL</td>
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<td>May 16, 2012</td>
<td>Rachel Remenschneider</td>
<td>SOEL</td>
<td>BURST Training, SOEL</td>
<td>Released time, registration, 010-23210-580-001</td>
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<td>June 11, 2012</td>
<td>Karyle Green</td>
<td>ADMN</td>
<td>IN Supt's Evaluation Process, Kendallville</td>
<td>Released time, registration, lodging, meals, mileage, misc., 684-22120-31200-0015</td>
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<td>June 11 – 12, 2012</td>
<td>Kayla Bixel</td>
<td>HIEL</td>
<td>National Association for the Education of Young Children, Indianapolis</td>
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<td>June 25 – 28, 2012</td>
<td>Shannon Sauder</td>
<td>LEHS</td>
<td>AP Summer Institute: English Language and Composition, Muncie</td>
<td>Released time, registration, meals, mileage, 310-12110-31900-0004, 310-12110-58000-0004</td>
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<td>June 27 – 28, 2012</td>
<td>Alicia Hakes, Becky Moening</td>
<td>NHHS</td>
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<td>Released time, registration, lodging, meals, 524-12230-58000-0012</td>
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<td>June 27 – 28, 2012</td>
<td>Paige Mostella</td>
<td>WOHS</td>
<td>Level 3 Co-Teaching, Indianapolis</td>
<td>Released time, registration, lodging, meals, 524-12230-58000-0012</td>
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<td>August 1 – 2, 2012</td>
<td>Melissa Fiedler, Janice Hipkind, Jeff Kline, Ben Penrod</td>
<td>EAAS</td>
<td>Project Based Learning Institute, Lagrange</td>
<td>Released time, registration, mileage, 684-22120-31200-0015</td>
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ACTION AGENDA

June 5, 2012  

Board Agenda Item  12-0605-04

APPROVE APPLICATION AND RECEIPT OF FUNDS FOR THE FULL-DAY KINDERGARTEN GRANT

Background:

Annually, East Allen County Schools requests support from the Indiana Department of Education in the form of the Full-Day Kindergarten Grant to cover a portion of the costs to provide Full-Day Kindergarten in our Kindergarten-serving elementary schools (with an estimated three sections available at Cedarville for SY2012/2013). The allocation from SY2011/2012 was $717,235.13. The SY2012/2013 allocation for FDK will be $2,400/student.

Recommendation:

That the Board of School Trustees approves the application and receipt of funds for the Full-Day Kindergarten Grant.

Prepared:  Rose E. Fritzheimer

Approved:  Marilyn Hissong / Kirby Stahly

Budget:  

Legal:  

Karyle M. Green  
Superintendent of Schools
This Abstract has been prepared for the East Allen County School Board to review and approve our request to receive funding through Indiana Department of Education’s SY2012-2013 Full-Day Kindergarten Grant allocation.

East Allen County Schools requests approval to complete the on-line Full-Day Kindergarten (FDK) grant application at the Indiana Department of Education (IN-DOE) to provide SY2012-2013 Full-Day Kindergarten in all of our Kindergarten-serving elementary schools. The anticipation is that EACS will continue to have half-day Kindergarten sections available at Cedarville Elementary in SY12/13. The application deadline will be published shortly by the IN-DOE.

Then, during 2012, EACS will take a student count of our enrollment (has been the ADM count date and likely will continue) and provide that information on the Form DOE-FD by the deadline they will publish. If FDK grant funds arrive as they have in the past, we anticipate arrival December 2012.

A summary of the FDK funding to benefit EACS in the past is SY2005/2006 = $120,279.11; SY2006/2007 = $80,690.26; SY2007/2008 = $238,445.11; SY2008/2009 = $441,723.13; SY2009/2010 = $546,678.59; SY2010/2011 = $625,910.67; and SY2011/2012 = $717,235.73. For the SY2012/2013 Full-Day Kindergarten grant award, the per student award will be $2,400.

The SY2012-2013 Full-Day Kindergarten (FDK) grant funds will be utilized in an appropriate manner to provide FDK at the above-listed schools. A requirement of the FDK grant funding, is to track all Full-Day Kindergarten grant funds separately in our accounting system and to assess students with an approved measurement. East Allen County Schools respectfully requests approval to request and receive, if approved, funding through Indiana Department of Education’s SY2012-2013 Full-Day Kindergarten Grant.
ACTION AGENDA

June 5, 2012

Board Agenda Item 12-0605-05

APPROVE 2012-13 SCHOOL LUNCH PRICES

Background:
The Food Service staff reviews revenues, expenditures and surrounding area lunch prices on an annual basis in order to set the lunch and breakfast prices for the ensuing year. The Federal Equity in School Lunch Pricing Provision Section 205 of the Healthy, Hunger-Free Kids Act of 2010 requires that we increase our lunch prices to full pay lunch students. Prices will continue to increase on a yearly basis until they reach the same level required for the federal assistance rate.

Recommendation:
That the Board of School Trustees approves 2012-13 school lunch prices as attached to comply with federal mandates.

Karyle M. Green
Superintendent of Schools

Prepared: Lois Goeglein
Approved: Kirby Stahly
Budget: 
Legal: 
TO: Kirby Stahly, Asst. Supt of Administrative Services  
FROM: Lois M. Goeglein, Manager of Financial Services  
RE: School Lunch Prices for 2012-13  
DATE: May 22, 2012  

The following is a report for the Food Service Program for the 2011-12 school year thru April 30, 2012 and my recommendation for lunch prices for 2012-13 year.

