EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES MEETING

Administration Building
1240 State Road 930 East
New Haven, IN 46774
June 19, 2012 - 6:30 p.m.

AGENDA

I. EXECUTIVE SESSION – None

II. CALL TO ORDER

III. ROLL CALL

IV. PLEDGE OF ALLEGIANCE

V. ADOPTION OF AGENDA

VI. RECOGNITIONS

1. EACS’ Annual Art Contest Winners

VII. HEARING OF VISITORS

VIII. APPROVAL OF MINUTES – May 22, 2012 Executive Session

June 5, 2012 Regular Meeting
June 5, 2012 Executive Session

IX. PUBLIC HEARING REGARDING EACS WELLNESS ADVISORY COUNCIL

1.0 Wellness Advisory Council Members

2.0 EACS Wellness Guideline Review
   - Recommended additions

3.0 Review of 2011-12 Accomplishments
   - Fit2Grow – After School Program
   - Diet Free 8 Week Life Style Management
   - Annual Focus on Health
   - Annual Collaboration Meeting

4.0 Wellness Advisory Council Plans for 2012-13SY

5.0 Public Expressions

6.0 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.
X. INFORMATION ITEMS

XI. SUPERINTENDENT COMMUNICATIONS

1. RQAW - Woodlan and Heritage Project Updates

XII. ACTIONS ITEMS

12-0619-01 Approval of Human Resources
12-0619-02 Approval of Financial Reports
12-0619-03 Approval of Meetings and Conferences
12-0619-04 Approve SafeSchools Agreement
12-0619-05 Approve CPF Loan from State General Fund
12-0619-06 Approve Medical Clinic Selection - Parkview Health Systems
12-0619-07 Approve Bid for iPad Cases
12-0619-08 Approve Student Code of Conduct and Technology Handbooks for Students and Staff
12-0619-09 Approve Lease of Space at Village Elementary to Timothy L. Johnson
12-0619-10 Approve Revision of Administrative Organizational Chart

XIII. NEW BUSINESS

1. Radio Narrowband Licensing
2. Mind Play Agreement

XIV. ITEMS FROM CLOSED SESSION

XV. BOARD DISCUSSION

XVI. 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.
EXECUTIVE SESSION MINUTES/MEMORANDA

The Board of School Trustees of East Allen County Schools does hereby certify that it held an Executive Session meeting on May 22, 2012, at 5:30 p.m., in the Superintendent’s Office at the EACS Administration Building, located at 1240 State Road 930 East, New Haven, IN, and that it discussed no subject matter in such executive session other than the subject matter specified in the notice of such meeting, said subject matter being that checked below:

1. Discussion of strategy with respect to:
   ( ) A. Collective bargaining. (I.C. 5-14-1.5-6.1(b)(2)(A))
   (X) B. Initiation of litigation or litigation which is either pending or has been threatened specifically in writing. (I.C. 5-14-1.5-6.1(b)(2)(B))
   ( ) C. Implementation of security systems. (I.C. 5-14-1.5-6.1(b)(2)(C))
   (X) D. Purchase or lease of real property up to the time a contract, option to purchase, or lease is executed by the parties. (I.C. 5-14-1.5-6.1(b)(2)(D))

2. ( ) To receive information about and interview prospective employees. (I.C. 5-14-1.5-6.1(b)(5))

3. With respect to an individual over whom the governing body has jurisdiction:
   ( ) A. To receive information concerning the individual’s alleged misconduct.
      (I.C. 5-14-1.5-6.1(b)(6)(A))
   ( ) B. To discuss, prior to any determination, that individual’s status as an employee, student, or independent contractor who is a physician or bus driver.
      (I.C. 5-14-1.5-6.1(b)(6)(B))

4. ( ) For discussion of records classified as confidential by state or federal statute.
   (I.C. 5-14-1.5-6.1(b)(7))

5. ( ) To discuss before a placement decision an individual student’s abilities, past performance, behavior, and needs. (I.C. 5-14-1.5-6.1(b)(8))

6. ( ) To discuss a job performance evaluation of individual employees (but not discussion of salary, compensation, or benefits of employees during a budget process).
   (I.C. 5-14-1.5-6.1(b)(9))

7. (X) To train school board members with an outside consultant about the performance of their role as public officials. (I.C. 5-14-1.5-6.1(b)(11))

8. To consider the appointment of a public official, to:
   ( ) A. Develop a list of prospective appointees. (I.C. 5-14-1.5-6.1(b)(10)(A))
   ( ) B. Consider applications. (I.C. 5-14-1.5-6.1(b)(10)(B))
   ( ) C. Make one (1) initial exclusion of prospective appointees from further consideration.
      (I.C. 5-14-1.5-6.1(b)(10)(C))

9. ( ) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems. (I.C. 5-14-1.5-6.1(b)(3))

10. ( ) Appeal of student expulsion in Case No. ____. (I.C. 5-14-1.5-6.1(1), (6), (7), & (8))


Board Members Absent: Richard A. Allgeier, Alyssa Lewandowski

BOARD OF SCHOOL TRUSTEES OF EAST ALLEN COUNTY SCHOOLS, ALLEN COUNTY, INDIANA.

BY: ___________________________ BY: ___________________________
President Secretary
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
Richard A. Allgeier
William D. Hartman
Janice A. Witte

Staff
Dr. Karyle Green, Superintendent
Mr. Kirby Stahly, Assistant Superintendent for Administrative Services
Mrs. Connie DeLong, Executive Director of Special Services
Mr. Chris Hissong, Executive Director of School Management
Mr. William Diehl, Director of Accountability
Ms. Peggy Rohrbacher, Director of Human Resources
Mrs. Tammyra Kelly, Public Relations Liaison
Mr. Greg Mohler, Principal, New Haven High School
Mr. Ronald C. Crosby, President, East Allen Educator’s Association

ADOPTION OF AGENDA

The agenda for June 5, 2012 was adopted as presented, with the addition of an addendum to Action Agenda Item 12-0605-01 – Human Resources Report.

RECOGNITIONS

None.

HEARING OF VISITORS

None.

APPROVAL OF MINUTES –
May 1, 2012 Regular Meeting
May 14, 2012 Special Board Meeting
May 22, 2012 Regular Meeting
INFORMATION ITEMS

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

SUPERINTENDENT COMMUNICATIONS

None.

ACTION AGENDA

CONSENT MOTION:

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 Approval of Application and Receipt of Funds for the Full-Day Kindergarten Grant
12-0605-05 Approval of 2012-13 School Lunch Prices
12-0605-06 Approval of Capital Lease Financing – JP Morgan Chase

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

Motion: Witte Second: Allgeier Vote: Aye: 6-0

NEW BUSINESS

1. SafeSchools Proposal
2. Resolution Regarding CPI 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

ITEMS FROM CLOSED SESSION

None.

BOARD DISCUSSION

Speaker
Entire Board, Dr. Karyle Green

Subject(s)
Village Elementary School
ADJOURNMENT

There being no further business, the meeting was adjourned at 7:18 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 19, 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 19, 2012.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

________________________________________________________________________
Secretary

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
The Board of School Trustees of East Allen County Schools does hereby certify that it held an Executive Session meeting on June 5, 2012, immediately following the regular Board meeting, in the Superintendent’s Office at the EACS Administration Building, located at 1240 State Road 930 East, New Haven, IN, and that it discussed no subject matter in such executive session other than the subject matter specified in the notice of such meeting, said subject matter being that checked below:

1. Discussion of strategy with respect to:
   - ( ) A. Collective bargaining. (I.C. 5-14-1.5-6.1(b)(2)(A))
   - ( ) B. Initiation of litigation or litigation which is either pending or has been threatened specifically in writing. (I.C. 5-14-1.5-6.1(b)(2)(B))
   - ( ) C. Implementation of security systems. (I.C. 5-14-1.5-6.1(b)(2)(C))
   - (X) D. Purchase or lease of real property up to the time a contract, option to purchase, or lease is executed by the parties. (I.C. 5-14-1.5-6.1(b)(2)(D))

2. ( ) To receive information about and interview prospective employees. (I.C. 5-14-1.5-6.1(b)(5))

3. With respect to an individual over whom the governing body has jurisdiction:
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   - ( ) B. To discuss, prior to any determination, that individual’s status as an employee, student, or independent contractor who is a physician or bus driver. (I.C. 5-14-1.5-6.1(b)(6)(B))

4. ( ) For discussion of records classified as confidential by state or federal statute. (I.C. 5-14-1.5-6.1(b)(7))

5. ( ) To discuss before a placement decision an individual student’s abilities, past performance, behavior, and needs. (I.C. 5-14-1.5-6.1(b)(8))

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9. ( ) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems. (I.C. 5-14-1.5-6.1(b)(3))

10. ( ) Appeal of student expulsion in Case No. ___. (I.C. 5-14-1.5-6.1(1), (6), (7), & (8))


Board Members Absent: Alyssa Lewandowski

BOARD OF SCHOOL TRUSTEES OF EAST ALLEN COUNTY SCHOOLS, ALLEN COUNTY, INDIANA.

BY: _______________________________ BY: _______________________________
President Secretary
Public Hearing
Wellness Advisory Council Members

EACS Wellness Policy

- Recommended additions

Review of 2011-2012 Other Business

- Fit2Grow - after school program
- Diet Free 8 Week Life Style Management
- Annual FOH
- Annual Collaboration Meeting

Wellness Advisory Council Plans (Goals) for 2012-2013

- To be decided
Wellness Advisory Council

2011-2012

Annual Report

Wendy Walker, RN, Health Services & Wellness Coordinator
June 19, 2012
Wellness Advisory Council Members

EACS Wellness Policy

- Recommended additions

Review of 2011-2012 Other Business

- **Fit2Grow** - after school program
- *Diet Free 8 Week Life Style Management*
- Annual FOH
- Annual Collaboration Meeting

Wellness Advisory Council Plans (Goals) for 2012-2013

- To be decided
June 19, 2012

Members of the EACS Board of School Trustees,

It has been a pleasure serving on the EACS Wellness Advisory Council this school year. I wish to recognize council members and their dedication to health and wellness in EACS.

2011-2012 EACS Wellness Advisory Council Members:

<table>
<thead>
<tr>
<th>MEMBERS</th>
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<tbody>
<tr>
<td>Council Coordinator <strong>Wendy Walker, RN</strong></td>
<td>Health Services &amp; Wellness Coord.</td>
</tr>
<tr>
<td><strong>School Administrators/Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Administration <strong>Lois Goeglein</strong></td>
<td>Manager of Financial Services</td>
</tr>
<tr>
<td>Assistant Principal <strong>Michael Chen</strong></td>
<td>Woodlan Primary</td>
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<tr>
<td><strong>MEEL Tom Kneller</strong></td>
<td>Woodlan Intermediate</td>
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<tr>
<td><strong>LEHS Terri Lortie</strong></td>
<td>PE Teacher</td>
</tr>
<tr>
<td><strong>Nutritionists or Certified Dietician</strong></td>
<td>Lead Custodian</td>
</tr>
<tr>
<td><strong>Carol Smith</strong></td>
<td>EACS Food Service Manager</td>
</tr>
<tr>
<td><strong>Ann Saalfrank</strong></td>
<td>Cafeteria Manager, Heritage Elementary</td>
</tr>
<tr>
<td><strong>Healthcare Professionals</strong></td>
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<tr>
<td>Parkview Community Outreach <strong>Heather Henry</strong></td>
<td>Community Based Registered Nurse</td>
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<tr>
<td><strong>Deb Lullying</strong></td>
<td>Community Based Registered Nurse</td>
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<tr>
<td><strong>Judy Nix</strong></td>
<td>Community Based Registered Nurse</td>
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<tr>
<td><strong>School Board Members</strong></td>
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<tr>
<td><strong>VACANT</strong></td>
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<tr>
<td><strong>Representatives from interested community organizations</strong></td>
<td></td>
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<tr>
<td>New Haven Parks &amp; Recreation <strong>Mike Clendenen</strong></td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>Anna Gurney</strong></td>
<td>Recreation Director</td>
</tr>
<tr>
<td>IPFW <strong>Tina Grady</strong></td>
<td>Benefit Administrator</td>
</tr>
<tr>
<td>Patron <strong>Kerri Zurbuch</strong></td>
<td>Wellness Consultant/Personal Trainer</td>
</tr>
<tr>
<td><strong>Parents &amp; Community Members</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mike Clendenen</strong></td>
<td>Parent</td>
</tr>
<tr>
<td><strong>Tina Grady</strong></td>
<td>Parent</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td>Student involvement at building site, Wellness Committee Members</td>
</tr>
</tbody>
</table>

The members of the EACS Wellness Advisory Council met monthly during the school year. Our goals this year were:

- Promote alternate choices to candy as an academic and/or behavioral reward.
- Recognize concerns about food safety, allergies and other dietary restrictions.
• Promote alternate choices to candy as an academic and/or behavioral reward.

The members had lengthy discussions about offering students candy during the school day. Concerns were the impact candy may have on some students’ behavior and that candy has no nutritional value. For some students, candy (sugar) may exacerbate their hyperactivity and cause behavior issues in the classroom. Candy offered and consumed prior to a healthy meal may reduce the child’s appetite. Another concern was the growing issue of childhood obesity...should the school be giving these children or any child empty calories?

Later in the school year, we learned of Positive Behavioral Interventions & Supports (PBIS) and asked Deb Gibson, EACS Behavior Specialist, to educate the council on what PBIS is and how it works in the school setting. After Deb’s presentation we realized our desire to promote alternate choices to candy as an academic and/or behavioral reward would be a positive component to PBIS. Deb shared with the council a copy of NO SALT, NO SUGAR, & NO MONEY: Incentives for Supporting Positive Behaviors and immediately members recognized that this list of positive behavior incentives should be added to the EACS Wellness Policy.

With this explanation, the members of the EACS Wellness Advisory Council respectfully request the Board of School Trustees’ consideration in adding the additional verbiage to the EACS Wellness Policy and adding NO SALT, NO SUGAR, & NO MONEY: Incentives for Supporting Positive Behaviors as an addendum to our Wellness Policy.

Other School-Based Activities

Section 1. Statement of Goals. The following goals are established for other school-based activities:

1. Schools will schedule students with a minimum of twenty (20) minutes to eat for lunch.

2. Schools will schedule students with a minimum of ten (10) minutes to eat for breakfast.

3. Schools will promote alternate choices to candy as an academic and/or behavioral reward. See addendum #1 for alternatives.
NO SALT, NO SUGAR, & NO MONEY: Incentives for Supporting Positive Behaviors

Summary:
How do you develop an acknowledgment menu that is aligned with your school’s mission, your staff’s values, and builds supports in your school’s community?

