AGENDA

1.0 ROUTINE ITEMS
1.1 Call to Order
1.2 Pledge of Allegiance
1.3 Approval of Agenda
1.4 Recognition
   - Heritage FFA National Winners
   - EACS District Student Safety Poster Designers

2.0 PUBLIC EXPRESSIONS – AGENDA ITEMS*

3.0 CONSENT ITEMS
3.1 Human Resources Report
3.2 Financial Reports
3.3 Meetings and Conferences
3.4 Minutes – Regular Meeting – January 21, 2014
3.5 Minutes – Executive Session – January 28, 2014

4.0 ACTION ITEMS
14-0204-4.1 Heritage K-12 Project - Change Order #10 – Delete the Electronic Access Control System From the Contract
14-0204-4.2 Architect/Engineering Selection for GO Bond Projects

DISCUSSION/ACTION ITEMS
14-0204-4.3 Contract for Bloxx Internet and Global Proxy Filter

5.0 INFORMATION/DISCUSSION ITEMS

DISCUSSION ITEMS
5.1 Employee Handbook
5.2 Application and Receipt of Funds for Secured School Safety Grant
5.3 Heritage K-12 Project - Change Order #11 – Provide Additional Structural Steel to Support Brick Ledge Canopy
5.4 Heritage K-12 Project - Change Order #12 – Delete Combination Locker Locks and Modify Six (6) Lockers to ADA Standards
5.5 Woodlan K-12 Project - Change Order #4 – Provide Three (3) Additional Horizontal Bars and Handrail System
5.6 Woodlan K-12 Project - Change Order #5 – Modify Special Education Classroom
5.7 Woodlan K-12 Project - Change Order #6 – Delete One (1) Wall Hydrant and Furnish/Install Pipe Enclosures
6.0 PUBLIC EXPRESSIONS – NON-AGENDA ITEMS*

7.0 SUPERINTENDENT COMMENTS

8.0 BOARD COMMENTS

9.0 ADJOURNMENT

Note: Change in venue.

NEXT BOARD MEETING
FEBRUARY 18, 2014
NEW HAVEN HIGH SCHOOL
AUDITORY
1300 GREEN ROAD, NEW HAVEN
6:30 PM

*Public expression is limited to 3 minutes per speaker.

DREAM IT. DO IT.
Consent Items
ACTION AGENDA
February 4, 2014
Board Agenda Item 3.1

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.

[Signature]
Kenneth H. Folks
Superintendent of Schools

Prepared: Amanda Ricketts
Approved: __________________________
Budget: Kirby Stahly
Legal: __________________________
### CLASSIFIED NEW HIRES

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moody, Sara</td>
<td>Para -SOEL</td>
<td>2/5/2014</td>
</tr>
<tr>
<td>Thae, Ei Cho</td>
<td>Para -SOEL</td>
<td>2/10/2014</td>
</tr>
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### CLASSIFIED TERMINATIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>DATE</th>
<th>REASON</th>
</tr>
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<tbody>
<tr>
<td>Brooks, Pamela</td>
<td>Custodian – NHPS (20 yrs. w/ EACS)</td>
<td>9/2/2014</td>
<td>Retirement</td>
</tr>
<tr>
<td>Hart, Roberta</td>
<td>Bus Driver (30 yrs. w/ EACS)</td>
<td>2/26/2014</td>
<td>Retirement</td>
</tr>
<tr>
<td>McGhee, Robert</td>
<td>Custodian – PCA (37 yrs. w/ EACS)</td>
<td>5/1/2014</td>
<td>Retirement</td>
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### CLASSIFIED LEAVES

<table>
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<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>DATE</th>
<th>REASON</th>
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</thead>
<tbody>
<tr>
<td>Moyer, Janet</td>
<td>Para – NHHS</td>
<td>1/21/2014 through 2/10/2014</td>
<td>FMLA extension</td>
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### ADMINISTRATOR CHANGE

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
</tr>
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<tbody>
<tr>
<td>Knoblauch, Teresa</td>
<td>Principal to Director of Title III (Principal on Special Assignment)</td>
</tr>
</tbody>
</table>
ACTION AGENDA

February 4, 2014

Board Agenda Item 3.2

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.