Two pages attached reflect:

Page One  
Cash Balance 2011-12 thru April 2012  
Projections for 2012-13  
Meals served and average costs 2011-12

Page Two  
School Lunch Prices Surrounding Schools

Our revenues continue to meet our expenses. We are maintaining similar costs to surrounding schools. Please be advised, however, I am required to raise lunch prices for 2012-13 year. This requirement is a result of the Federal Equity in School Lunch Pricing Provision, Section 205 of the Healthy Hunger-Free Kids Act of 2010. The Act directs schools to gradually increase the price of the paid lunches each year until we reach the federal reimbursement level paid for free lunches. Currently the federal reimbursement level for free lunch is $2.51. We are required to annually increase our paid lunch prices using the State Department of Education Weighted Average Price Calculation to meet a target annual increase rate.

For School Year 2012-13, I am recommending we increase K-8 lunch prices 5 cents and secondary 9-12 lunches increase 10 cents. These increases will maintain our compliance with the federal Equity in School Lunch Pricing Provision. The 7th & 8th grade students will fall in the elementary K-8 pricing level. I recommend we keep breakfast and milk prices the same.

Eliminate Reduced Price Breakfast Program (ERP) was implemented by the Board in May 2008. Qualifiers for reduced price meals receive free breakfast at all EACS schools. We recommend this program continues.

Provision 2 Program: Southwick Elementary and Prince Chapman Academy both qualify as Provision 2 schools. Provision 2 means the breakfast AND lunches are provided free to all students at that particular school. These schools have a very high percentage of free/reduced qualifiers. We recommend this program continues.

2012-13 prices
Elementary K-8 lunch $1.50
Secondary 9-12 lunch $1.80
Student breakfast $.90
Reduced price lunch is $.40
Adult lunch $2.40
Adult breakfast $1.20
Milk is $.30

Please contact me for any clarification on the recommendations.
### Surrounding Lunch Prices

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### Operating Cash

- Operating Cash Balance April 30, 2011: $1,247,177.27
- Ending Operating Cash Balance April 30, 2012: $1,447,909.65
- Additional monies invested in CD: $400,000.00

**Total Cash Balance 4/30/12**: $1,847,909.65

### Projections 2012-13 school year

**Expenditure Estimates for 2012-13 year**

- Summer equipment/supplies purchases pending: $0.00
- Labor/Benefits - est 1% increase for PERF/Insurance, step increases 2011/12: $2,019,730.59
- $20,197.31
- Food Products - est 5% increase over current year 2011/12: $2,168,962.78
- $108,448.14
- Equipment Needs - beyond annual budget of $100,000: $50,000.00
- add $50,000 for Woodlan remodel/changes + blast chillers

**Revenue Estimates 2012/13 year**

- Bank interest estimated to remain low, no major increase expected:
- State and federal reimbursements rates remain the same:
- Federal dollars could go up with increased Free/Reduced Enrollments:
- Increased last 2 years by 1.4%

**2012-13 Projected Increase Cost**: $141,580.44

### Meals Served

- **Meals served 2011-12 thru April 30, 2012**
  - Lunch/Brkfst includes Adult (no ala carte): 1,512,731
- **Expenses July 2011 thru April 30, 2012**
  - Average expense per meal: $2.31
- **Revenues July 2011 thru April 30, 2012**
  - Average revenue per meal: $2.49

Meals served from counts provided by Nancy off POS system
Does NOT include ala carte counts
ACTION AGENDA

June 5, 2012

Board Agenda Item 12-0605-06

APPROVE CAPITAL LEASE FINANCING - JP MORGAN CHASE

Background:
The Board of School Trustees has previously approve the purchase of iPads for the implementation of Blending Learning. In order to fund the acquisition of the student iPads, EACS is utilizing Capital Lease Financing. There were six (6) financial institutions that submitted responses to the Request for Proposal. The lowest responsible and responsive proposal was submitted by JP Morgan Chase with the lowest interest rate of 1.35% and semi-annual payments of $611,732.61. A copy of the "Proposal Tabulation" is attached.

Recommendation:
That the Board of School Trustees approves the selection of JP Morgan Chase for the Capital Lease to fund the acquisition of the student iPads.

Karyle M. Green
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Capital Projects Fund
Legal: IC 36-1-10
PART II

ACCEPTANCE OF PROPOSAL

AS

CONTRACT

It appears that JP Morgan Chase (Banking Institution) has submitted the best value Capital Lease Financing Proposal to East Allen County Schools according to the selection criteria. The foregoing agreement is accepted by East Allen County Schools. Such acceptance to operate as a contract binding between East Allen County Schools and JP Morgan Chase (Banking Institution).

Dated this 5 day of June, 2012.

______________________________
President, Board of School Trustees

Attest: _________________________
Secretary, Board of School Trustees
Capital Lease Financing - Implementation of Blending Learning (Purchase of iPads)

EAST ALLEN COUNTY SCHOOLS

RFP Date: 25-May-12
Time: 2:00 p.m.
Location: Administration Building - Board Meeting Room

<table>
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<tr>
<th>Financial Institution</th>
<th>Grabill Bank</th>
<th>Regions Bank</th>
<th>Huntington National Bank</th>
<th>Apple Financial Services</th>
<th>JP Morgan Chase</th>
<th>Fifth Third Equipment Finance</th>
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<td>Proposal: Part 1</td>
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<td>Proposal: Exhibit A</td>
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<td>Proposal: Exhibit B</td>
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<td>Non-Collusion Affidavit</td>
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<td>x</td>
<td>Not Provided</td>
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**Proposal Information:**

- **APR Interest Rate:**
  - 4.00%
  - 1.58869%
  - 1.99%
  - 1.50%
  - 1.35%
  - 1.80%

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New Business
East Allen County Schools – 1,061 FTEs

Thank you for the opportunity to provide this customized quote. We look forward to working with you!