The attached document provides a list of reinforcements that do not include salt, sugar, or vast sums of money. These reinforcements may be used to positively acknowledge students. It is suggested that schools set-up their own menu of items to acknowledge students. The menu can be easily managed by keeping it limited to 5 - 10 items. Your school’s menu may be strengthened by adding new items and/or deleting unpopular items every 6 to 9 weeks.

Addendum #1 (Policy 6400.5 - Other School-Based Activities)
Acknowledgement Menu:
Incentives for Supporting Positive Behaviors

Developed by

Effective Educational Practices
www.successfulschools.org
Pre-K-2nd Grade

- Move the teacher’s chair to your table and sit in 15 minutes.
- Do work at the teacher’s desk for 15 minutes.
- Have first pick for playtime for a day.
- Sit in the rocking chair during story time.
- Have an older student come to class and read to you.
- Bring slippers to school and wear them in class.
- Feed the class pet.
- Have teacher call home to say you are doing a good job at school.
- Pledge leader for one week.
- Playing a board game with school counselor or other preferred adult.
- Homework due date extended for one day.
- Help custodian clean cafeteria after lunch for one day or week.
- Read the morning announcements over loudspeaker to the school.
- Pass out materials for teacher for the day.
- Room messenger to office for the day.
- Receive a paper award/certificate.
- Allow student to call parent(s).
- Note sent home to preferred adult about good behavior (aunt, etc.)
- Eat lunch with a preferred adult at school.
- Seating (with a friend) in a reserved section of the lunchroom.
- Help a specials teacher (e.g., art, music, gym).
- Select a fun class activity from a list of choices (e.g. Heads-up 7-up).
- Let student choose a story or earn extra story for class.
- Let student be first in line for lunch, recess, and/or bus.
- Let student use computer.
- Let student dictate a story that someone types and prints for the student to illustrate.
- Let the student earn extra minutes of recess for entire class.
- Let student wear a sign or a badge.
- Let student work near a class pet or have caged pet on desk for the day.
- Have class give student applause at end of day.
- Identify student as “special student of the day” with a badge they can wear.
- Allow student to keep a special trophy or stuffed animal on desk for the day.
- Congratulate student in front of class.
- Take student’s picture and post it in public place in the school.
- Offer a stamp/sticker on back of student’s hand.
- Give student a paper crown to wear.
- Post banner or poster with student’s name and accomplishment.
- Go to the library to select a book.
- Write or draw on blackboard/whiteboard/easel paper.
- Go to the library to select a book.
• Invite an adult “reading buddy” of student’s choice to classroom to read with student.
• Listen to books-on-tape.
• Play academic computer games.
• Read a book of his/her choice.
• Read aloud to class.
• Select a friend as a “study buddy” on an in-class work assignment.
• Spend time (with appropriate supervision) on the Internet at academic sites.
• Deliver school-wide announcements.
• Help the custodian.
• Help the library media specialist.
• Be praised on school-wide announcements for good behavior or caring attitude.
• Be praised privately by the teacher or another adult.
• Get a silent “thumbs up” or other sign from teacher indicating praise and approval.
• Post drawings or other artwork in a public place.
• Post writings in a public place.
• Be allowed to sit, stand, or lie down anywhere in the classroom (short of distracting other students) during story time or independent seat work.
• Have first choice in selecting work materials (e.g., scissors, crayons, paper) and/or seating assignments.
• Receive a coupon to be redeemed at a later time for a preferred activity.
• Tell a joke or riddle to the class.
• Sit near the teacher.
• Be selected by the teacher to accompany another student to a fun activity.
• Get extra gym time with another class.
• Get extra recess time with another class.
• Listen to music.
• Play a game with a friend.
• Play non-academic computer games
• Select fun activity from “Activity Shelf” (stocked with play materials, games).
• Spend time (with appropriate supervision) on the Internet at recreational sites.
• Watch part or all of a video (pre-selected by the teacher and cleared with the student’s parent).
• Work on a jigsaw or other puzzle.
• Wear your favorite hat for a work period.
• Show or tell the class something you have or did.
• Earn a free story for the whole class.
K-8th Grade

- Write or draw on blackboard/whiteboard/easel paper.
- Go to the library to select a book.
- Help a classmate with an academic assignment.
- Let student dictate a story that someone types and prints for the student to illustrate.
- Let the student earn extra minutes of recess for entire class.
- Let student wear a sign or a badge.
- Let student work near a class pet or have caged pet on desk for the day.
- Let student perform for the class.
- Have class give student applause.
- Identify student as “special student of the day”.
- Allow student to keep a special trophy or stuffed animal on desk for the day.
- Congratulate student in front of class.
- Take student’s picture and post it.
- Draw stars on back of student’s hand.
- Give student a paper crown to wear.
- Post banner or poster with student’s name and accomplishment.
- Let student be first in line.
- Let student use piano, computer, etc.
- Let student choose a story.
- Assist in office sorting mail for one week.
- Pledge leader for one week.
- Feed the class pet.
- Have teacher call home to say you are doing a good job at school.
- Ask for guaranteed playtime for a day.
- Bring slippers to school and wear them in class all day.
- Read with students in a lower grade.
- Help custodian clean cafeteria after lunch for one week.
- Have a tardy forgiven.
- Homework due date extended for one day.
- Playing a board game with school counselor or other preferred adult.
- Read the morning announcements.
- Pass out treats.
- Room messenger.
- Receive a paper award/certificate.
- Administrator sends a letter home saying he/she is doing a good job.
- Allow student to call parent(s).
- Note sent home to preferred adult about good behavior (aunt, etc.)
- Eat lunch with a preferred adult at school.
- Seating (with a friend) in a reserved section of the lunchroom.
- Work at the school store.
- Help a specials teacher (e.g., art, music, gym).
- Be dismissed to recess/lunch or from school 2 minutes early.
- Design or post work on a class or hall bulletin board.
- Select a fun class activity from a list of choices.
- Let student teach a portion of the lesson.
- Let student tell a joke to the class.
- Let student supervise or tutor younger students.
- Let student repair a broken desk or replace batteries in calculator.
- Let student choose a modified or independent assignment.
- Let student choose a peer with whom to play a board game or computer game.
- Publicly congratulate (but be careful not to embarrass) the student.
- Congratulate student in front of another adult.
- Give (or loan from the library) student a book that was special to you at the same age.
- Give student a job or responsibility (e.g., staple papers, clean room, pass out papers, etc.).
- Give student a ticket to school dance or sporting event.
- Ask the principal or counselor to call student in and congratulate student on classroom success.
- Sent student or parent(s) a letter via the mail.
- Shake student’s hand and congratulate in a very “adult-to-adult” manner.
- Give student a “Free Homework Pass”
- Write a positive note to student
- Call student at home to congratulate for classroom success.
- Help the teacher to present a lesson (e.g., by completing sample math problem on blackboard, reading a section of text aloud, assisting cooperative learning groups on an activity).
- Invite an adult “reading buddy” of student’s choice to classroom to read with student.
- Listen to books-on-tape.
- Play academic computer games.
- Read a book of his/her choice.
- Read aloud to class.
- Select a friend as a “study buddy” on an in-class work assignment.
- Select friends to sit with to complete a cooperative learning activity.
- Spend time (with appropriate supervision) on the Internet at academic sites.
- ‘Adopt’ a younger student and earn (through good behavior) daily visits to check-in with that student as an older mentor.
- Be appointed timekeeper for an activity; announce a 5-minute warning near end of activity and announce when activity is over.
- Be given responsibility for assigning other students in the class to helping roles, chores, or tasks.
- Deliver school-wide announcements.
- Help the custodian.
- Help the library media specialist.
- Be praised on school-wide announcements for good behavior or caring attitude.
- Be praised privately by the teacher or another adult.
- Get a silent “thumbs up” or other sign from teacher indicating praise and approval.
- Post drawings or other artwork in a public place.
- Post writings in a public place.
- Be allowed to sit, stand, or lie down anywhere in the classroom (short of distracting other students) during story time or independent seat work.
- Have first choice in selecting work materials (e.g., scissors, crayons, paper) and/or seating assignments.
- IOU redeemable for credit on one wrong item on a future in-class quiz or homework assignment.
- Receive a coupon to be redeemed at a later time for a preferred activity.
- Tell a joke or riddle to the class.
- Sit near the teacher.
- Be selected by the teacher to accompany another student to a fun activity.
- Get extra gym time with another class.
- Get extra recess time with another class.
- Listen to music.
- Play a game with a friend.
- Play non-academic computer games
- Select fun activity from “Activity Shelf” (stocked with play materials, games).
- Spend time (with appropriate supervision) on the Internet at recreational sites.
- Watch part or all of a video (pre-selected by the teacher and cleared with the student’s parent).
- Work on a jigsaw or other puzzle.
- Work on a crossword puzzle sheet.
- Read a comic book.
- Wear your favorite hat for a work period.
- Show or tell the class something you have or did.
- Earn a free story for the whole class.
- Earn a class party.
- Free time to socialize.
7th-12th Grade

- Help the teacher to present a lesson (e.g., by completing sample math problem on blackboard, reading a section of text aloud, assisting cooperative learning groups on an activity).
- Homework due date extended for one day.
- Select a joke from a jar and tell to class. Student can keep joke to take home.
- Playing a board game with school counselor or other preferred adult.
- Be dismissed to recess/lunch or from school 2 minutes early.
- Administrator sends a letter home saying he/she is doing a good job.
- Select a teacher to call home to tell parents they are doing a good job.
- Pass to front of the lunch line.
- Allow student to call parent(s) with a teacher.
- Note sent home to preferred adult about good behavior (aunt, etc.).
- Eat lunch with a preferred adult at school.
- Seating (with a friend) in a reserved section of the lunchroom.
- Work at the school store.
- Assist in office sorting mail for one week.
- Help a specials teacher (e.g., art, music, gym).
- Design or post work on a class or hall bulletin board.
- Select a fun class activity from a list of choices.
- Select a friend as a “study buddy” on an in-class work assignment.
- Select friends to sit with to complete a cooperative learning activity.
- Spend time (with appropriate supervision) on the Internet at academic sites.
- ‘Adopt’ a younger student and earn (through good behavior) daily visits to check-in with that student as an older mentor.
- Help the library media specialist.
- Be praised privately by the teacher or another adult.
- Post drawings or other artwork in a public place.
- Post writings in a public place.
- IOU redeemable for credit on one wrong item on a future in-class quiz or homework assignment.
- Receive a coupon to be redeemed at a later time for a preferred activity.
- Get extra gym time with another class.
- Get extra recess time with another class.
- Listen to music.
- Play a game with a friend.
- Play non-academic computer games
- Select fun activity from “Activity Shelf” (stocked with play materials, games).
- Spend time (with appropriate supervision) on the Internet at recreational sites.
- Watch part or all of a video (pre-selected by the teacher and cleared with the student’s parent).
- Work on a jigsaw or other puzzle.
- Work on a crossword puzzle sheet.
- Minutes to read a book for pleasure.
- Play academic computer games.
- Have a tardy forgiven.
- Wear your favorite hat for a work period.
- Permission to use Walkman or IPod for a period of time.
- Earn a class party.
- Free time to socialize.
• Recognize concerns about food safety, allergies and other dietary restrictions.

I presented this goal to the council out of my concern for the rising number of diabetic students and students with severe food allergies in EACS. This school year, we had 41 students with diabetes and 85 students with severe food allergies, 60 with EpiPen at school. We have many severely allergic students (and a few diabetics) attending school that do not have any emergency medication despite our repeated requests for the emergency medication to the parent or guardian.

Diabetic students and students with severe food allergies must know the nutrition facts and additives in all the food they consume to prevent a medical emergency. The need for this information has been recognized by our food service department as Carol Smith posts the nutritional information for all the food served in our cafeterias on our web page for parents and students to review allowing them to make safe food choices. Home prepared food (treats) sent to school does not have this very valuable information.

To recognize EACS’s concerns about food safety, allergies and other dietary restrictions, the members of the EACS Wellness Advisory Council respectfully request the Board of School Trustees’ consideration in adding the additional verbiage to the EACS Wellness Policy.

**Other School-Based Activities**

**Section 1. Statement of Goals.** The following goals are established for other school-based activities:

1. Schools will schedule students with a minimum of twenty (20) minutes to eat for lunch.
2. Schools will schedule students with a minimum of ten (10) minutes to eat for breakfast.
3. Schools will promote alternate choices to candy as an academic and/or behavioral reward. See addendum #1 for alternatives.
4. **Recognizing concerns about food safety, allergies and other restrictions to some students’ diet:**
   
   a. **All food for student consumption must be commercially prepared (other than home prepared foods for individual student lunches). The exception to this would be when a classroom is preparing a food item as part of the learning curriculum.**
   
   b. **Schools will encourage students not to share their food or beverages with one another during meal and snack times.**
Other business:

Fit2Grow after school program

New Haven Parks and Recreation has been unsuccessful in securing funding for this program. Anna Gurney, Recreation Director, continues to work on grant applications.

Diet Free 8 Week Life Style Management

Kerri Zurbach, Wellness Consultant with Well Strategies, offered a Diet Free 8 Week Life Style Management session last fall at Park Hill Center and was well received by the participants. Kerri has also implemented an online course and made it available to EACS employees. Additional sessions will be offered in the 2012-2013 school year.

Focus on Health

Our annual FOH was held on April 28, at New Haven High School and we had 197+ participants. Our vendors were very interactive with the participants and they had a lot of great informational handouts and were giving participants other interesting items promoting health and wellness. We heard several positive comments from participants that had visited other FOH sites, stating the NHHS was the best!

Carol Smith did an excellent job coordinating and preparing all the food. Kathy Peters from Emanuel Lutheran Church helped with recruiting volunteers. Marita Marquardt, FOH coordinator from Parkview, directed all of us in organizing and coordinating this huge event.

Annual collaborative meeting

The annual collaborative meeting between the Wellness Advisory Council and each building’s Wellness Committee was held on May 9. Each building was requested to send a representative from their Wellness Committee to present to the council all physical activity programs offered to students and/or staff during the 2011-2012 school year. All buildings were also asked to turn in their binder with all their building level meeting forms completed.