Kenneth H. Folks
Superintendent of Schools

Prepared:  Kirby Stahly
Approved: Kirby Stahly
Budget:  Kirby Stahly
Legal:  ____________________________

ACCOUNTS PAYABLE VOUCHER INFORMATION

Vendor Claims 279964-280107

Total Amount $119,317.56

DONATIONS, GIFTS, AND EXTRACURRICULAR EXPENDITURES

None.

CASH TUITION TRANSFERS FOR THE 2013-2014 SCHOOL YEAR

Clevia Parker 10th grade Leo Jr./Sr. High School
Isaiah Cryer 11th grade New Haven High School
Amore Ferrell 1st grade Southwick Elementary School
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.

Kenneth H. Folks
Superintendent of Schools

Prepared: Dawn Bair
Approved: Ken Folks
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: February 4, 2014

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>ATTENDEE(S)</th>
<th># ATTENDING</th>
<th>BLDG.</th>
<th>CONFERENCE TITLE &amp; LOCATION</th>
<th>MAXIMUM REIMBURSEMENT</th>
<th>SUB</th>
<th>COST</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 16-28, 2013</td>
<td>Kathleen Humphrey</td>
<td>1</td>
<td>NHHS</td>
<td>Project Lead the Way Principles of Biomedical Sciences, Indianapolis</td>
<td>$258</td>
<td>N</td>
<td>$0</td>
<td>Released time, 010-11100-13000-0064, General Fund (Resubmitting for mileage previously approved on May 21, 2013, 399-25890-58000-0072, Project Lead the Way)</td>
</tr>
<tr>
<td>January 23, 2014</td>
<td>Dawn Stine</td>
<td>1</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0064, General Fund</td>
</tr>
<tr>
<td>January 24, 2014</td>
<td>Lacy Rose</td>
<td>1</td>
<td>PCA</td>
<td>Dibels/Mondo Testing, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 010-11100-13000-0064, General Fund</td>
</tr>
<tr>
<td>January 27, 2014</td>
<td>Kelli Allen, Craig Helfrich, Holly Laurent</td>
<td>3</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0064, General Fund</td>
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<tr>
<td>January 27, 2014</td>
<td>Courtney Wilson</td>
<td>1</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 010-11100-13000-0064, General Fund</td>
</tr>
<tr>
<td>January 28, 2014</td>
<td>Cheri Cornmesser, Sara Hayden</td>
<td>2</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0064, General Fund</td>
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<tr>
<td>January 29, 2014</td>
<td>Amy Rose</td>
<td>1</td>
<td>NHPS</td>
<td>Records Day, NHPS</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0051, General Fund</td>
</tr>
<tr>
<td>January 30, 2014</td>
<td>Sarah Kohlhoff</td>
<td>1</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0064, General Fund</td>
</tr>
<tr>
<td>January 30, 2014</td>
<td>Kelvin Green</td>
<td>1</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 010-11100-13000-0064, General Fund</td>
</tr>
<tr>
<td>February 4, 2014</td>
<td>Jason Klug</td>
<td>1</td>
<td>NHPS</td>
<td>Records Day, NHPS</td>
<td>$0</td>
<td>Y</td>
<td>$75.00</td>
<td>Released time, 010-11100-13000-0051, General Fund</td>
</tr>
<tr>
<td>February 6, 2014</td>
<td>Lynn Holt, Lisa Lothamer, Shellie Wedge</td>
<td>3</td>
<td>NHPS</td>
<td>Records Day, NHPS</td>
<td>$0</td>
<td>Y</td>
<td>$112.50</td>
<td>Released time, PM, 010-11100-13000-0051, General Fund</td>
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<tr>
<td>February 6, 2014</td>
<td>Jennifer Hartman</td>
<td>1</td>
<td>SPSV</td>
<td>Transition Cadre Meeting, Warsaw</td>
<td>$37</td>
<td>N</td>
<td>$0</td>
<td>Released time, AM, mileage, 010-12230-58000-0012, General Fund</td>
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<tr>
<td>February 7, 2014</td>
<td>Greg Geise</td>
<td>1</td>
<td>HEHS</td>
<td>IN DOE hearing, Indianapolis</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
</tr>
</tbody>
</table>
# Meetings and Conferences