Your SafeSchools Training Annual Subscription includes the following services:

- Hosting and maintenance of your district's SafeSchools Training website.
- Employee data import(s).
- Unlimited access to the SafeSchools Training Course Library.
- Compliance Management System.
- Free, automatic use of new courses and features.
- Free access for Subs and Community members.
- 24/7/365 access to your training data.
- Service and support from SafeSchools Customer Service.

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<td>1,061 FTEs (All Staff)</td>
<td>$7.00 per FTE</td>
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<td>Make a commitment by June 18th and receive $1.00 off FTE</td>
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<tr>
<td>1,061 FTEs (All Staff)</td>
<td>$6.00 per FTE</td>
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<td>SafeSchools MSDS – Online MSDS Management System</td>
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<td>SafeSchools Alert – Online Incident Reporting System</td>
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<td>$6,366</td>
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Order Information

Subscribing Institution Name

Contact Person

Position

Contact's Email

Phone

Fax

Order Authorization

Purchase Order Number

Signature

Date

Please fax this completed form to 513.366.4074 or call 800.434.0154 to speak to a representative. www.SafeSchools.com
## EMERGENCY MANAGEMENT

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<td>EOP: Building the Plan</td>
<td>Dorn &amp; Shepherd</td>
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<td>EOP: Implementing the Plan</td>
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<td>Family Reunification</td>
<td>Dorn &amp; Shepherd</td>
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<td>Incident Command Systems</td>
<td>Mary Schoenfeldt</td>
<td>30 mins</td>
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<td>Drs. Scott &amp; Donna Poland</td>
<td>25 mins</td>
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<td>Tactical Site Surveys</td>
<td>Dorn &amp; Shepherd</td>
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## EMPLOYMENT PRACTICES/SUPERVISORY

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<th>Coming Soon</th>
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<td>Discrimination: Avoiding Discriminatory Practices</td>
<td>Catherine Mattice</td>
<td>25 mins</td>
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<td>Reasonable Suspicion for Drug &amp; Alcohol Use</td>
<td>Allen &amp; Hancock</td>
<td>30 mins</td>
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<td>Sexual Harassment: Policy &amp; Prevention</td>
<td>Elizabeth R. Isom</td>
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<td>Supervisor’s Role in Safety</td>
<td>Staff</td>
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<td>Termination: Practice &amp; Procedure</td>
<td>Patrick Hughes</td>
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## ENVIRONMENTAL

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<td>Classroom Safety</td>
<td>Keenan &amp; Associates</td>
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<tr>
<td>Electrical Safety: Complete</td>
<td>Bryan Visscher</td>
<td>20 mins</td>
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<tr>
<td>Electrical Safety: Primer</td>
<td>Bryan Visscher</td>
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<td>Energy Conservation: All Staff</td>
<td>Bryan Visscher</td>
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<tr>
<td>Fall Protection</td>
<td>Bryan Visscher</td>
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<tr>
<td>Fire Extinguisher Safety</td>
<td>Mike Peterman</td>
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<tr>
<td>Forklift Safety</td>
<td>Jeremy Norton</td>
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<td>General Safety Orientation</td>
<td>Steve Lyons</td>
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<td>Hazard Communications: Right to Know</td>
<td>Vaughan &amp; Sommer</td>
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www.SafeSchools.com 1.800.434.0154
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<tr>
<td>Hearing Loss Prevention</td>
<td>Vaughan &amp; Sommer</td>
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<td>Heat Illness Prevention</td>
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<tr>
<td>Integrated Pest Management</td>
<td>Janet Hurley</td>
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<td>Ladder Safety</td>
<td>Vaughan &amp; Sommer</td>
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<td>Lead Safety Awareness</td>
<td>Bryan Visscher</td>
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<td>Lockout/Tagout: Energy Release</td>
<td>Vaughan &amp; Sommer</td>
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<td>Material Safety Data Sheets (MSDS)</td>
<td>Vaughan &amp; Sommer</td>
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<td>Mercury Spills</td>
<td>Kirt Poulsen</td>
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<td>SP</td>
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<td>Office Ergonomics</td>
<td>Vaughan &amp; Sommer</td>
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<td>Personal Protective Equipment (PPE)</td>
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<td>Playground Maintenance &amp; Inspection</td>
<td>Susan Hudson</td>
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<td>Respiratory Protection</td>
<td>Jeremy Norton</td>
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<td>Science Lab Safety</td>
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<td>Scissor Lift Safety</td>
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<td>Slips, Trips &amp; Falls: Complete</td>
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<td>Slips, Trips &amp; Falls: Primer</td>
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<tr>
<td>Slips, Trips &amp; Falls: Refresher</td>
<td>Vaughan &amp; Sommer</td>
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<td>Slips, Trips &amp; Falls: Custodians, Maint. &amp; Facilities</td>
<td>Vaughan &amp; Sommer</td>
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<tr>
<td>Slips, Trips &amp; Falls: Nutrition Services</td>
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<td>Slips, Trips &amp; Falls: Teachers &amp; Administration</td>
<td>Vaughan &amp; Sommer</td>
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### HEALTH