Wellness information sent to the corporation

Multiple health and wellness articles, community event brochures, and newsletters either included in the Admin. Bulletin or sent to the buildings to add to their newsletters. Samples of health and wellness information sent to the corporation included with this report.

Wellness Advisory Council Plans (Goals) for 2012-2013

- To be decided

Respectfully Submitted,

Wendy Walker
Get Registration Forms:
www.running.fortwayne.com
www.newhavenin.org
www.newhavenbulletin.com

Participating School Office
Participating Business HR Dept.

1M/5K 4 Wellness Registration:
Early (Now through May 13th)
$8/individual, $40/family of 5 or more
Late (May 14th through May 25th)
$15/individual, $75/family 5 or more
Note: Participants are encouraged to
where school spirit shirts to event.

5K Competitive Registration:
Early (Now through May 13th) $15
Late (May 14th through May 25th) $25
Note: 5K competitive guarantees a
t-shirt if registered by May 25th.

Event Registration Rule:
There will be no pre-registrations
accepted after May 25th. Everyone must
have a bib number to participate.
Registration will be available at packet pick
up on June 7th. The cost will be $25 5K 4
Wellness and $35 for
5K competitive.
Learning to Change
Mini Educational Seminars

One Year, One Healthy Change will offer a mini educational seminar every month to offer you expert help and motivation to achieve your goals for a healthier lifestyle! All sessions are open to the public and no advance registration is needed.

Details for each session:
- First Tuesday of every month @ 7 pm
- Location: Allen County Public Library, downtown Fort Wayne at 900 Library Plaza, meeting room A
- Each session will feature an expert presenter and a lay person testimonial along with time for questions and answers
- Sessions will last 75 minutes
- Take home tip sheets will reinforce the topic
- Incentive prizes
- Free to attend and free parking for ACPL card holders
- Sessions will be recorded and played at least four times each month on Access Fort Wayne TV
- More details at www.fort4fitness.org/4yourhealth

Learning to Change Mini Seminar Schedule

- **February 7**  Heart Health and Weight: What’s the Connection
  Mark O'Shaughnessy MD, Parkview Physicians Group/Cardiology
  Testimonial, Mike Danley, Snider Coach & Biggest Loser Contestant

- **March 6**  Not Your Mother’s Eating—Savvy Nutrition for the 21st Century
  Kathy Wehrle RD, CD, Community Health Educator, Parkview Health

- **April 3**  Stress, Resiliency, and Personal Renewal
  Dave Johnson PhD, CNS, BC, Professor of Nursing, University of Saint Francis

- **May 1**  Today’s Family on the Move
  Barb Ceresa MS, Health and Wellness Director, Parkview YMCA

- **June 5**  Tobacco Free: Is This a Change I’m Ready to Make?
  Linda Kerr NP-C, Parkview Women’s Health Center
TOBACCO FREE: IS THAT A CHANGE I'M READY TO MAKE?

Presented by:

Linda Kerr NP-C

Parkview Women's Health Center

Tuesday, June 5 at 7 PM

Allen County Public Library (downtown) Meeting Room A

Join this free “Learning to Change” offering sponsored by Fort4Fitness' One Year, One Healthy Change initiative. Bring your co-workers, family and friends and evaluate if quitting smoking is for you. And, if so, learn the best ways to become tobacco free. You'll also learn from one woman's personal testimony the strategies that helped her to become smoke-free. For more specifics, visit www.fort4fitness.org/4yourhealth
Shapedown

Parkview is partnering with Shapedown, the nation’s leading weight management program for children and teens ages 8 to 18 and their family members. Join Kathy Wehrle, registered dietitian, Parkview Hospital, and learn nutrition facts, the importance of a nutritious diet and ways to incorporate fun exercise activities into your daily routine that your family will enjoy. This comprehensive program can help your family members improve their health.

Time: 6:30 – 8 p.m.
Date: Each Monday, February 6 through March 12, 2012
Location: Parkview Heart Institute (PHI)
  Ground floor
  2231 Carew Street
  Fort Wayne, IN 46805

PHI is located on the corner of East State Boulevard and Carew Street. Class will be held on the ground floor in the classroom immediately left of the elevators.

Reservations required by January 30. For more information, call (260) 373-4228.
Save the Date

Mark your calendars for **March 8, 2012**

The Colorectal Cancer Awareness Network will be hosting *Taking Charge of Your Health* during Colorectal Cancer Awareness Month.

**Location:** Carew Medical Park, 1st Floor Atrium, 1818 Carew Street, Fort Wayne - Use parking garage entrance  
**Time:** 4:00pm-7:00pm

Sampling of Screening/Services Provided:
- Blood Pressure  
- Bone Density Screening  
- EZ Detect Colon/Rectal Kits  
- Glucose  
- Kidney Assessment  
- Mammograms  
- Oral Screenings  
- Prostate Specific Antigen (PSA) Blood Tests  
- Skin Cancer Screenings  
- Smoking Cessation  
- Vision Screenings

Many other vendors with "healthful" information

5:30pm Presentation on preventing and screening for colorectal cancer by Dr. Virendra Parikh.

Representatives from various organizations will be there to share important information on *Taking Charge of Your Health*. Mark your calendar and join us on March 8, 2012. Light refreshments will be provided.

*Note: Screenings recommended for adults 18 years of age & older.*
Kid's Health

The Facts
The percentage of overweight children in the United States is growing at an alarming rate, with 1 out of 3 kids now considered overweight or obese.

Many kids are spending less time exercising and more time in front of the TV, computer, or video-game console. And today's busy families have fewer free moments to prepare nutritious, home-cooked meals. From fast food to electronics, quick and easy is the reality for many people in the new millennium.

Preventing kids from becoming overweight means adapting the way your family eats and exercises, and how you spend time together. Helping kids lead healthy lifestyles begins with parents who lead by example.

Eating Healthy
Make Healthy Snacks an Easy Choice
Don't expect kids — even teens — to cut up their own veggie sticks. It's just too much bother, especially when they're hungry. Kids are more inclined to eat what's handy. That's where you come in. Make healthy snacks easily available by packing them in their lunchboxes or backpacks or by having them visible and ready-to-eat at home.

If you're at home after school, your youngster might enjoy helping you make a creative snack like ants on a log (celery topped with peanut butter and raisin "ants"), egg boats (hard-boiled egg wedges topped with a cheese sail), or fruit kabobs. Older kids may enjoy a fruit smoothie, mini-pitas with hummus dip, or whole-grain crackers topped with cheese and pear slices.

Reduce Screen Time!
Health experts say screen time at home should be limited to two hours or less a day, unless it's work or homework related. The time we spend in front of the screens could be better spent being more physically active (increasing our ENERGY OUT) and setting a good example for our families.

When it comes to kids—parents and caregivers should not only set a good example, they need to set rules that limit kids' computer time, TV watching, and video game playing to reduce how much time is spent in front of a screen.

I can feel the wind go by when I run. It feels good. It feels fast.
Get Moving!

1. Aerobic activity gets your heart pumping and your lungs working harder. It also may make you sweat. Aerobic exercise helps your mind and mood, too. How? It releases "feel-good" chemicals into your body. When you can, get outside and move in nature.

Aerobic exercise should make up most of the one hour you spend on physical activity every day. What counts as aerobic exercise? Here are some activities to try:
- Skateboarding or rollerblading
- Canoeing, rowing, or cross-country skiing
- Fast walking, hiking, jogging, or running
- House cleaning or yard work
- Dancing to music
- Playing tag or jumping rope
- Basketball or volleyball
- Biking
- Tennis, hockey, or soccer
- Swimming

2. Muscle strengthening gives you greater power. But you don't need dumbbells. Even climbing on the jungle gym makes you stronger.

Do muscle-strengthening activities at least three times a week. Here are some activities that build strong muscles:
- Rope, rock, or tree climbing
- Running or rowing
- Push-ups, pull-ups, or sit-ups
- Tug-of-war
- Gymnastics or cheerleading

SOURCE:
http://fit.wblm.com/kids/move/article/exercise-type-

Healthy Snacks

BANANA SCREAM
3 bananas (the riper the banana, the sweeter the shake)
2 tbsp. nonfat milk
Peel the bananas, cut in half width-wise, wrap in plastic wrap, and freeze until firm. Place in a blender, add milk and puree until creamy. Serves 4.

Apple Chips
2 large apples, cored
2 T. sugar (optional)
1 t. cinnamon
Canola oil spray
Preheat oven to 200 degrees.
- Thinly slice apples crosswise about 1/8-inch (2 mm) thick with a mandolin or sharp knife. Arrange apple slices in a single layer on two parchment-lined rimmed baking sheets, and spray with canola oil cooking spray.
- If using sugar, combine in a small bowl with cinnamon. Put mixture into a sieve and sprinkle evenly over apple slices.
- Bake in the top and bottom third of the oven until apples are dry and crisp, about 2 hours. Remove from oven and let 'chips' cool completely before transferring to a sealed container for up to 3 days. Makes about 2 cups of apple chips.

Source: familyfun.go.com

News ...

Want to earn money to support your wellness programs? Consider doing Wellness 4 Everyone! Call 260-433-0024 for more details.

Wanting to enhance your employee health/wellness programs? Consider participating in the DIET FREE LIFESTYLE CHALLENGE this fall. Call 260-433-0024 for more details.

Exercise

W A L K L E K G O J H
S R U N N E F E U I K
G W M X U V C P K R D
B J I F T A M E E R G
O H I R N V U T I S Y
B S I S J F A N R P S M
I A P L W W K I Y K L
Y P L R E E A R K I W
C A D L I T A V R Q W
E F L D S N C T P A W
V W H F P R W T R L O U

BALL  JOG  SPRINT
CLIMB  JUMP  STAIRS
DRINK  PLAY  SWEAT
GYM  RACE  SWIM
HIKE  RUN  WALK
IP0D  SKI  WATER

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Well Strategies Inc., 5310 Merchandise Drive Fort Wayne, IN 46825
McMillen Center for Health Education is proud to present the Family Table. In partnership with 28 local agencies, and working with East Allen Co. Schools, we are striving to educate local families about the benefits of three or more family meals per week. The benefits to children of eating with their family are huge - the family table is a simple step parents and caregivers can take that will have a huge positive impact on the lives of their children. We all eat every day - the Family Table project will encourage parents and caregivers to “make it a habit” to eat with the children in their lives. Studies have shown that the interaction that happens around a family table is associated with:

**Nutrition**
- More likely to eat healthy foods
- Less likely to be overweight, eat unhealthy food, have an eating disorder, drink pop

**Social/Emotional**
- Increase in language and thinking skills, better grades
- Decrease in depression and suicide attempts

**Substance Abuse**
- Lower rates of tobacco, alcohol and marijuana use.

**Human Growth and Development**
- Less teen pregnancy and later onset of sexual activity.

Visit the Family Table online at [www.FamilyTableOnline.org](http://www.FamilyTableOnline.org)
Tip of the Week:
Thursdays are typically my family night because my kids are not in any activities that evening. We usually plan to sit down and eat together, and then, once the kitchen is cleaned up, we will play games at the table. No TV that night.
You may have heard that the McMillen Center’s big event - the Vitality Awards - is this Thursday. So, my family decided that for this week family time will be breakfast on Saturday morning! The kids think that after breakfast we’ll spend the day playing games - unfortunately, that can’t be the case all day, as there are still those pesky Saturday chores to do. But for at least an hour, we’re planning to sit down and hang out.
Next week, our family meal on Thursday night will again be interrupted. But in this case, we’d like to invite you to join us at the Fort Wayne Texas Roadhouse, 710 W Washington Center Rd, Fort Wayne, IN 46825!
Come by and eat, and in addition to seeing my family, help support the Family Table project. Next Thursday, May 24 - bring the ones you love to dinner at the Texas Roadhouse and 10% of your bill is donated to the McMillen Center. We hope to see you there!
For more information on Family Meals, visit www.FamilyTableOnline.org
School Wellness

Section 1. Statement of Purpose. East Allen County Schools recognizes its responsibility, as mandated by federal and state law, to promote a healthy learning environment by supporting wellness, good nutrition and regular physical activity.

Section 2. Annual Review. To fulfill the School Corporation’s responsibility to promote a healthy learning environment, as mandated by federal and state law, the Board of School Trustees will review, on an annual basis (before July 1 of each year) the School Corporation’s wellness policies, reviewing established nutrition guidelines and goals for nutrition education, physical activity, and promoting student wellness.

Section 3. Public Hearings. The Board of School Trustees will hold, in association with the Board-appointed school health advisory council, on or before July 1 of each year (beginning on or before July 1, 2007), at least one (1) public hearing at which public testimony and comment will be allowed on the School Corporation’s wellness policy.

Section 4. Adoption of School Corporation Policy on Child Nutrition and Physical Activity. As required by I.C. 20-26-9-18, the Board of School Trustees shall adopt, or renew, a district policy on child nutrition and physical activity taking into consideration recommendations made by the School Corporation’s school health advisory council. However, nothing in this Policy should be interpreted as limiting the authority of the Board of School Trustees to be the final decision-maker regarding any district policy on child nutrition and physical activity. The Board of School Trustees, after considering the recommendations made by the School Corporation’s school advisory council annually, may reject any, or all, of such recommendations in developing the district’s policy on child nutrition and physical activity.

Section 5. Individual School Wellness Committee. Each school shall form an “in house” wellness committee to serve as the building liaison for nutrition and wellness communication and resources for students, parents and staff and monitor their school plan. This school wellness committee shall consist of (at a minimum) the Principal, Food Service Manager, School Nurse, a P.E. teacher, a classroom teacher, and a student representative. The school wellness committee shall meet at least twice per year. In addition, the Principal shall hold one staff meeting for the entire staff of the school to discuss the individual school’s wellness plan and the goals. Normally, this meeting shall be conducted as part of the North Central evaluation or P.L. 221 evaluation process each year. One or more members of each School Wellness Committee shall attend an annual collaborative meeting with the EACS Wellness Advisory Council. At the
annual collaborative meeting with the Council, School Wellness Committees representatives shall be asked to report on their in-house meetings held during the school year.
School Health Advisory Council

Section 1. **Establishment of Advisory Council.** The Board of School Trustees shall appoint a school health advisory council ("advisory council") on or before January 1, 2007 as required by I.C. 20-26-9-18.