The following meetings and/or conference requests are information items, which are to be made a part of the Board minutes:  February 4, 2014

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<th>BLDG.</th>
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<th>SUB</th>
<th>COST</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 7, 2014</td>
<td>Lauren Hall</td>
<td>1</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0064, General Fund</td>
</tr>
<tr>
<td>February 9-11, 2014</td>
<td>Angela Bailey</td>
<td>1</td>
<td>PHJH</td>
<td>High Ability Conference, Illinois</td>
<td>$1,110</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, lodging, meals, mileage, parking, 313-12110-58000-0013, High Ability 13-14</td>
</tr>
<tr>
<td>February 10, 2014</td>
<td>Kim Church</td>
<td>1</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0064, General Fund</td>
</tr>
<tr>
<td>February 11, 2014</td>
<td>Kendra Doerr</td>
<td>1</td>
<td>PCA</td>
<td>Records Day, PCA</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-11100-13000-0064, General Fund</td>
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<tr>
<td>February 12, 2014</td>
<td>Kirby Stahly</td>
<td>1</td>
<td>ADMN</td>
<td>The Business of Technology in Education/IASBO-ICOSN, Plainfield</td>
<td>$205</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, mileage, 010-25110-58000-0007, General Fund</td>
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<tr>
<td>February 12-14, 2014</td>
<td>Lindsey Franz, Jennifer Snyder</td>
<td>2</td>
<td>SPSV</td>
<td>ICASE, Indianapolis</td>
<td>$930</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, lodging, meals, 527-12230-58000-0012, IDEA Grant 12-13</td>
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<tr>
<td>February 13-14, 2014</td>
<td>Sherry Conley, Tonya Donahue</td>
<td>2</td>
<td>HEHS</td>
<td>Administer IDOE mandated LAS Links annual testing, Various EACS locations</td>
<td>$20</td>
<td>Y</td>
<td>$150</td>
<td>Released time, mileage, 010-11300-58000-0001, General Fund</td>
</tr>
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Meetings and Conferences