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<tr>
<td>Automated External Defibrillators (AEDs)</td>
<td>Tibbitts &amp; Eastman</td>
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<td>Bloodborne Pathogens Exposure Prevention: Complete</td>
<td>Vaughan &amp; Sommer</td>
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<tr>
<td>Bloodborne Pathogens Exposure Prevention: Refresher</td>
<td>Vaughan &amp; Sommer</td>
<td>15 mins</td>
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<td>BBP Exposure Prevention: Custodial</td>
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<td>BBP Exposure Prevention: Support Staff</td>
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<td>BBP Exposure Prevention: Teachers &amp; Administration</td>
<td>Vaughan &amp; Sommer</td>
<td>20 mins</td>
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<td>Cardiopulmonary Resuscitation (CPR)</td>
<td>Tibbitts &amp; Eastman</td>
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<td>Concussion Awareness: Athletics</td>
<td>Brent George</td>
<td>20 mins</td>
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<td>First Aid</td>
<td>Tibbitts &amp; Eastman</td>
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<td>Health Emergencies: Overview</td>
<td>Tibbitts &amp; Eastman</td>
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<td>Health Emergencies: Asthma Awareness</td>
<td>Carol Jones</td>
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<td>Health Emergencies: Diabetes Awareness</td>
<td>Tibbitts &amp; Eastman</td>
<td>10 mins</td>
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<td>Health Emergencies: Hemophilia</td>
<td>Tibbitts &amp; Eastman</td>
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<td>Tibbitts &amp; Eastman</td>
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<td>Health Emergencies: Seizures</td>
<td>Tibbitts &amp; Eastman</td>
<td>10 mins</td>
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<td>HIPAA</td>
<td>Staff</td>
<td>15 mins</td>
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<tr>
<td>HIV/AIDS Awareness</td>
<td>Carol Jones</td>
<td>15 mins</td>
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<tr>
<td>Medication Administration Basics</td>
<td>Lucinda Mejdel-Awbrey</td>
<td>25 mins</td>
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<tr>
<td>Medication Administration: Epinephrine Auto-Injectors</td>
<td>Carol Jones</td>
<td>20 mins</td>
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<tr>
<td>Medication Administration: Diastat</td>
<td>Lucinda Mejdel-Awbrey</td>
<td>14 mins</td>
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<tr>
<td>Medication Administration: Glucagon</td>
<td>Lucinda Mejdel-Awbrey</td>
<td>14 mins</td>
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<tr>
<td>Pandemic Flu</td>
<td>Sonayia Shepherd</td>
<td>20 mins</td>
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<td>Planning for Pandemic Influenza</td>
<td>Sonayia Shepherd</td>
<td>22 mins</td>
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### HUMAN RESOURCES

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<tbody>
<tr>
<td>Boundary Invasion</td>
<td>Patterson &amp; Austin</td>
<td>25 mins</td>
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<td>Conflict Management: Managing the Angry Parent</td>
<td>Hazler &amp; Carney</td>
<td>25 mins</td>
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<tr>
<td>Conflict Management: Staff-to-Staff</td>
<td>Hazler &amp; Carney</td>
<td>20 mins</td>
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<tr>
<td>Conflict Management: Student-to-Student</td>
<td>Hazler &amp; Carney</td>
<td>20 mins</td>
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<tr>
<td>Diversity Awareness: Staff-to-Staff</td>
<td>Catherine Mattice</td>
<td>20 mins</td>
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<tr>
<td>Diversity Awareness: Staff-to-Student</td>
<td>Gilbert R. Martini, Jr.</td>
<td>25 mins</td>
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<td>FERPA: Confidentiality of Records</td>
<td>Staff</td>
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<td>Sexual Harassment: Staff-to-Staff: Complete</td>
<td>Jennifer Watson</td>
<td>20 mins</td>
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<tr>
<td>Sexual Harassment: Staff-to-Staff: Refresher</td>
<td>Jennifer Watson</td>
<td>15 mins</td>
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<td>Sexual Harassment: Student Issues</td>
<td>Jennifer Watson</td>
<td>35 mins</td>
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<td>Sexual Misconduct: Staff-to-Student</td>
<td>Robert J. Shoop</td>
<td>30 mins</td>
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<tr>
<td>Workplace Bullying</td>
<td>Catherine Mattice</td>
<td>20 mins</td>
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# 2012 Course Library

## INFORMATION TECHNOLOGY

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<tbody>
<tr>
<td>Copyright Infringement</td>
<td>William Stepien</td>
<td>30 mins</td>
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<td>Network Data Security</td>
<td>Staff</td>
<td>20 mins</td>
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<td>Online Safety: Cyberbullying</td>
<td>Steve Holland</td>
<td>24 mins</td>
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<tr>
<td>Online Safety: Predators</td>
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<td>15 mins</td>
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<td>Online Safety: Threats of Violence</td>
<td>Steve Holland</td>
<td>15 mins</td>
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<td>Online Safety: What Every Educator Needs to Know</td>
<td>Steve Holland</td>
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## NUTRITION SERVICES