Section 2. **Membership on Advisory Council.** In appointing the members of the advisory council, the Board of School Trustees shall comply with the provisions of I.C. 20-26-9-18 which requires that the advisory council include:

1. Parents;
2. Food service directors and staff;
3. Students;
4. Nutritionists or certified dieticians;
5. Health care professionals;
6. School Board members;
7. A school administrator; and,
8. Representatives of interested community organizations.

The advisory council shall also include at least one (1) member who is a teacher with the School Corporation. In addition, at least forty percent (40%) of the advisory council shall be parents who are not employees of, and do not have a contractual relationship with, the School Corporation.

Section 3. **Length of Terms.** Appointments by the Board of School Trustees to the advisory council shall be made on an annual basis, no later than January 1 of each year. There shall be no limits on the number of terms an individual may serve on the advisory council.

Section 4. **Responsibilities of the Advisory Council.** The advisory council shall, on an annual basis, review the School Corporation’s wellness policy and suggest to the Board of School Trustees changes to the policies before July 1 of each year. In carrying out its advisory function, the advisory council, in association with the Board of School Trustees, shall conduct annually at least one (1) public hearing at which public testimony and comment will be allowed on the School Corporation’s wellness policy.
Nutrition Standards

Section 1. Meals Served Through the National School Lunch and Breakfast Program. Meals served through the National School Lunch and Breakfast Program shall:

1. Meet, at a minimum, nutrition requirements established by local, state, and federal regulations;
2. Offer a variety of fruits and vegetables;
3. Serve only low fat and fat free milk;
4. Offer low fat salad dressings;
5. Use fat free butter substitutes to flavor vegetables instead of margarine;
6. Use baked products, instead of deep frying when possible;
7. Use whole grain items, when feasible.

Section 2. Food Items Portion Limits. A food item available for sale at a school or on school grounds may not exceed the following portion limits if the food item contains more than two hundred ten (210) calories:

1. One and seventy-five hundredths (1.75) ounces for potato chips, crackers, popcorn, cereal, trail mixes, nuts, seeds, dried fruit, and jerky;
2. Two (2) ounces for cookies or cereal bars;
3. Three (3) fluid ounces for frozen desserts, including ice cream;
4. Eight (8) ounces for non-frozen yogurt; and,
5. In the case of à la carte entrée items and side dish items, including french fries and onion rings, the food items available for sale may not exceed the portion of the same entrée item or side dish item that is served as part of the school lunch program or school breakfast program.
Section 3.  **Beverage Size Limitations.** A beverage item available for sale at a school or on school grounds may not exceed twenty (20) ounces.

Section 4.  **Better Food and Beverage Choice Standards.** At least fifty percent (50%) of the food items available for sale at a school or on school grounds must qualify as better food choices and at least fifty percent (50%) of the beverage items available for sale at a school or on school grounds must qualify as better choice beverages.

Section 5.  **Better Food Choices Definition.** Food items that meet all the following standards are considered "better choice foods":

1. Not more than thirty percent (30%) of the food item's total calories are from fat;

2. Not more than ten percent (10%) of the food item's total calories are from saturated and trans fat; and,

3. Not more than thirty-five percent (35%) of the food item's total weight is from sugars that do not occur naturally in fruits, vegetables, or dairy products.

Section 6.  **Better Beverage Choice Definitions.** The following qualify as "better choice beverages":

1. Fruit or vegetable based drinks that:
   A. Contain at least fifty percent (50%) real fruit or vegetable juices; and
   B. Do not contain additional caloric sweeteners.

2. Water and seltzer water that do not contain additional caloric sweeteners;

3. Low fat and fat free milk, including chocolate milk, soy milk, rice milk, and other similar dairy and non-dairy calcium fortified milks; and

4. Isotonic beverages.

The following do not qualify as "better choice beverages":

1. Soft drinks, punch, iced tea, and coffee;
2. Fruit or vegetable based drinks that contain less than fifty percent (50%) real fruit or vegetable juice or that contain additional caloric sweeteners; and

3. Except for low fat and fat free chocolate milk, drinks that contain caffeine.

Section 7. Prohibition Against Serving or Selling Foods of Minimal Nutritional Value. As mandated by federal regulations, foods of minimal nutritional value shall not be served or sold anywhere a reimbursable meal is served, sold, and/or eaten. Foods of minimal nutritional value, as defined by the United States Department of Agriculture, include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candy, and candy-coated popcorn.

Section 8. Exceptions to Portion Size Limitations and Better Food and Beverage Choices Requirements. The portion size limitations and better food and beverage choice requirements contained in this Policy do not apply to a food or beverage item that is:

1. Part of a school lunch program or school breakfast program;

2. Sold in an area that is not accessible to students;

3. Sold after normal school hours; or

4. Sold or distributed as part of a fundraiser conducted by students, teachers, school groups or parent groups, if the food or beverage item is not intended for student consumption during the school day.

Section 9. Vending Machines in Elementary Schools. A vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
Nutrition Education Goals

Section 1. **Statement of Goal.** East Allen County Schools will implement, in a manner consistent with all other academic goals, objectives, and requirements, nutrition education from preschool through secondary school as part of a sequential, comprehensive school health education program designed to help students adopt healthy eating behavior.

Section 2. **Utilization of Food Service Staff.** Nutrition education should take place in the school cafeteria as well as in the classroom. Print materials promoting healthy eating standards shall be posted or available in all school cafeterias or other designated eating areas.

Section 3. **Responsibility for Implementation.** The Superintendent, or the Superintendent's designee, shall be responsible for developing implementation strategies directed at achieving the stated goal.
Physical Activity Goals

Section 1. Statement of Goal. East Allen County Schools will provide a physical education program, for all students in Grades 1-12, to learn about and participate in physical activity. In addition to the regular physical education program East Allen County Schools will implement, in a manner consistent with all other academic goals, objectives, and requirements, a plan to integrate physical activity across curriculum and throughout the school day. Also, East Allen County Schools will create wider opportunities for students to voluntarily participate in before-and-after school physical activity programs that may include intramurals, and at the secondary level, interscholastic athletics. Finally, East Allen County Schools may collaborate with local recreational departments and youth fitness programs as approved by the Board of School Trustees to promote participation in lifelong physical activity.

Section 2. Daily Physical Activity for Elementary Students. As required by I.C. 20-30-5-7.5 and beginning with the 2006-07 school year, each student in elementary school, other than students in half-day kindergarten or students who have a medical condition that precludes participation in the daily physical activity, shall be provided daily physical activity which may include recess. On a day when there is inclement weather or unplanned circumstances have shortened the school day, an elementary school may provide physical activity alternatives or elect not to provide physical activity.

Section 3. Elementary Recess. Where feasible, and not later than the 2007-08 school year, elementary recess shall be scheduled before lunch times in order to increase food consumed, decrease plate waste, and improve cafeteria behavior. Where feasible, and not later than the 2007-08 school year, elementary recess periods shall be at least twenty (20) minutes in length.

Section 4. Implementation of Goals. The Superintendent, or the Superintendent’s designee, shall be responsible for developing implementation strategies to implement the goals outlined in this policy.
Other School-Based Activities

Section 1. Statement of Goals. The following goals are established for other school-based activities:

1. Schools will schedule students with a minimum of twenty (20) minutes to eat for lunch.

2. Schools will schedule students with a minimum of ten (10) minutes to eat for breakfast.

3. Schools will encourage fundraising activities that promote physical activity.

4. Schools will promote involvement in community-sponsored wellness activities like "Focus on Health" or fitness events.

5. Elementary schools will provide parents with a list of ideas, including recommended food and beverage items, for healthy classroom celebrations and parties.

6. The School Corporation's Food Service Department will post nutrition tips on the elementary school's website and provide nutrient analyses of elementary school menus.

7. The School Corporation's Food Services Department will adopt marketing techniques to promote healthy choices.

8. The School Corporation will promote workplace wellness.

9. No candy sales on school grounds before or during the school day.

Section 2. Implementation of Goals. The Superintendent, or the Superintendent's designee, shall develop implementation strategies to achieve the goals stated in this Policy.
Action
Items
ACTION AGENDA

June 19, 2012

Board Agenda Item 12-0619-01

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.

Karyle M. Green
Superintendent of Schools

Prepared: Peggy Rohrbacher

Approved: Peggy Rohrbacher

Budget: Kirby Stahly

Legal:
CERTIFIED NEW HIRES

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<td>Guidance Counselor-Heritage Jr/Sr</td>
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<td>SpEd Teacher-New Haven Middle</td>
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CERTIFIED TERMINATIONS

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<td>Magneson, Britt</td>
<td>Exec. Dir. of Instruction and Student Support</td>
<td>6/29/2012</td>
<td>Resignation</td>
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CLASSIFIED TERMINATIONS

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<th>REASON</th>
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<td>Atkison, Gina</td>
<td>Paraprofessional-Highland Terrace</td>
<td>6/4/2012</td>
<td>Resignation</td>
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CLASSIFIED LEAVES

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<td>Stucky, Thomas</td>
<td>Custodian-Leo Jr/Sr</td>
<td>6/19-8/16/2012</td>
<td>Medical Leave Extension</td>
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CLASSIFIED LEAVE ADJUSTMENT

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<td>Hubbard, AnneMarie</td>
<td>Custodian-Woodlan Primary</td>
<td>Medical Leave of Absence changed from 6/14/12-6/29/12 to 7/9/12-8/13/2012</td>
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ACTION AGENDA

June 19, 2012

Board Agenda Item 12-0619-02

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 19, 2012

PAYROLL CLAIMS
Approval of payroll claims for the payroll period ending May 11, 2012 in the amount of $2,008,110.24; and for the payroll period ending May 25, 2012 in the amount of $2,000,618.31.

ACCOUNTS PAYABLE VOUCHER INFORMATION
Please see the attached information regarding Vendor Claims, Manual Checks, and Electronic Transfers.

Total Amount $9,229,283.35

DONATIONS, GIFTS, AND EXTRACURRICULAR EXPENDITURES

DONATIONS
Cedarville Elementary School requests Board approval to accept a donation in the amount of $6,446.27, from the Leo/Cedarville PTO. As specified, these funds will be used towards the purchase of Accelerated Reader, student supplies, Family Night Math, Family Literacy Night, and student incentives and recognitions.

Leo Jr./Sr. High School requests Board approval to accept a donation of $1,000.00 to Leo Jr./Sr. High School. As specified, these funds will be put into the Linda Fuhrer Fellowship for Teaching and Learning fund to be used by a certain Leo Jr./Sr. High School teacher to attend a conference.

Southwick Elementary School requests Board approval to accept a donation in the amount of $150.00, from The Flying Panthers.

CASH TUITION TRANSFERS FOR THE 2012-2013 SCHOOL YEAR
Please see attached list.
## May-12

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<tr>
<th>Account Type</th>
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<td>ET052112</td>
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<td>ET052212</td>
<td>First National Bank Omaha</td>
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<td>ET052912</td>
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**Sub-Total** $6,380,005.53

### 5/1/12

| Checks                           | 3556-3565                         | $5,312.76    |

### 5/22/12

| Checks                           | 3566-3605                         | $52,319.13   |

### 5/9/12

| Checks                           | 270462-270471                      | $69,802.18   |

### 5/11/12

| Checks                           | 270472-270490                      | $144,278.47  |

### 6/19/12

| Checks                           | 271297-271472                      | $428,185.32  |

### 5/25/12

| Checks                           | 270725-270743                      | $143,277.22  |

### 5/29/12

| Checks                           | 270744-270753                      | $105,674.07  |

### 5/31/12

| Checks                           | 271229-271254                      | $996,220.13  |

### 5/31/12

| Checks                           | 271255-271256                      | $7,465.82    |

### 5/14/12

| ET                               | 051112-051122                      | $450,440.45  |

### 5/29/12

| ET                               | 052512-052522                      | $446,302.27  |

<p>| GRAND TOTAL                      |                                  | $9,229,283.35 |</p>
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<th>REVENUE</th>
<th>2012 BUDGET</th>
<th>YEAREND FORECAST</th>
<th>ESTIMATED INCOME YTD.</th>
<th>INCOME YTD.</th>
<th>ESTIMATED INCOME - MAY</th>
<th>INCOME - MAY</th>
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<td>$56,534,052</td>
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<tr>
<td>TOTAL</td>
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<td>$56,534,052</td>
<td>$22,698,885</td>
<td>$22,868,126</td>
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<tr>
<td>EXPENDITURES</td>
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<tr>
<td>2012 BUDGET</td>
<td>$40,565,400</td>
<td>$38,060,173</td>
<td>$17,076,500</td>
<td>$16,029,275</td>
<td>$3,152,000</td>
<td>$2,626,179</td>
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<td>$40,565,400</td>
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YEAREND PROJECTION [SURPLUS OR DEFICIT] $1,287,221

OPERATING BALANCE MAY 31, 2012

$10,138,292

$1,271,457 Change in Operating Balance
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<th>INCOME YTD.</th>
<th>ESTIMATED INCOME - MAY</th>
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<tr>
<th>EXPENDITURES</th>
<th>2012 BUDGET</th>
<th>YEAREND FORECAST</th>
<th>ESTIMATED EXP. YTD.</th>
<th>EXP. YTD.</th>
<th>ESTIMATED EXP - MAY</th>
<th>EXP - MAY</th>
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<td>$564,740</td>
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YEAREND PROJECTION [SURPLUS OR DEFICIT]  ($361,932)

OPERATING BALANCE MAY 31, 2012  $1,483,879

($390,800) Change in Operating Balance
FINANCIAL REPORT
June 19, 2012
Board Meeting

I. CASH FLOW

A. INVESTMENTS - During the month of May 2012

None

TRUSTIN State Investment Pool – unlimited days – daily interest
Invested 6,000,000 5/25/12 (property tax advance monies)

Monies in TrustIN State Trust as of May 31, 2012 were $16,001,824.85
(Includes May interest)

Monies on Deposit: Interest received in 2012 is as follows:

<table>
<thead>
<tr>
<th></th>
<th>May 2012</th>
<th>YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$2,734.94</td>
<td>$15,133.23</td>
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II. PETTY CASH

Balance Brought Forward $40.17
Replenished Cash $60.28
Cash Disbursed $.45
Cash Balance $100.00

III. UNEMPLOYMENT
May Claims paid-$6,839.46   Year to date is $44,823.76

IV. JPMorgan Chase MasterCard: Corporate Purchasing Card Report
Detail of payments included in monthly vendor payment runs
See attached listing of May card usage- payable in June
## ACTIVITY SHEET