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<tr>
<td>Food Safety &amp; Kitchen Sanitation</td>
<td>Art Dunham</td>
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<td>Food Service Equipment: Safe Use</td>
<td>Art Dunham</td>
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<tr>
<td>Food Service Equipment: Sanitation</td>
<td>Art Dunham</td>
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<td>Foodborne Illnesses</td>
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<td>HACCP: Hazard Analysis Critical Control Points</td>
<td>Art Dunham</td>
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<td>Nutrition Basics</td>
<td>Art Dunham</td>
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<td>School Meal Compliance</td>
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## SECURITY

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<tr>
<td>Arson Awareness &amp; Prevention</td>
<td>George Phelps</td>
<td>22 mins</td>
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<td>Crime Prevention through Physical Security</td>
<td>Paul Timm</td>
<td>25 mins</td>
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<td>Safety Basics for Security Staff</td>
<td>Keenan &amp; Associates</td>
<td>20 mins</td>
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<tr>
<td>School Intruders</td>
<td>Robert Watson</td>
<td>14 mins</td>
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<tr>
<td>School Violence: Identifying &amp; Addressing</td>
<td>Robert Watson</td>
<td>55 mins</td>
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<tr>
<td>Visual Weapons Screening</td>
<td>Dorn &amp; Shepherd</td>
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## SOCIAL & BEHAVIORAL

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<td>Bullying: Recognition &amp; Response: Complete</td>
<td>Hazler &amp; Carney</td>
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<td>Bullying: Recognition &amp; Response: Primer</td>
<td>Hazler &amp; Carney</td>
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<td>Child Abuse: Identification &amp; Intervention: Complete</td>
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<td>Child Abuse: Identification &amp; Intervention: Primer</td>
<td>Eve Pearl</td>
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<td>Dating Violence: Identification &amp; Intervention</td>
<td>Staff</td>
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<td>Disruptive Student Behavior</td>
<td>Randy Sprick</td>
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<td>Gang Awareness</td>
<td>Richard Ramos</td>
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<td>Homeless Students: Awareness &amp; Understanding</td>
<td>Barbara Duffield</td>
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<td>Playground Supervision</td>
<td>Susan Hudson</td>
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<td>Self Injury and Cutting</td>
<td>Dr. Scott Poland</td>
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<td>Student Drug &amp; Alcohol Abuse</td>
<td>Mary Haag</td>
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<td>Youth Suicide: Awareness &amp; Prevention: Full Course</td>
<td>Dr. Scott Poland</td>
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<td>Youth Suicide: Awareness &amp; Prevention: Jason Flatt Act</td>
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## SPECIAL EDUCATION

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<tr>
<td>Special Education: Lifts and Transfers</td>
<td>Rich Ferdinand</td>
<td>25 mins</td>
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<td>Special Education: Safety in the Classroom</td>
<td>Keenan &amp; Associates</td>
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## TRANSPORTATION

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<td>Bus Behavior &amp; Discipline</td>
<td>Ted Finlayson-Schueler</td>
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<td>Child Safety Restraint Systems</td>
<td>Ted Finlayson-Schueler</td>
<td>25 mins</td>
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<td>City Driving</td>
<td>Patrick Fitzpatrick</td>
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<td>Defensive Driving</td>
<td>Patrick Fitzpatrick</td>
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<td>Evacuation Planning for Students with Special Needs</td>
<td>Ted Finlayson-Schueler</td>
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<td>Road Rage</td>
<td>Patrick Fitzpatrick</td>
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<td>Seat Belt Systems for Students in Wheelchairs</td>
<td>Miriam Manary</td>
<td>20 mins</td>
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<td>Vaughan &amp; Sommer</td>
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<td>Van Safety</td>
<td>Patrick Fitzpatrick</td>
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<td>Wheelchair Securement</td>
<td>Schneider &amp; Manary</td>
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<td>Winter Driving</td>
<td>Patrick Fitzpatrick</td>
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Revised 3/13/12

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1.800.434.0154
EAST ALLEN COUNTY SCHOOLS - RESOLUTION

A RESOLUTION OF THE FISCAL BODY OF EAST ALLEN COUNTY SCHOOLS
APPROVING THE REQUEST FOR A LOAN FROM THE STATE GENERAL FUND

WHEREAS, I.C. 6-1.1-18.12.5 provides that after receiving the applicable certification from the Indiana Office of Management and Budget, a taxing unit's fiscal body may, for one or more of the taxing unit's covered cumulative or capital projects funds, request a loan from the state general fund to replace part or all of the amount certified to the taxing unit for the fund.

WHEREAS, I.C. 6-1.1-18-12.5(a)(1) defines “covered cumulative or capital projects fund” as a fund: (A) that was listed in a prior cumulative or capital projects fund adjustment law; and (B) for which the ad valorem property tax rate certified by the state department of local government finance for property taxes first due and payable in calendar year 2012 is equal to the maximum tax rate permitted by law after the applicable prior cumulative or capital projects fund adjustment law.

WHEREAS, East Allen County Schools is a taxing unit within the definition of I.C. 6-1.1-1-21.

WHEREAS, East Allen County Schools certification from the Indiana Office of Management and Budget was $328,809 for Capital Projects (see attached Certification from OMB).

WHEREAS, the covered cumulative or capital projects fund(s) for which the (requesting taxing unit) is seeking a loan is Capital Projects.

WHEREAS, the current balance in the covered cumulative or capital projects fund(s) for which East Allen County Schools is seeking a loan equals $4,236,830.57 (as of April 30, 2012).

WHEREAS, East Allen County Schools requests a loan in the amount of $328,809 for Capital Projects Fund.

WHEREAS, East Allen County Schools agrees that if it receives the requested loan, the amount received shall be deposited in the covered cumulative or capital projects fund for which the loan was sought, and may be used only for the lawful purposes of that fund.

WHEREAS, East Allen County Schools agrees to impose a property tax levy in calendar year 2013 for East Allen County Schools' debt service fund to repay the total amount loaned from the state general fund.

WHEREAS, East Allen County Schools' agrees to repay the total amount loaned in two equal installments in calendar year 2013 with the first installment due on the June settlement date specified in I.C. 6-1.1-27-3 and the second installment due on the December settlement date specified in I.C. 6-1.1-27-3.
WHEREAS, East Allen County Schools agrees that upon the failure to pay an installment of a loan when due, the treasurer of state may withhold the amount of the unpaid installment from any funds held by the state that would otherwise be due to the (requesting taxing unit) and deposit the amount in the state general fund.

NOW, THEREFORE, BE IT RESOLVED, that the Board of School Trustees of East Allen County Schools approves this request for a loan from the state general fund.

PASSED and ADOPTED by the Board of School Trustees of East Allen County Schools this 19th day of June, 2012.

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name

______________________________        Yes ☐  No ☐  Abstain ☐
Name
PROMISSORY NOTE
$328,809
EAST ALLEN COUNTY SCHOOLS

June 19, 2012

FOR VALUE RECEIVED, EAST ALLEN COUNTY SCHOOLS, a Political Subdivision (Public School Corporation) organized and existing in accordance with the laws of the State of Indiana ("Maker"), hereby promises to pay to the order of STATE OF INDIANA (the "State"), the sum of $328,809.

1. The aggregate amount of the indebtedness evidenced hereby has been determined by the Indiana Office of Management and Budget (the "Office") pursuant to I.C. 6-1.1-18-12.5(d).

Under I.C. 6-1.1-18-12.5(d), the Maker is not obligated to pay interest.

Maker is obligated to repay the Loan in two equal installments in calendar year 2013 with the first installment due on the June settlement date specified in I.C. 6-1.1-27-3 and the second installment due on the December settlement date specified in I.C. 6-1.1-27-3.

All or a portion of the principal amount of this Promissory Note may be prepaid by the Maker on any date.

2. The obligations of Maker to make the installment payments of principal required hereunder shall be absolute and unconditional without any defense or right of set-off, counterclaim or recoupment out of any indebtedness or liability at any time owing to Maker by the State or for any other reason.

3. Maker hereby waives diligence, demand for payment, presentment for payment, notice of non-payment, protest, notice of dishonor, notice of protest and any and all other notices or demands in connection with the delivery, acceptance, performance, default or enforcement of this Promissory Note, and hereby specifically consents to the State’s extension of the time for payment of any of the installments of principal under this Promissory Note and any and all other waivers, modifications or indulgences granted hereunder by the State. All amounts payable hereunder shall be payable without relief from any applicable valuation or appraisal laws.

4. All payments hereunder shall be made in lawful money of the United States of America in immediately available funds at the Office of Auditor of State of Indiana 240 State House, Indianapolis, Indiana 46204, or at such other place as the State may designate from time to time. If any payment shall become due on a Saturday, Sunday, or on any other day during which the Office of Auditor of State of Indiana is not open for public business, then such payment shall be made on the next succeeding business day at such Office.

5. In the event of the default by Maker in the payment to the State of any installment due under this Promissory Note, the Treasurer of State may withhold the amount of the unpaid installment from any funds held by the State that would otherwise be due to the Maker and deposit the amount in the state general fund. No failure on the part of the State to exercise any of the State’s
rights at law or in equity, or under this Promissory Note, shall be deemed a waiver of any such rights of any default.

6. Time is of the essence with respect to all of Maker’s obligations and agreements under this Promissory Note.

7. This Promissory Note is to be construed and enforced in all respects in accordance with the laws of the State of Indiana. This Promissory Note may not be changed, amended or modified orally. If any provision of this Promissory Note is held to be invalid or unenforceable by a court of competent jurisdiction, the other provisions of this Promissory Note shall remain in full force and effect and shall be liberally construed in favor of the State.

8. If this Promissory Note is placed in the hands of an attorney at law (including the Office of Attorney General of Indiana) for collection by reason of default on the part of Maker, Maker hereby agrees to pay to the State in addition to the sums stated above, the reasonable costs of collection, including a reasonable sum as attorneys’ fees.

9. The Maker and the signatories to this Promissory Note each hereby certify, recite and declare that all acts, conditions and things required to exist; happen and be performed precedent to and in the execution and delivery of this Promissory Note do exist have happened and have been performed in due time, form and manner as required by law.

10. Whenever used, the words “Maker” and “State” shall include the respective successors and assigns of Maker and of the State. This obligation shall bind Maker and its successors and assigns, and the benefits hereof shall inure to the State and its assigns, except that Maker may not assign or transfer its rights and obligations hereunder or any interest herein without the written consent of the State.

IN WITNESS WHEREOF, Maker has caused this Promissory Note to be duly executed and delivered to the State in Indianapolis, Indiana as of this _____ day of ____________, 2012.

EAST ALLEN COUNTY SCHOOLS

By: __________________________

Name: _________________________

Title: __________________________

ATTEST:

_____________________________
STATE OF INDIANA

COUNTY OF ALLEN

Before me, a Notary Public in and for said County and State, personally appeared
_____________ to be the ________________ of EAST ALLEN COUNTY
SCHOOLS (the "Maker"), and having been first duly sworn, acknowledged the execution of the
foregoing Promissory Note for and on behalf of said Maker and stated, that his/her signature hereon
was duly authorized by the Maker.