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>BALANCE</th>
<th>RECEIPTS</th>
<th>DISBRSMT</th>
<th>OPERATING BALANCE</th>
<th>STUDENT ACCOUNT SUMM BAL</th>
<th>5/31/12 AD BALANCE</th>
<th>OUTSTNDNG REIMB</th>
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<tbody>
<tr>
<td>1 CEDARVILLE ELEMENTARY</td>
<td>$31,585.14</td>
<td>$19,727.54</td>
<td>$18,260.05</td>
<td>$33,052.62</td>
<td>$7,376.04</td>
<td>$40,428.66</td>
<td>$7,377.44</td>
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<tr>
<td>2 HERITAGE JR/SR HIGH</td>
<td>$92,337.78</td>
<td>$32,581.89</td>
<td>$30,545.35</td>
<td>$94,374.32</td>
<td>$4,224.92</td>
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<tr>
<td>3 HIGHLAND TERRACE</td>
<td>$32,945.81</td>
<td>$21,679.57</td>
<td>$19,546.77</td>
<td>$35,078.61</td>
<td>$2,799.90</td>
<td>$37,878.51</td>
<td>$16,381.19</td>
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<td>4 HERITAGE ELEMENTARY</td>
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<td>$25,469.08</td>
<td>$24,553.44</td>
<td>$68,975.93</td>
<td>$3,005.42</td>
<td>$71,981.35</td>
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<td>5 LEO ELEMENTARY</td>
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<td>$20,258.01</td>
<td>$19,703.97</td>
<td>$75,964.37</td>
<td>$5,041.21</td>
<td>$81,005.58</td>
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<td>6 LEO JR/SR HIGH</td>
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<td>$48,322.97</td>
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<td>$126,268.99</td>
<td>$8,529.05</td>
<td>$134,798.04</td>
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<td>7 MEADOWBROOK ELEM</td>
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<td>$21,948.51</td>
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<td>$45,194.78</td>
<td>$2,803.38</td>
<td>$47,998.16</td>
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<td>8 NEW HAVEN MIDDLE</td>
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<td>$25,626.27</td>
<td>$25,974.95</td>
<td>$1,432.43</td>
<td>$1,958.43</td>
<td>$3,390.88</td>
<td>$16,843.23</td>
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<td>9 NEW HAVEN HIGH</td>
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<td>$41,668.57</td>
<td>$42,656.79</td>
<td>$90,082.13</td>
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<td>$94,652.65</td>
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<td>10 PAUL HARDING JR HIGH</td>
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<td>$13,321.22</td>
<td>$45,022.80</td>
<td>$311.39</td>
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<td>11 PRINCE CHAPMAN ACERI</td>
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<td>$20,309.87</td>
<td>$63,257.57</td>
<td>$1,726.70</td>
<td>$64,984.27</td>
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<td>12 SOUTHWICK ELEM</td>
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<td>$17,535.92</td>
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<td>13 VILLAGE ALTERNATIVE</td>
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<td>15 WOODLAN JR/SR HIGH</td>
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<td>$593,516.54</td>
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*Balances do not include $500,000.00 CD*
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<th>FUND NAME</th>
<th>CHECKING</th>
<th>INVESTMENTS</th>
<th>TOTAL</th>
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<td>FIFTH/THIRD BANK</td>
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<table>
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<th>FUND NAME</th>
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<th>YTD EXPENDED</th>
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<td>035 Capital Projects</td>
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<td>063 Unfunded Liability</td>
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<td>160 Art Institute</td>
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<td>191 Schi Security Equipm Grant</td>
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<td>194 Safe Haven 11-12</td>
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<td>195 Early Intervention</td>
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<td>Description</td>
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<td>Amount 2</td>
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<td>606 Preengn NHHS 10-11</td>
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<tr>
<td>607 Biomed LEHS 10-11</td>
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ACTION AGENDA

June 19, 2012

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 19, 2012

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<td>Tina Asher, Karen Hart, Allison Slusher</td>
<td>HEEL</td>
<td>Creating a Live Primary Math Class, FHLC</td>
<td>Released time, Stipends, 684-22120-31200-0015</td>
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<td>Karen Archacki, Kristina Connally, Lynn Holt, Heather Voiorl, Shellie Wedge</td>
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<td>Christine Brames</td>
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<td>Cheri Commesser, Allison Felger, Lori Fipp, Sara Hayden, Holly Laurent, Rebecca Rupp</td>
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<td>June 21-23, 2012</td>
<td>Doug Hicks</td>
<td>EAU</td>
<td>Interviewing for VU Dean, Vincennes University</td>
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<td>June 25-26, 2012</td>
<td>Katie Harris, Ryan Martin</td>
<td>HEHS</td>
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<td>June 25-26, 2012</td>
<td>Kelly Mahoney, Michael Sauers</td>
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<td>July 25, 2012</td>
<td>Lynne Briegel</td>
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<td>CAFÉ, Michigan</td>
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<td>CAFÉ, Michigan</td>
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APPROVE SAFE SCHOOLS AGREEMENT

Background:
The cost of Workers' Compensation Insurance for East Allen County Schools has continually increased over the past five years. This is the direct result of the number of and types of employee accidents that EACS has experienced. One of the internal practices that EACS is expanding upon is employee training to help to improve the overall safety program of the district and reduce the number of employee accidents. The District Safety Committee is recommending that the agreement with SafeSchools for Staff Training be approved.

Recommendation:
That the Board of School Trustees approves the agreement with SafeSchools for the Online Staff Training and Compliance Management System at an amount not-to-exceed $7,427.

Karyle M. Green
Superintendent of Schools
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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<th>SafeSchools Annual Subscription</th>
<th>SafeSchools Training</th>
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<tr>
<td>1,061 FTEs (All Staff)</td>
<td>$7.00 per FTE</td>
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<tr>
<td>Make a commitment by June 18th</td>
<td>$7,427</td>
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<tr>
<td>and receive $1.00 off FTE</td>
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</tr>
<tr>
<td>1,061 FTEs (All Staff)</td>
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**Additional Optional Resources**

- SafeSchools MSDS – Online MSDS Management System
  - $TBD
- SafeSchools Alert – Online Incident Reporting System
  - $TBD

**Total:** $6,366

**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

<table>
<thead>
<tr>
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<th>Length</th>
<th>Available in Spanish</th>
<th>Coming Soon</th>
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<tbody>
<tr>
<td>Crisis Response and Recovery</td>
<td>Dorn &amp; Shepherd</td>
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<tr>
<td>EOP: Building the Plan</td>
<td>Dorn &amp; Shepherd</td>
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<tr>
<td>EOP: Implementing the Plan</td>
<td>Dorn &amp; Shepherd</td>
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<tr>
<td>Family Reunification</td>
<td>Dorn &amp; Shepherd</td>
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<tr>
<td>Incident Command Systems</td>
<td>Mary Schoenfeldt</td>
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<tr>
<td>Managing the Aftermath of Tragedy: Administrators</td>
<td>Drs. Scott &amp; Donna Poland</td>
<td>25 mins</td>
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<tr>
<td>Managing the Aftermath of Tragedy: Staff</td>
<td>Drs. Scott &amp; Donna Poland</td>
<td>25 mins</td>
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<tr>
<td>Tactical Site Surveys</td>
<td>Dorn &amp; Shepherd</td>
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## Employment Practices/Supervisory

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<thead>
<tr>
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<th>Length</th>
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<th>Coming Soon</th>
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<tr>
<td>Discrimination: Avoiding Discriminatory Practices</td>
<td>Catherine Mattice</td>
<td>25 mins</td>
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<tr>
<td>Reasonable Suspicion for Drug &amp; Alcohol Use</td>
<td>Allen &amp; Hancock</td>
<td>30 mins</td>
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<tr>
<td>Sexual Harassment: Policy &amp; Prevention</td>
<td>Elizabeth R. Ison</td>
<td>2 hours</td>
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<tr>
<td>Supervisor’s Role in Safety</td>
<td>Staff</td>
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<tr>
<td>Termination: Practice &amp; Procedure</td>
<td>Patrick Hughes</td>
<td>30 mins</td>
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## Environmental

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<tr>
<td>Aerial Lift Safety</td>
<td>Jeremy Norton</td>
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<tr>
<td>Asbestos Awareness: Complete</td>
<td>Joseph Guth</td>
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<tr>
<td>Asbestos Awareness: Refresher</td>
<td>Joseph Guth</td>
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<tr>
<td>Asbestos Awareness: 2-Hour</td>
<td>Joseph Guth</td>
<td>2 hours</td>
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<td>Back Injury &amp; Lifting: Complete</td>
<td>Vaughan &amp; Sommer</td>
<td>20 mins</td>
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<tr>
<td>Back Injury &amp; Lifting: Custodial</td>
<td>Vaughan &amp; Sommer</td>
<td>20 mins</td>
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<tr>
<td>Back Injury &amp; Lifting: Nutrition Services</td>
<td>Vaughan &amp; Sommer</td>
<td>20 mins</td>
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<td>Vaughan &amp; Sommer</td>
<td>20 mins</td>
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<tr>
<td>Back Injury &amp; Lifting: Transportation</td>
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<tr>
<td>Chemical Spills</td>
<td>Kirt Poulsen</td>
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<tr>
<td>Classroom Safety</td>
<td>Keenan &amp; Associates</td>
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<tr>
<td>Electrical Safety: Complete</td>
<td>Bryan Visscher</td>
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<td>Electrical Safety: Primer</td>
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<td>Energy Conservation: All Staff</td>
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<td>Fall Protection</td>
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<td>Fire Extinguisher Safety</td>
<td>Mike Peterman</td>
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<td>Forklift Safety</td>
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<td>General Safety Orientation</td>
<td>Steve Lyons</td>
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<td>Integrated Pest Management</td>
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<td>Lockout/Tagout: Energy Release</td>
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<td>Mercury Spills</td>
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<tr>
<td>Playground Maintenance &amp; Inspection</td>
<td>Susan Hudson</td>
<td>20 mins</td>
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<td>Respiratory Protection</td>
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<td>Slips, Trips &amp; Falls: Custodians, Maint. &amp; Facilities</td>
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<td>Slips, Trips &amp; Falls: Nutrition Services</td>
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# 2012 Course Library

## HEALTH

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<th>Length</th>
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<th>Coming Soon</th>
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<tr>
<td>Automated External Defibrillators (AEDs)</td>
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<td>Bloodborne Pathogens Exposure Prevention: Complete</td>
<td>Vaughan &amp; Sommer</td>
<td>30 mins</td>
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<tr>
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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>Cardiopulmonary Resuscitation (CPR)</td>
<td>Tibbitts &amp; Eastman</td>
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<td>Concussion Awareness: Athletics</td>
<td>Brent George</td>
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<tr>
<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>
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<td>HIPAA</td>
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<td>Carol Jones</td>
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<td>Lucinda Mejdell-Awbrey</td>
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<tr>
<td>Medication Administration: Epinephrine Auto-Injectors</td>
<td>Carol Jones</td>
<td>20 mins</td>
<td></td>
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<tr>
<td>Medication Administration: Diastat</td>
<td>Lucinda Mejdell-Awbrey</td>
<td>14 mins</td>
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</tr>
<tr>
<td>Medication Administration: Glucagon</td>
<td>Lucinda Mejdell-Awbrey</td>
<td>14 mins</td>
<td></td>
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<tr>
<td>Pandemic Flu</td>
<td>Sonayia Shepherd</td>
<td>20 mins</td>
<td></td>
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<tr>
<td>Planning for Pandemic Influenza</td>
<td>Sonayia Shepherd</td>
<td>22 mins</td>
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## HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Author</th>
<th>Length</th>
<th>Available in Spanish</th>
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<tbody>
<tr>
<td>Boundary Invasion</td>
<td>Patterson &amp; Austin</td>
<td>25 mins</td>
<td></td>
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<tr>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflict Management: Student-to-Student</td>
<td>Hazler &amp; Carney</td>
<td>20 mins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity Awareness: Staff-to-Staff</td>
<td>Catherine Mattice</td>
<td>20 mins</td>
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<td></td>
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<tr>
<td>Diversity Awareness: Staff-to-Student</td>
<td>Gilbert R. Martini, Jr.</td>
<td>25 mins</td>
<td></td>
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<tr>
<td>FERPA: Confidentiality of Records</td>
<td>Staff</td>
<td>18 mins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment: Staff-to-Staff: Complete</td>
<td>Jennifer Watson</td>
<td>20 mins</td>
<td></td>
<td>SP</td>
</tr>
<tr>
<td>Sexual Harassment: Staff-to-Staff: Refresher</td>
<td>Jennifer Watson</td>
<td>15 mins</td>
<td></td>
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<tr>
<td>Sexual Harassment: Student Issues</td>
<td>Jennifer Watson</td>
<td>35 mins</td>
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<tr>
<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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www.SafeSchools.com                                      1.800.434.0154
# 2012 Course Library

## INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Topic</th>
<th>Author</th>
<th>Length</th>
<th>Available in Spanish</th>
<th>Coming Soon</th>
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</thead>
<tbody>
<tr>
<td>Copyright Infringement</td>
<td>William Stepien</td>
<td>30 mins</td>
<td></td>
<td></td>
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<tr>
<td>Network Data Security</td>
<td>Staff</td>
<td>20 mins</td>
<td></td>
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</tr>
<tr>
<td>Online Safety: Cyberbullying</td>
<td>Steve Holland</td>
<td>24 mins</td>
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<tr>
<td>Online Safety: Predators</td>
<td>Steve Holland</td>
<td>15 mins</td>
<td></td>
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<tr>
<td>Online Safety: Threats of Violence</td>
<td>Steve Holland</td>
<td>15 mins</td>
<td></td>
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<tr>
<td>Online Safety: What Every Educator Needs to Know</td>
<td>Steve Holland</td>
<td>15 mins</td>
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## NUTRITION SERVICES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Author</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>Food Safety &amp; Kitchen Sanitation</td>
<td>Art Dunham</td>
<td>20 mins</td>
<td>SP</td>
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<tr>
<td>Food Service Equipment: Safe Use</td>
<td>Art Dunham</td>
<td>20 mins</td>
<td>SP</td>
<td></td>
</tr>
<tr>
<td>Food Service Equipment: Sanitation</td>
<td>Art Dunham</td>
<td>20 mins</td>
<td>SP</td>
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<tr>
<td>Foodborne Illnesses</td>
<td>Art Dunham</td>
<td>20 mins</td>
<td>SP</td>
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<tr>
<td>HACCP: Hazard Analysis Critical Control Points</td>
<td>Art Dunham</td>
<td>20 mins</td>
<td>SP</td>
<td></td>
</tr>
<tr>
<td>Nutrition Basics</td>
<td>Art Dunham</td>
<td>20 mins</td>
<td>SP</td>
<td></td>
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<tr>
<td>School Meal Compliance</td>
<td>Art Dunham</td>
<td>20 mins</td>
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## SECURITY