Witness my hand and Notarial Seal this _______ day of __________, 2012.

______________________________
Notary Public-Signature

______________________________
Notary Public – Printed Name

My Commission Expires:

______________________________

My County of Residence Is:

______________________________
County: 02 Allen  
Unit: 0255 EAST ALLEN COUNTY SCHOOL CORPORATION  
Fund: 1214 CAPITAL PROJECTS (School)  

<table>
<thead>
<tr>
<th>STEP 1: The maximum rate for this fund</th>
<th>0.2429</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 2: 2011 Pay 2012 Assessed Value:</td>
<td>2,206,776,647</td>
</tr>
<tr>
<td>2010 Pay 2011 Assessed Value:</td>
<td>2,192,056,810</td>
</tr>
<tr>
<td>STEP 3:</td>
<td></td>
</tr>
<tr>
<td>2008 Pay 2009 Assessed Value:</td>
<td>2,268,615,646</td>
</tr>
<tr>
<td>2007 Pay 2008 Assessed Value:</td>
<td>2,715,091,401</td>
</tr>
<tr>
<td>2009 Pay 2010 Assessed Value:</td>
<td>2,226,958,772</td>
</tr>
<tr>
<td>2008 Pay 2009 Assessed Value:</td>
<td>2,268,615,646</td>
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<tr>
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</tr>
<tr>
<td>2009 Pay 2010 Assessed Value:</td>
<td>2,226,958,772</td>
</tr>
<tr>
<td>STEP 4:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-0.1644</td>
</tr>
<tr>
<td></td>
<td>-0.0184</td>
</tr>
<tr>
<td></td>
<td>-0.0157</td>
</tr>
</tbody>
</table>

| STEP 5: Sum of STEP 4 quotients divided by three (3): | -0.0662 |
| STEP 6: Greater of zero (0) or STEP 5 result:       | 0.0000  |
| STEP 7: Greater of zero (0) or STEP 2 percentage minus STEP 6 percentage: | 0.0067  |
| STEP 8: STEP 1 tax rate divided by the sum of one (1) plus the STEP 7 result: | 0.2413  |
County: 02 Allen
Unit: 0255 EAST ALLEN COUNTY SCHOOL CORPORATION
Fund: 1214 CAPITAL PROJECTS (School)

Certification of Potential Loan Amount

2012 Rate Cap Under Prior Assessed Value Adjustment Law: 0.3127
LESS: Pension Neutralization Adjustment (if applicable) (School Capital Projects Funds Only): 0.0000
Calculated Final Tax Rate for 2012: 0.3127
Certified 2012 Tax Rate: 0.3127

This fund qualifies for a loan under IC 6-1.1-18-12.5. See below for certification amount.

Rate Cap Under Current Assessed Value Adjustment Law (STEP 8): 0.2413
PLUS: Utilities and Insurance Adjustment (School Capital Projects Funds Only): 0.0863
LESS: Pension Neutralization Adjustment (if applicable) (School Corporations Only): 0.0000
Maximum Rate Allowed Under Current Assessed Value Adjustment Law: 0.3276
2012 Net Assessed Value: 2,206,776,647
Maximum Levy Allowed Under Current Assessed Value Adjustment Law: 7,229,400
2012 Certified Levy Amount: 6,900,591

Loan Certification Amount (Difference of Maximum Levy Allowed Under Current Assessed Value Adjustment Law and 2012 Certified Levy Amount): $328,809
May 30, 2012

 Kirby W. Stahly, Assistant Superintendent of Administrative Services  
 East Allen County Schools  
 1240 State Road 930 East  
 New Haven, IN 46774

Re: Medical Clinic for the employees of EACS

Dear Kirby,

Recently Old National Insurance conducted a search for an employee-focused medical clinic manager on behalf of East Allen County Schools. The process included preparing and distributing a comprehensive questionnaire to three vendors, reviewing their suggestions and responses, and then conducting interviews with each vendor. The key points of evaluation included the core clinic model, accessibility, range of services, and costs. After a thorough and exhaustive review of each of the three models presented, it is the recommendation of Old National Insurance to pursue the clinic model proposed by Parkview Hospital. The model proposed by Parkview allows employees to access five area clinics currently in operation which prevents East Allen County Schools from incurring costs to build or rent a facility. These concepts are unique to the proposal provided by Parkview. In addition, the clinics will be open to employees from 8:00 am to 8:00 pm, which offers expanded access in contrast with proprietary models. Also included in the proposal are twenty hours each week of wellness coaching and basic employee assistance, two essential programs for improving general population health. If this recommendation is accepted by East Allen County Schools, Parkview Hospital has stated that the implementation timeline will last 90 to 120 days.

If you have any questions, please let me know.