<table>
<thead>
<tr>
<th>Topic</th>
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<th>Length</th>
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<th>Coming Soon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson Awareness &amp; Prevention</td>
<td>George Phelps</td>
<td>22 mins</td>
<td></td>
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<tr>
<td>Crime Prevention through Physical Security</td>
<td>Paul Timm</td>
<td>25 mins</td>
<td></td>
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<tr>
<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>
<td></td>
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<tr>
<td>School Violence: Identifying &amp; Addressing</td>
<td>Robert Watson</td>
<td>55 mins</td>
<td></td>
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<tr>
<td>Visual Weapons Screening</td>
<td>Dorn &amp; Shepherd</td>
<td>20 mins</td>
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www.SafeSchools.com  1.800.434.0154
## SOCIAL & BEHAVIORAL

<table>
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<th>Author</th>
<th>Length</th>
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<tbody>
<tr>
<td>Bullying: Recognition &amp; Response: Complete</td>
<td>Hazler &amp; Carney</td>
<td>1 hour</td>
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<tr>
<td>Bullying: Recognition &amp; Response: Primer</td>
<td>Hazler &amp; Carney</td>
<td>18 mins</td>
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<tr>
<td>Child Abuse: Identification &amp; Intervention: Complete</td>
<td>Eve Pearl</td>
<td>1 hour</td>
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<tr>
<td>Child Abuse: Identification &amp; Intervention: Primer</td>
<td>Eve Pearl</td>
<td>20 mins</td>
<td>SP</td>
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<tr>
<td>Dating Violence: Identification &amp; Intervention</td>
<td>Staff</td>
<td>20 mins</td>
<td></td>
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<tr>
<td>Disruptive Student Behavior</td>
<td>Randy Sprick</td>
<td>40 mins</td>
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<tr>
<td>Gang Awareness</td>
<td>Richard Ramos</td>
<td>20 mins</td>
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<tr>
<td>Homeless Students: Awareness &amp; Understanding</td>
<td>Barbara Duffield</td>
<td>20 mins</td>
<td></td>
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<tr>
<td>Playground Supervision</td>
<td>Susan Hudson</td>
<td>18 mins</td>
<td>SP</td>
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<tr>
<td>Self Injury and Cutting</td>
<td>Dr. Scott Poland</td>
<td>20 mins</td>
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<tr>
<td>Student Drug &amp; Alcohol Abuse</td>
<td>Mary Haag</td>
<td>30 mins</td>
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<tr>
<td>Youth Suicide: Awareness &amp; Prevention: Full Course</td>
<td>Dr. Scott Poland</td>
<td>30 mins</td>
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<tr>
<td>Youth Suicide: Awareness &amp; Prevention: Jason Flatt Act</td>
<td>Multiple Contributors</td>
<td>2 hours</td>
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## SPECIAL EDUCATION

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

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<thead>
<tr>
<th>Topic</th>
<th>Author</th>
<th>Length</th>
<th>Available in Spanish</th>
<th>Coming Soon</th>
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</thead>
<tbody>
<tr>
<td>Bus Behavior &amp; Discipline</td>
<td>Ted Finlayson-Schueler</td>
<td>30 mins</td>
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<tr>
<td>Child Safety Restraint Systems</td>
<td>Ted Finlayson-Schueler</td>
<td>25 mins</td>
<td></td>
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<tr>
<td>City Driving</td>
<td>Patrick Fitzpatrick</td>
<td>15 mins</td>
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<tr>
<td>Defensive Driving</td>
<td>Patrick Fitzpatrick</td>
<td>20 mins</td>
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<tr>
<td>Evacuation Planning for Students with Special Needs</td>
<td>Ted Finlayson-Schueler</td>
<td>25 mins</td>
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<tr>
<td>Road Rage</td>
<td>Patrick Fitzpatrick</td>
<td>15 mins</td>
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<tr>
<td>Seat Belt Systems for Students in Wheelchairs</td>
<td>Miriam Manary</td>
<td>20 mins</td>
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<tr>
<td>Transportation Safety</td>
<td>Vaughan &amp; Sommer</td>
<td>35 mins</td>
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<tr>
<td>Van Safety</td>
<td>Patrick Fitzpatrick</td>
<td>20 mins</td>
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<tr>
<td>Wheelchair Securement</td>
<td>Schneider &amp; Manary</td>
<td>20 mins</td>
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<tr>
<td>Winter Driving</td>
<td>Patrick Fitzpatrick</td>
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Revised 3/13/12
ACTION AGENDA

June 19, 2012
Board Agenda Item 12-0619-05

APPROVE CPF LOAN FROM STATE GENERAL FUND

Background:
For 2012, a revision was made in the method used by the Department of Local Government Finance to calculate the maximum tax levy for the Capital Projects Fund. For East Allen County Schools this caused the maximum levy to be reduced by $328,809. During the 2012 Legislative Session, Indiana Senators and Representatives recognized this issue and corrected it for 2013 and provided a method for school districts in 2012 to receive a zero interest loan to makeup the current year loss. The no interest loan will be paid back in 2013. Recommend that that the Resolution be approved to receive the zero interest loan of $328,809 for CPF.

Recommendation:
That the Board of School Trustees approves the Resolution for the CPF Loan from the State General Fund.

K. M. Green
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: To be deposited into CPF.
Legal: IC 6-1.1-18-12.5 & 6-1.1-27-3
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.

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<thead>
<tr>
<th>Name</th>
<th>Yes ☐</th>
<th>No ☐</th>
<th>Abstain ☐</th>
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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 to 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 appraisalment 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 me 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)

Rate Cap Calculation Under IC 6-1.1-18-12, as Amended by HEA 1072-2012

STEP 1: The maximum rate for this fund

0.2429

STEP 2: 2011 Pay 2012 Assessed Value: 2,206,776,647
2010 Pay 2011 Assessed Value: 2,192,056,810

0.0067

STEP 3:

2008 Pay 2009 Assessed Value: 2,268,615,646
2007 Pay 2008 Assessed Value: 2,715,091,401
2009 Pay 2010 Assessed Value: 2,226,958,772
2008 Pay 2009 Assessed Value: 2,268,615,646
2010 Pay 2011 Assessed Value: 2,192,056,810
2009 Pay 2010 Assessed Value: 2,226,958,772

STEP 4:

-0.1644

-0.0184

-0.0157

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
ACTION AGENDA

June 19, 2012

Board Agenda Item 12-0619-06

APPROVE MEDICAL CLINIC SELECTION - PARKVIEW HEALTH SYSTEMS

Background:
East Allen County Schools has investigated Inhouse Medical Clinics during the past two years. Potential clinic sponsors have submitted proposals and given presentations on how they would provide a medical clinic that would best meet the needs of members of the EACS' Group Health Insurance Program. Three final medical clinic proposals were submitted and evaluated. Based on the demographics of EACS, its employees, and which clinic model best suits the unique needs of EACS, Parkview Health Systems NearClinic model has been selected which includes the twenty hour per week Wellness Coaching and Employee Assistance Program.

Recommendation:
That the Board of School Trustees approves the selection of Parkview Health Systems for the NearSite Clinic Model for East Allen County Schools inhouse medical clinic.

Prepared: Kirby Stahly

Approved: Kirby Stahly

Budget: Paid from the EACS Group

Health Insurance Trust Account

Legal:
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,

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

<table>
<thead>
<tr>
<th>Proposed Clinic Model</th>
<th>Parkview Health</th>
<th>Lutheran Health</th>
<th>IU Health Network</th>
</tr>
</thead>
<tbody>
<tr>
<td></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 Costs</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-$5,750; Nurse Practitioner-$6,000; Medical Assistant-$2,800; Medical Director-$600; Health Screenings-$20/participant [$19,600 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>
**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>How would appointments be scheduled</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>What size/location for Clinic</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>Reporting Information</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>EACS Estimate of Annual Cost</td>
<td>$200,000</td>
<td>$216,080</td>
<td>$353,920</td>
</tr>
</tbody>
</table>
ACTION AGENDA

June 19, 2012

Board Agenda Item 12-0619-07

APPROVE BID FOR IPAD CASES

Background:
A bid for iPad cases was advertised May 29 & June 5, 2012. Seven vendors were issued bid packets. One vendor submitted a responsible and responsive bid. The bid award for this specified product is to a vendor we have used previously for other purchases. The lowest responsible and responsive bidder is Cyber Acoustics bid totaling $127,490. A copy of the Bid Tab and Recommendation letter are attached.

Recommendation:
That the Board of School Trustees approves the bid award for iPad cases to Cyber Acoustics as the lowest responsible and responsive bidder for a total of $127,490.

Karyle M. Green
Superintendent of Schools

Prepared: Lois Goeglein
Approved: Kirby Stahly
Budget: CPF
Legal: I.C. 36-1-12
## Bid for iPad Cases

East Allen County Schools  
Bid Open: June 12, 2012

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>CYBER ACOUSTICS</th>
<th>Office Depot Tech Depot</th>
<th>STAPLES</th>
<th>MAX CASES</th>
<th>MAX INTERACTIVE</th>
<th>CDW Governmt</th>
<th>InfoCase</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad3 Case</td>
<td>5370 each</td>
<td>$19.00</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
<tr>
<td>iPad2 Case</td>
<td>1340 each</td>
<td>$19.00</td>
<td>pkg received late &amp; returned unopened</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

| Total | $127,490.00 | $ | $ | $ | $ | $ | $ | $ |
ACTION AGENDA

Date 6/12/12

Board Agenda Item 12-0619-08

APPROVE STUDENT CODE OF CONDUCT AND TECHNOLOGY HANDBOOKS
FOR STUDENTS AND STAFF

Background:

The Indiana Department of Education requires annual approval of the Student Code of Conduct as well as separate classifications for areas such as "weapons" and "cyberbullying." In addition, in order to receive e-rate funding, it is necessary for the Board of School Trustees to approve the technology handbook for students and staff. Legal requirements have been addressed and these documents are compliant in all areas.

Recommendation:

That the Board of School Trustees approves the Student Code of Conduct and Technology Handbooks for both students and staff.

Karyle M. Green
Superintendent of Schools

Prepared: ________________________________

Approved: Britt Magneson, Bill Diehl

Budget: ________________________________

Legal: ________________________________
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   b. Technologies Covered
   c. Usage Policies
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   e. Web 2.0 (Email, Social, Collaborative Content)
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   g. Security
   h. Downloads
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   m. Examples of Responsible/Irresponsible Uses
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3. iPad Policy
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   b. Title
   c. Loss or Damage
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4. Financial Terms of Mobile Technology Use
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5. Mobile Technology Precautions
   a. Handling and Care of the iPad
   b. Power Management
   c. Transport
   d. Monitoring and Supervision
1. Technology Goals

- Equip all stakeholders to use technology to interact with, and impact, the world around them.
- Teach the ethical use of technology.
- Improve the quality of learning and promote greater academic achievement.
- Develop a new set of knowledge and skills for the 21st century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Develop life-long learners.

2. Responsible Use Agreement

A. Introduction

This Responsible Use Agreement (RUA) outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. In addition to this policy, the use of any district provided technology requires students and staff to abide by the EACS Student Technology Handbook Policies.

1. The EACS network is intended for educational purposes only.
2. All activity over the network or while using district technologies will be monitored or retained.
3. Access to online content via the network will be filtered in accordance with our policies and federal regulations, including the Children’s Internet Protection Act (CIPA).
4. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources can result in disciplinary action.
6. EACS makes a reasonable effort to ensure users’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the district network or other technologies are expected to immediately alert district personnel of any concerns for safety or security (duty to inform).

B. Technologies Covered

EACS may provide Internet access, desktop computers, iPads, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, EACS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

C. Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

1. Users should abide by the same responsible use policies when using school devices off the school network as on the school network.
2. Users are expected to treat these devices with extreme care and caution; they are expensive devices that the school is entrusting to your care.
3. Users should report any loss, damage, or malfunction to school personnel immediately.
4. Users will be financially accountable for any damage resulting from negligence or misuse.
D. Internet Access

District Provided Access - EACS provides its users with access to the Internet, including web sites, resources, content, and online tools while on campus. That access will be restricted in compliance with CIPA regulations and school policies. Internet activity may be monitored and records may be retained indefinitely.

1. Users must understand that the internet filter is a mandatory and vital safety precaution.
2. Users must not circumvent the internet filter.
3. Users should follow district protocol to alert the building administrator or submit a site for review if a site is blocked and the user believes it should not be.
4. Users should follow district protocol to report sites that are not blocked, but that the user feels should be blocked.

Non-District Provided Access

1. EACS devices may be used on other wireless networks while off campus.
2. Users must access home or public networks through either the Lightspeed Browser App or Rover Browser App when off campus. Both are CIPA compliant.

E. Web 2.0 (Email, Social, Collaborative Content)

Recognizing the benefits collaboration brings to education, EACS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Availability and use may be restricted based on district policies.

1. District provided email accounts should be used with care.
2. Users email, files, photographs, app usage, etc will be monitored and archived to meet legal obligations.
3. Users should be careful not to share personally-identifying information online. Sharing inappropriate personal information or content is strictly prohibited.
4. Beware when opening files or following links from unknown or untrusted origin.
5. Communicate with appropriate, safe, mindful, and courteous conduct.
6. Posts, chats, sharing, and messaging will be monitored.

F. Personally-Owned Devices Policy

Students should keep personally-owned devices (including iPads, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

G. Security

Users are expected to take reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a device is believed or thought to be infected with a virus, please alert school personnel immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

H. Downloads

Users may be able to download file types, such as images or videos; however, for the security of the district’s network, such downloads should only be from reputable sites, and only for educational purposes. Streaming video and audio is strictly prohibited during the school day unless directed otherwise by school personnel. Students may be selected at random to provide their device for monitoring and inspection.
I. Netiquette
   1. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
   2. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.

J. Plagiarism
   1. Users are prohibited from plagiarizing (use as their own, without citing the original creator) content, including words or images, from the Internet.
   2. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online.
   3. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
   4. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

K. Personal Safety
   1. Users should recognize that communicating over the Internet brings the risks associated with the lack of face to face contact.
   2. Users should carefully safeguard the personal information of themselves and others.
   3. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission.
   4. Students should never agree to meet someone they meet online in real life.
   5. If the user sees a message, comment, image, or anything else online that makes him or her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

L. Cyber-bullying
   The National Crime Prevention Council defines cyber-bullying as: “When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.”

Types of Cyber-bullying - Cyber-bullying can take many forms. Properly identifying and preventing cyber-bullying requires an understanding of the different ways technology can be used to hurt others. In ”An Educator’s Guide to Cyberbullying and Cyberthreats," Nancy Willard breaks down cyber-bullying into these categories:

1. Flaming- Online fights using electronic messages with angry or vulgar language.
2. Harassment- Repeatedly sending nasty, mean, and insulting messages.
3. Denigration- "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
4. Impersonation- Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
5. Outing- Sharing someone's secrets or embarrassing information or images online.
6. Trickery- Tricking someone into revealing secrets or embarrassing information and then sharing it online.
7. Exclusion- Intentionally and cruelly excluding someone.
8. Cyberstalking- Repeated, intense harassment and denigration that includes threats or creates significant fear.

EACS Position on Cyber-bullying
   1. Cyber-bullying will not be tolerated and is strictly forbidden. (see Student Code of Conduct pp. 19-21)
2. Engaging in cyber-bullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.
3. In some cases, cyber-bullying can be a crime.
4. The user should remember that digital activities are monitored and retained.
5. Report cyber-bullying immediately to school personnel.

M. Examples of Responsible/Irresponsible Use

**Responsible:**
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online as offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion when using communicative or collaborative technologies.
- Alert school personnel of threatening, inappropriate, or harmful content online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of everybody.
- Help to protect the security of school resources.

**Irresponsible:**
- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content found online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone met online in real life.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services outside of My Big Campus.
- Illegal installation or transmission of copyrighted materials.
- Use language online that would be irresponsible in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is inappropriate.
- Gaining access to other student’s accounts, files, and or data.
- Listening or viewing media labeled “Explicit”

* This is not intended to be a complete list, just a few specific examples.*

N. Limitation of Liability

1. EACS will not be responsible for damage or harm to persons, files, data, or hardware.
2. While EACS employs CIPA compliant filtering and other safety and security mechanisms, and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.
3. EACS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.
C. Violations of this Responsible Use Agreement
Violations of this policy may have disciplinary repercussions, including:
1. Suspension of network, technology, or computer privileges
2. Notification to parents
3. Detention or suspension from school and school related activities
4. Legal action and/or prosecution
5. Financial Consequences

3. iPad Policy
A. Terms
Parents of students that are assigned a Take-Home iPad will pay a non-refundable $30 annual premium to insure each iPad. Users will comply at all times with the EACS Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the property. **ANY LOST, STOLEN, DAMAGED iPad MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY!**

B. Title
Legal title to the property is in the District and shall at all times remain in the District. The user’s right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the EACS Student Technology Handbook policies.

C. Loss, Theft or Full Damage
If the property is lost or stolen, or fully damaged the user is responsible for the replacement cost of the iPad.

D. Repossession
If the user does not fully comply with all terms of this Agreement and the EACS Student Technology Handbook, including the timely return of the property, the District shall be entitled to declare the use in default and come to the user’s place of residence, or other location of the property, to take possession of the property.

E. Term of Agreement
The user’s right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

F. Unlawful Appropriation
Failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

4. Financial Terms of Mobile Technology Use
A. Use and Maintenance Fees
- Parents will pay a non-refundable annual insurance premium of $30, with deductibles per damage incident.
- The premium is by device and covers electrical surges, drops or falls, liquid spills, and part damage.
- The deductible is by incident, ie, 1st damage, 2nd damage AND by incident type ie, cracked glass, broken LCD, bent frame, etc.
- If the iPad is lost, stolen, or totally damaged the parent is responsible for the replacement cost.
- Parents must pay the annual premium before taking possession of the iPad.
- District may disable the iPad remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before participating in graduation.

B. iPad Costs – for Lost, Stolen or Full-Cost Damage

Cost to the district:  
- iPad 3 (32G) - $599.00  
- iPad 3 (16G) - $499.00  
- iPad 2 (16G) $399.00
C. Damaged iPads
   1. ANY iPad DAMAGE MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY!
   2. Power adapters or case must be paid in full.
   3. Deductibles:
      - First damage occurrence ($100.00): Student will get a replacement iPad upon payment of the deductible.
      - Second damage occurrence: Cost to repair the iPad or fair market value. Loss of iPad take-home privileges. The replacement iPad will be checked in and out daily during the school day.
      - Third damage occurrence: Cost to repair the iPad or fair market value and loss of iPad privileges.

D. Table of Estimated Repair Pricing for Deductibles

<table>
<thead>
<tr>
<th>Loss, Deliberate Damage or Neglect</th>
<th>Estimated Repair/Replacement Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken Screen</td>
<td>$160.00</td>
</tr>
<tr>
<td>Broken LCD</td>
<td>$160.00</td>
</tr>
<tr>
<td>Power Adapter + Cord</td>
<td>$30.00</td>
</tr>
<tr>
<td>District Assigned iPad Case</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

5. Mobile Technology Precautions

A. Handling and Care of the iPad
   ✓ The user must keep the iPad in the district provided protective case
   ✓ iPads and cases must remain free of any writing, drawing, stickers, or labels that are not applied by EACS.
   ✓ Use the iPad on a flat, stable surface.
   ✓ Do not set books on the iPad.
   ✓ Do not have food or drinks around the iPad.
   ✓ Wipe surfaces with a clean, dry soft cloth.
   ✓ Avoid touching the screen with pens or pencils.
   ✓ Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

B. Power Management
   ✓ It is the user’s responsibility to recharge the iPad’s battery so it is fully charged by the start of the next school day.
     - iPads with no battery life must be charged in the library. The student forfeits use of the iPad for the entire time it takes to charge the iPad (no pass-outs from class to pick up iPad, the iPad may only be picked up during passing periods).
     - All missed class work must be made up on the students’ own time.
   ✓ The iPad must remain On (awake or sleep mode) at school at all times. NO EXCEPTIONS.

C. Transport
   ✓ The iPad should be transported in its protective case with elastic straps securing the cover.
   ✓ Do not leave iPad in a vehicle for extended periods of time or overnight.
   ✓ Do not leave iPad in visible sight when left in a vehicle.

D. Monitoring and Supervision
   ✓ Do not leave the iPad unattended in an unlocked classroom or during an extra-curricular activity.
   ✓ Do not lend your iPad to a classmate, friend, or family member.
   ✓ You are responsible for the safety and security of the iPad and any activity on the device.
East Allen County Schools
STUDENT/PARENT TECHNOLOGY AGREEMENT 2012-2013
K-3rd Grade

Student Name: Last __________________________  First __________________________

Parent Name: Last __________________________  First __________________________

Address: ________________________________________________________________

Home Phone: ___________________  Cell #: ___________________  Work #: ___________________

Parent Email Address: _______________________________________________________

The East Allen County Schools Technology Initiative allows your child to use technology inside and/or outside of the classroom. East Allen County Schools may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the EACS Student Technology Handbook and understand the rules and guidelines for the following:
1. District Technology Goals
2. Responsible Use Agreement

Student Initials: _____  Parent Initials: _____

Terms of Agreement
The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the EACS Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I also understand that if my child violates the guidelines agreed to in the EACS Student Technology Handbook, I may be held responsible for reimbursement for loss, damage, or repair of any technology.

Signatures

________________________  _________________  _______________
Parent or Guardian Signature  Student Signature  Date
East Allen County Schools

STUDENT/PARENT TECHNOLOGY AGREEMENT 2012-2013

Grades 4 – 12 Take-home or 1:1

Student Name: Last __________________________ First __________________________
Parent Name: Last __________________________ First __________________________
Address: ________________________________________________
Home Phone: ________________  Cell #: ________________  Work #: ________________
Parent Email Address: ____________________________________

The East Allen County Schools Responsible Use Agreement allows your child to use technology inside and/or outside of the classroom. East Allen County Schools may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

East Allen County schools understands the importance of a 24/7 learning environment and by permitting mobile devices to go home, we will be expanding the learning day and allowing for completion of projects outside of school.

However, by taking mobile devices home, families assume some risk. Parent/Guardians will be responsible for replacement/repair cost in the event of theft, loss, or total damage. I understand that if the iPad is lost or stolen, I am responsible for the replacement cost.

I have reviewed the EACS Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Agreement
3. Use of District Mobile technology
4. Financial Terms of Mobile Technology Use
5. Mobile Technology Precautions

Student Initials: _____  Parent Initials: _____

Terms of Agreement
The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the EACS Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my child’s mobile device, which may have occurred at school or at home, or while the mobile device was being transported.

The mobile device remains the property of East Allen County Schools. At the end of the school year or upon transfer from the district, parents and students agree to return the mobile device to the school in the same condition it was issued to the students less reasonable wear.

Signatures

Parent or Guardian Signature ___________________________  Student Signature ___________________________  Date ___________________________
As a borrower of an EACS iPad:

- I have signed and will follow the policies established in the EACS Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the iPad.
- I will report any problems/issues I encounter while using the iPad to school authorities.
- I understand that resetting the iPad to factory settings may be a course of action for any repairs or modifications on the iPad and this may result in the loss of data.
- I understand that it is my responsibility to turn in my iPad for periodic updates throughout the school year.
- I understand that the primary use of the iPad is as an instructional tool.

Guidelines for Proper Care of the iPad:

1. The iPad is not to be loaned to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the iPad by the technology department.
3. I will not write on or place any labels or stickers on the iPad.
4. Proper care is to be given to the iPad at all times, including but not limited to the following:
   a. Keep food and drink away from the iPad.
   b. Do not leave the iPad out in extreme heat or cold.
   c. Do not attempt to repair a damaged or malfunctioning iPad.
   d. Do not upgrade the iPad operating system.
   e. Use the appropriate iPad A/C adapter to charge the iPad.
5. Proper security is to be provided for the iPad at all times, including, but not limited to, the following:
   a. Do not leave the iPad unattended in an unlocked classroom or extra-curricular activity.
   b. Do not leave the iPad in an unlocked vehicle.

iPad Management:

1. Do not sync the iPad to personal or school computers (contact technology if necessary)
2. District purchased apps will be pushed out to student iPads using FileWave software.
3. Each user or users parent must create their own personal iTunes account to “purchase” (most are free) personal apps, free school-related apps, music, and iBooks (in compliance with the EACS Student Technology Handbook policies.
4. We cannot guarantee apps that are purchased through personal iTunes accounts that do not utilize iCloud back-up will stay on the iPad if we need to sync it or set to factory settings.
5. To protect the students and the district from loss of an iPad, the FindMyiPad service must remain on at all times.
STUDENT iPad Acceptance Form

Name: ___________________________________________ School ____________________________

Asset Tag Number: _______________________________ Serial Number ________________________

Program: __________________________________________ Work Phone #: _______________________

I understand that the iPad, equipment, and/or accessories that EACS has provided to me are the property of East Allen County Schools. I agree to the terms outlined in the EACS’s iPad User Agreement and the EACS Student Technology Handbook.

I understand that I will report any damage, loss, or theft of the iPad to EACS personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of my child’s mobile device, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the EACS Student Technology Handbook.

I understand that a violation of the terms and conditions set out in the Student iPad User Agreement and the EACS Student Technology Handbook will result in the restriction and/or termination of my use of an EACS iPad, equipment, and/or accessories.

Items Received:

<table>
<thead>
<tr>
<th>Item</th>
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<th>Condition</th>
</tr>
</thead>
<tbody>
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<td>Yes</td>
<td>New</td>
</tr>
<tr>
<td>iPad</td>
<td>No</td>
<td>Used</td>
</tr>
<tr>
<td>Power Supply and Cable</td>
<td>Yes</td>
<td>New</td>
</tr>
<tr>
<td>iPad Case</td>
<td>Yes</td>
<td>Used</td>
</tr>
<tr>
<td>Stylus</td>
<td>Yes</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Used</td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ________________
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   b. Technologies Covered
   c. Usage Policies
   d. Internet Access
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   g. Downloads
   h. Netiquette
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   b. Power Management
   c. Transport
   d. Monitoring and Supervision
1. Technology Goals

- Equip all stakeholders to use technology to interact with, and impact, the world around them.
- Teach the ethical use of technology.
- Improve the quality of learning and promote greater academic achievement.
- Develop a new set of knowledge and skills for the 21st century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Develop life-long learners.

2. Responsible Use Agreement

A. Introduction

This Responsible Use Agreement (RUA) outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. In addition to this policy, the use of any district provided technology requires students and staff to abide by the EACS Staff Technology Handbook Policies.

1. The EACS network is intended for educational purposes only.
2. All activity over the network or while using district technologies will be monitored or retained.
3. Access to online content via the network may be filtered in accordance with our policies and federal regulations, including the Children's Internet Protection Act (CIPA).
4. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources can result in disciplinary action.
6. EACS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the district network or other technologies are expected to immediately alert district personnel of any concerns for safety or security (duty to inform).

B. Technologies Covered

EACS may provide Internet access, desktop computers, iPads, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, EACS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

C. Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

1. Users should abide by the same Responsible Use policies when using school devices off the school network as on the school network.
2. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care.
3. Users should report any loss, damage, or malfunction to school personnel immediately.
4. Users may be financially accountable for any damage resulting from negligence or misuse.
D. Internet Access

District Provided Access- EACS provides its users with access to the Internet, including web sites, resources, content, and online tools while on campus. That access will be restricted in compliance with CIPA regulations and school policies. Internet activity will be monitored and records will be retained indefinitely.

1. Users must understand that the internet filter is a mandatory and vital safety precaution.
2. Users must not circumvent the internet filter.
3. Users should follow district protocol to alert the Technology Department or submit a site for review if a site is blocked and the user believes it should not be.
4. Users should follow district protocol to report sites that are not blocked, but that the user feels should be blocked.