Sincerely,

[Signature]

Steve Gillie  
Account Executive  
Old National Insurance
## Employee Health Clinic
### EAST ALLEN COUNTY SCHOOLS

<table>
<thead>
<tr>
<th>Medical Provider</th>
<th>Parkview Health</th>
<th>Lutheran Health</th>
<th>IU Health Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Clinic Model</strong></td>
<td>NearSite Clinic Model. Open access to four Parkview 1st Care Walk-In Clinics located in Allen County. Clinics open 8:00 am to 8:00 pm daily. New Haven Clinic would open one hour earlier (7:00 am) on Monday through Friday for just EACS participants.</td>
<td>Two Clinic Model (with locations in New Haven and Leo). Leo clinic staffed with Physician at 9 hrs/week and New Haven Clinic staffed with Nurse Practitioner at 20 hrs/week. Also a Medical Assistant at 35 hrs/week.</td>
<td>In-House Clinic Model at 32 hours per week. Physician at 8 hrs/week; Nurse Manager at 24 hrs/week; and Medical Assistant at 32 hrs/week.</td>
</tr>
<tr>
<td><strong>Management Fee</strong></td>
<td>$200,000 Annual Fee</td>
<td>$1.75 per employee per month ($20,580 per year)</td>
<td>$7.50 per employee per month. ($88,200 per year)</td>
</tr>
<tr>
<td><strong>Clinic Construction Costs</strong></td>
<td>Not Applicable</td>
<td>Rent at $2,083.34 per month ($25,000 per year)</td>
<td>Estimated at $75/sq ft ($112,500)</td>
</tr>
<tr>
<td><strong>Medical Supply/Equipment Cost</strong></td>
<td>Basic medical supplies/equipment included in price.</td>
<td>Medical Supplies/Equipment - $7,500; Non-Medical Supplies/Equipment-$7,500; Initial Pharmacy Inventory-$10,000</td>
<td>Medical supplies and office supplies cost an average of $0.90 per employee per month. Medical/office equipment costs around $6,000 to $9,000 per exam room.</td>
</tr>
<tr>
<td><strong>Monthly Cost</strong></td>
<td>Included in annual fee</td>
<td>Physician-$5,760; Nurse Practitioner-$6,000; Medical Assistant-$2,800; Medical Director-$600; Health Screenings-$20/participant [$19,800 annually].</td>
<td>Physician-$5,472; Nurse Manager-$5,760; Medical Assistant-$3,328; Wellness-$6.50/participant per month [$76,440 annually].</td>
</tr>
<tr>
<td><strong>How long administered Clinics</strong></td>
<td>For over 15 years</td>
<td>Lutheran Health Network [LHN] has owned and operated five (5) RediMed Clinics and two (2) Business Health Clinics for over twenty (20) years.</td>
<td>Currently run just over 30 clinic programs.</td>
</tr>
<tr>
<td><strong>How many Indiana Clients</strong></td>
<td>Eleven Indiana Clients with On-Site Clinics</td>
<td>LHN currently has contracts with four local providers.</td>
<td>Twenty-eight (28) clinic programs are located in Indiana.</td>
</tr>
<tr>
<td><strong>Proposed Services</strong></td>
<td>Treatment of Acute Illnesses and injuries; Ancillary Tests &amp; Services; Wellness Services (On-Site Wellness Coach (20 hrs/week); Yearly Health Risk Assessment and base blood panel test; Employee Assistance Program (3 counseling visits per employee).</td>
<td>The preferred model is one that focuses on wellness and prevention services. It is recommended that the scope of care be limited to what is perceived to be lower end needs such as respiratory conditions that are &quot;above the neck&quot; and problems of a similar nature and/or complexity.</td>
<td>Services include: visits for primary care, immediate and occupational care and associated services. Wellness screenings, telephone health coaching and wellness outreach. Lab services and physician-dispensed medications.</td>
</tr>
<tr>
<td><strong>Medical Record Storage</strong></td>
<td>Stored electronically and upon termination would be transferred to selected medical provider.</td>
<td>Stored electronically and upon termination would be transferred to selected medical provider.</td>
<td>Medical records are stored in an electronic medical record system. Patients may have records transferred with signed consent.</td>
</tr>
</tbody>
</table>
## PROPOSAL COMPARISON

<table>
<thead>
<tr>
<th>Medical Provider</th>
<th>Parkview Health</th>
<th>Lutheran Health</th>
<th>IU Health Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How would appointments be scheduled?</strong></td>
<td>Call to reserve appointment or Walk-In for next available. On-line scheduling available by end of 2012.</td>
<td>A schedule would be created online for employees/spouses to schedule their appointments. Only available dates and times are visible to the employee.</td>
<td>Appointments would be scheduled by phone or on-line Appointment Plus application.</td>
</tr>
<tr>
<td><strong>What size/location for Clinic</strong></td>
<td>NearSite Clinics: New Haven (Minnich Road); Fort Wayne (Hobson); Parkview Regional Center (New Vision Drive); Southwest Allen (State Road 14).</td>
<td>Onsite Clinics (Rented): Leo Clinic across from Leo Jr./Sr. High School and New Haven Clinic at 1302 Minnich Road.</td>
<td>Recommend a minimum of 1,500 square feet.</td>
</tr>
<tr>
<td><strong>Reporting Information</strong></td>
<td>Collaboratively to determine types of reports/frequency (in compliance with HIPAA Standards). Quarterly meetings to review clinic operations.</td>
<td>Monthly reports on: # of office visits; # of blood draws; diagnosis; referrals; lab orders; dispensed medications (in compliance with HIPAA Standards). Semi-Annual meetings to review clinic operations.</td>
<td>Standard Reports are available monthly. Custom reports are available quarterly.</td>
</tr>
<tr>
<td><strong>EACS Estimate of Annual Cost</strong></td>
<td>$200,000</td>
<td>$216,080</td>
<td>$353,920</td>
</tr>
</tbody>
</table>