Non-District Provided Access

1. EACS staff utilized devices may be used on other wireless networks while off campus, but are subject to the restrictions outlined in the EACS Staff Technology Handbook.

E. Web 2.0 (Email, Social, Collaborative Content)

Recognizing the benefits collaboration brings to education, EACS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Availability and use may be restricted based on district policies.

1. District provided email accounts should be used with care.
2. Users email usage may be monitored and archived to meet legal obligations.
3. Users should be careful not to share personally-identifying information online. Sharing inappropriate personal information or content is strictly prohibited.
4. Beware when opening files or following links from unknown or untrusted origin.
5. Communicate with appropriate, safe, mindful, and courteous conduct.
6. Posts, chats, sharing, and messaging may be monitored.

F. Security

Users are expected to take reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a device is believed or thought to be infected with a virus, please alert school personnel immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

G. Downloads

Users may be able to download file types, such as images or videos; however, for the security of the district’s network, such downloads should only be from reputable sites, and only for educational purposes. Streaming video and audio should also be for educational purposes only.

H. Netiquette

1. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
2. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.
I. Personal Safety
   1. Users should recognize that communicating over the Internet brings the risks associated with the lack of face to face contact.
   2. Users should carefully safeguard the personal information of themselves and others.
   3. Users should be cautious when sharing personal information, including phone number, address, social security number, birthday, or financial information, over the Internet.
   4. If the user sees a message, comment, image, or anything else online that makes him or her concerned for his/her personal safety, it should be brought to the attention of school personnel immediately.

J. Cyber-bullying
   The National Crime Prevention Council defines cyber-bullying as: “When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.”

EACS Position on Cyber-bullying
   1. Cyber-bullying will not be tolerated.
   2. Engaging in cyber-bullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.
   3. In some cases, cyber-bullying can be a crime.
   4. The user should remember that activities are monitored and retained.
   5. Report cyber-bullying immediately to school personnel.

K. Examples of Responsible/Irresponsible Use

Responsible:
   + Use school technologies for school-related activities.
   + Follow the same guidelines for respectful, responsible behavior online as offline.
   + Treat school resources carefully, and alert technology staff if there is any problem with their operation.
   + Encourage positive, constructive discussion when using communicative or collaborative technologies.
   + Alert school personnel of threatening, inappropriate, or harmful content online.
   + Use school technologies at appropriate times, in approved places, for educational pursuits.
   + Cite sources when using online sites and resources for research.
   + Recognize that use of school technologies is a privilege and treat it as such.
   + Be cautious to protect the safety of everybody.
   + Help to protect the security of school resources.
   + Communication with students should be via MyBigCampus

Irresponsible:
   — Use school technologies in a way that could be personally or physically harmful.
   — Attempt to find inappropriate images or content.
   — Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
   — Try to find ways to circumvent the school’s safety measures and filtering tools.
   — Use school technologies to send spam or chain mail.
   — Plagiarize content found online.
   — Agree to meet someone met online in real life.
   — Illegal installation or transmission of copyrighted materials.
   — Use language online that would be irresponsible in the classroom.
   — Use school technologies for illegal activities or to pursue information on such activities.
— Attempt to hack or access sites, servers, or content that is inappropriate.
— Downloading or viewing media labeled “Explicit”

* This is not intended to be a complete list, just a few specific examples.

L. Limitation of Liability
EACS will not be responsible for damage or harm to persons, files, data, or hardware.

While EACS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.

EACS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

M. Violations of this Responsible Use Policy
Violations of this policy may have disciplinary repercussions, including:

1. Suspension of network, technology, or computer privileges
2. Suspension from duties
3. Legal action and/or prosecution
4. Financial Consequences

3. iPad Policy

A. Terms
Users will comply at all times with the EACS Staff Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the property.

B. Title
Legal title to the property is in the District and shall at all times remain in the District. The user’s right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the EACS Staff Technology Handbook policies.

C. Lost, Stolen or Damaged
User will pay corresponding to the deductible schedule (see table below).

D. Repossession
If the user does not fully comply with all terms of the EACS Staff Technology Handbook, including the timely return of the property, the District shall be entitled to take possession of the property.

E. Term of Agreement
The user’s right to use and possession of the property ceases upon termination from the district.

F. Unlawful Appropriation
Failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

G. iPad User Forms
User Agreement and Acceptance Form (See Appendix)
4. Financial Terms of Mobile Technology Use

A. iPad Costs

Cost to the district: iPad 3 (32G) - $599.00  iPad 3 (16G) - $499.00  iPad 2 (16G) $399.00

B. Table of Estimated Repair Pricing

<table>
<thead>
<tr>
<th></th>
<th>Repair/Replacement Costs</th>
</tr>
</thead>
<tbody>
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<td>Broken Screen/Digitizer</td>
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</tr>
<tr>
<td>Broken LCD</td>
<td>$160.00</td>
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<tr>
<td>Power Adapter + Cord</td>
<td>$30.00</td>
</tr>
<tr>
<td>District Assigned iPad Case</td>
<td>$20.00</td>
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</table>

C. Stolen, Lost, Vandalized, or Damaged iPad

1. ANY THEFT, LOSS, VANDALISM, OR DAMAGE MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY!
2. Power cord/adapter or case must be paid in full
3. Deductibles:
   First Occurrence ($100.00): Teacher will get a replacement iPad upon payment of the deductible.
   Second Occurrence: Cost to repair/replace the iPad or accessory at replacement cost.

5. Mobile Technology Precautions

A. Handling and Care of the iPad

✓ The user must keep the iPad in the district provided protective case or be subject to full repair/fair market value of iPad if damages occur using an alternate case.
✓ iPads and cases must remain free of any writing, drawing, stickers, or labels that are not applied by EACS.
✓ Use the iPad on a flat, stable surface.
✓ Do not set books on the iPad.
✓ Do not have food or drinks around the iPad.
✓ Wipe surfaces with a clean, dry microfiber cloth.
✓ Avoid touching the screen with pens or pencils.
✓ Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time i.e. car or window seat.

B. Power Management

✓ It is the user’s responsibility to recharge the iPad’s battery so it is fully charged by the start of the next school day.
✓ The iPad must remain On or in Sleep mode at school at all times (no exceptions).

C. Transport

✓ The iPad should be transported in its protective case.
✓ Do not leave iPad in a vehicle for extended periods of time or overnight.
✓ Do not leave iPad in visible sight when left in a vehicle.

D. Monitoring and Supervision

✓ Do not leave the iPad unattended in an unlocked classroom or during an extra-curricular activity.
✓ Do not lend your iPad to others.

You are responsible for the safety and security of the iPad and any activity on the device.
STAFF TECHNOLOGY AGREEMENT 2012-2013

Educator Name: Last ________________________ First ________________________

Address: ________________________________________________________________

Home Phone: _______________ Cell #: _______________ Work #: _______________

Email Address: ____________________________________________________________

The East Allen County Schools Technology Staff Handbook allows you to use technology inside and/or outside of the classroom. East Allen County Schools may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

East Allen County schools understands the importance of a 24/7 learning environment and by permitting mobile devices to go home, we will be expanding the learning day and allowing for completion of projects outside of school.

However, by taking mobile devices home, educators assume some risk. You will be responsible for replacement/repair in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the mobile device.

I have reviewed the EACS Staff Technology Handbook and understand agree to the rules and guidelines for:

1. District Technology Goals
2. Responsible Use Agreement
3. Use of District Mobile Technology
4. Financial Terms of Mobile Technology Use
5. Mobile Technology Precautions

Educator Initials: ______

Terms of Agreement
I am responsible at all times for the care and appropriate use of this mobile device. I understand if I violate the guidelines agreed to in the EACS Staff Technology Handbook my privilege to take the mobile device home may be restricted or removed and I may be subject to disciplinary action.

I understand that I may be held responsible for paying towards replacement for loss, damage, or repair for my mobile device which may have occurred at school or at home, or while the mobile device was being transported.

The mobile device remains the property of East Allen County Schools. Upon end of employment from the district, I agree to return the mobile device to the school in the same condition it was issued to me less reasonable wear.

Signature

_____________________________________________  ________________________
Educator Signature                                      Date
STAFF iPad User Agreement

As a borrower of an EACS iPad:

- I have signed and will follow the guidelines established in the East Allen County Schools Acceptable Use Policy.
- I will follow the guidelines listed below for proper care of the iPad.
- I will report any problems/issues I encounter while using the iPad to the technology department immediately through the Help Desk.
- I understand that resetting the iPad to factory settings may be a course of action for any repairs or modifications on the iPad and this may result in the loss of data.
- I understand that it is my responsibility to turn in my iPad for periodic updates throughout the school year.
- I understand that the primary use of the IPAD is as an instructional tool.

Guidelines for Proper Care of the iPad:

1. The iPad is not to be loaned to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the iPad by the technology department.
3. I will not write on or place any labels or stickers on the iPad.
4. Proper care is to be given to the iPad at all times, including but not limited to the following:
   a. Keep food and drink away from the iPad.
   b. Do not leave the iPad out in extreme heat or cold.
   c. Do not attempt to repair a damaged or malfunctioning iPad.
   d. Do not upgrade the iPad operating system.
   e. Use the appropriate iPad A/C adapter to charge the iPad.
5. Proper security is to be provided for the iPad at all times, including, but not limited to, the following:
   a. Do not leave the iPad unattended in an unlocked classroom or extra-curricular activity.
   b. Do not leave the iPad in an unlocked vehicle.

iPad Management:

1. Do not sync the iPad to personal or school computers (contact technology if necessary)
2. Apps purchased by EACS will be through the Apple Volume Purchase Program. Apps purchased through this program need to be approved by the technology department using the EACS Software Approval process.
3. District purchased apps will be pushed out to iPads using FileWave software.
4. Each user needs to create their own personal iTunes account to purchase personal apps, free school-related apps, music, and iBooks (in compliance with the EACS Acceptable Use Policy).
5. We cannot guarantee apps that are purchased through personal iTunes accounts that do not utilize iCloud back-up will stay on the iPad if we need to sync it or set to factory settings.
6. To protect the teacher and the district from loss of an iPad, the FindMyiPad service must remain on at all times.

East Allen County Schools
Technology Department
1000 Prospect Avenue, New Haven, IN 46774
Telephone 260-446-0129 – Facsimile 260-446-0126

STAFF iPad Acceptance Form

Name: ___________________________ School ___________________________

Asset Tag Number: ________________________ Serial Number ________________________

Program: ____________________________ Work Phone #: _______________________

Date of iPad Training: ______________________

I understand that the iPad, equipment, and/or accessories that EACS has provided to me are the property of East Allen County Schools. I agree to the terms outlined in the EACS’s iPad User Agreement and the Acceptable Use Policy.

I understand that I will report any damage, loss, or theft of the iPad to my building administrator or EACS Administration. Additionally, I understand that I will not be held responsible for iPad problems resulting from regular school-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the iPad and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Staff iPad User Agreement and the Acceptable Use Policy will result in the restriction and/or termination of my use of an EACS iPad, equipment, and/or accessories.

Items Received:

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<tr>
<th>Item</th>
<th>Loaned</th>
<th>Condition</th>
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<td>iPad</td>
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<tr>
<td>Power Supply and Cable</td>
<td>Yes</td>
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<tr>
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Signature: ___________________________ Date: ________________
ACTION AGENDA

June 19, 2012

Board Agenda Item 12-0619-09

APPROVE LEASE OF SPACE AT VILLAGE FACILITY TO TIMOTHY L. JOHNSON

Background:

East Allen County Schools was approached by representatives of Timothy L. Johnson Charter School (TLJ) for potential acquisition of the Village Elementary School facility. After extensive discussion by the Board of School Trustees, a motion proposing a lease to TLJ for space at Village Elementary School with first option to purchase the property was approved April 17, 2012. Direction was given to the Administration to negotiate this Lease of Space at for use beginning school year 2012-13.

Recommendation:

That the Board of School Trustees approves the lease of space at Village Elementary School facility to representatives of Timothy L. Johnson.

Karyle M. Green
Superintendent of Schools

Prepared: ________________________________

Approved: Kirby Stahly

Budget: ________________________________

Legal: ________________________________
APPROVE REVISION OF ADMINISTRATIVE ORGANIZATIONAL CHART

Background:
Vacancies within the administrative structure of East Allen County Schools have resulted due to resignations and upcoming retirements of key personnel. It is necessary to adjust the organizational chart for efficient and effective systems in the District. This revision has a net result of six (6) reductions to central office administration since 2009.

Recommendation:
That the Board of School Trustees approves the revision of the administrative organizational chart.

Karyle M. Green
Superintendent of Schools

Prepared: ______________________________
Approved: ____________________________
Budget: ________________________________
Legal: _________________________________
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Subtotal: $3,800.00
Sales Tax: 
TOTAL: $3,800.00
## Close Education

11440 Muirfield Trace  
Fishers, IN 46037  
(317)409-4430  
laura@closeeducation.com  
www.closeeducation.com

<table>
<thead>
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<th>Activity</th>
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<th>Rate</th>
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<td>42 licenses need to be upgraded in order for East Allen to have all of their licenses upgraded to My Virtual reading Coach. The cost is $1025 a license. East Allen currently owns 75 licenses. 42 of the 75 licenses need the upgrade.</td>
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<td>25,625.00</td>
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<tr>
<td>Coach</td>
<td>This is an ownership model that includes Mindplay hosting the program for 3 years and any updates. After the 3 years you may choose to continue Mindplay hosting for only $120 per connection per year or pay nothing further and install it locally.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is not a student license. It is a concurrent connection for the district. This means you utilize each license to capacity 24/7 running multiple students through each license.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2012 Mindplay Virtual Reading</strong></td>
<td>42 licenses need to be upgraded in order for East Allen to have all of their licenses upgraded to My Virtual reading Coach. The cost is $1025 a license. East Allen currently owns 75 licenses. 42 of the 75 licenses need the upgrade.</td>
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Continue to the next page.

Laura Close Owner/President  
(317)409-4430  
laura@closeeducation.com
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<tr>
<td>Licenses</td>
<td>price of $1025 a license which includes the 50%</td>
<td></td>
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<td></td>
<td>discount.</td>
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</tbody>
</table>

Thank you for the opportunity to work with you!
Please send purchase orders to Close Education at laura@closeeducation.com and/or 11440 Muirfield Trace Fishers, IN 46037.

Accepted By: Laura Close Owner/President
Accepted Date: (317)409-4430