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<th>SUB</th>
<th>COST</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 13, 2014</td>
<td>Dave Boyce, Ryan Clark, Jillian DePew, Melissa Fiedler, Kelly Mahoney, Holly McKenna, Jared Minnick, Shannon Sauder, Raisa Schnelker, Wendy Singer, Barb Yamano</td>
<td>11</td>
<td>LEHS</td>
<td>Language Arts-Writing (error analysis and inter-rater reliability), LHES</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, AM, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>February 13, 2014</td>
<td>Greg Bierbaum, Ron Crosby, Kirsten Crowe, Doug Curtis, Paul Newberg, Ashlee Robbins, Carrie Shappell, Kevin Tubbs</td>
<td>8</td>
<td>LEHS</td>
<td>Math Problem Solving (Poster Math), LEHS</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>February 18-21, 2014</td>
<td>Chad Houser</td>
<td>1</td>
<td>HEHS</td>
<td>CPI &quot;Train the Trainer&quot; training, PHLC</td>
<td>$2,100</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>February 18, 2014</td>
<td>Greg Geise</td>
<td>1</td>
<td>HEHS</td>
<td>Lobbying for ISTA, EAEA, and for all public education, Indianapolis</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
</tr>
<tr>
<td>February 18, 2014</td>
<td>Steve Snodgrass, Steve Walter</td>
<td>2</td>
<td>HEHS</td>
<td>Lobbying for ISTA, EAEA, and for all public education, Indianapolis</td>
<td>$0</td>
<td>Y</td>
<td>$150</td>
<td>Released time, 010-25400-13000-0004</td>
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<th>SUB</th>
<th>COST</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
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<tbody>
<tr>
<td>February 18-21, 2014</td>
<td>Jeff Studebaker</td>
<td>1</td>
<td>STSV</td>
<td>Audit Basic Non-Violent Crisis Intervention “Train the Trainer”, PHLC</td>
<td>$950</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, 683-22120-31200-0015, Title II A</td>
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<tr>
<td>February 19, 2014</td>
<td>Ken Folks</td>
<td>1</td>
<td>ADMN</td>
<td>UWVSSC Legislator Day, Indianapolis</td>
<td>$150</td>
<td>N</td>
<td>$0</td>
<td>Released time, mileage, 010-23210-58000-0001, General Fund</td>
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<tr>
<td>February 19, 2014</td>
<td>Marilyn Hissong</td>
<td>1</td>
<td>CURR</td>
<td>Instructional Strategies &amp; Checking for Understanding 6-12, Decatur</td>
<td>$119</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, mileage, 010-22110-58000-0004, General Fund</td>
</tr>
<tr>
<td>February 19, 2014</td>
<td>Angela Bailey</td>
<td>1</td>
<td>PHJH/ NHMS</td>
<td>Instructional Strategies &amp; Checking for Understanding 6-12, Decatur</td>
<td>$105</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, 010-22110-58000-0004, General Fund</td>
</tr>
<tr>
<td>February 19, 2014</td>
<td>Danielle Newman</td>
<td>1</td>
<td>PHJH</td>
<td>Instructional Strategies &amp; Checking for Understanding 6-12, Decatur</td>
<td>$128</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, mileage, 010-22110-58000-0004, General Fund</td>
</tr>
<tr>
<td>February 20, 2014</td>
<td>Teresa Gremaux</td>
<td>1</td>
<td>PHJH</td>
<td>2014 State EL Conference, West Lafayette</td>
<td>$75</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>February 20, 2014</td>
<td>Donna Brite, Kim Huffman</td>
<td>2</td>
<td>PHJH</td>
<td>2014 State EL Conference, West Lafayette</td>
<td>$75</td>
<td>Y</td>
<td>$75</td>
<td>Released time, registration, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>February 20, 2014</td>
<td>Lyn Randall</td>
<td>1</td>
<td>PCA</td>
<td>2014 State EL Conference, West Lafayette</td>
<td>$75</td>
<td>Y</td>
<td>$75</td>
<td>Released time, registration, 683-22120-31200-0015, Title II A</td>
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<tr>
<td>February 20, 2014</td>
<td>Natalie Drummond</td>
<td>1</td>
<td>SOEL</td>
<td>2014 State EL Conference, West Lafayette</td>
<td>$75</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>February 20, 2014</td>
<td>Emilee Johnson</td>
<td>1</td>
<td>PCA</td>
<td>2014 State EL Conference, West Lafayette</td>
<td>$75</td>
<td>Y</td>
<td>$75</td>
<td>Released time, registration, 683-22120-31200-0015, Title II A</td>
</tr>
</tbody>
</table>
### Meetings and Conferences

The following meetings and/or conference requests are information items, which are to be made a part of the Board minutes: February 4, 2014

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<th>DATE(S)</th>
<th>ATTENDEE(S)</th>
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<th>BLDG.</th>
<th>CONFERENCE TITLE &amp; LOCATION</th>
<th>MAXIMUM REIMBURSEMENT</th>
<th>SUB</th>
<th>COST</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 21, 2014</td>
<td>Janice Anliker, Elizabeth Bixby, Laura Dumas, Linda Okleshen, Marlise Stieglitz</td>
<td>5</td>
<td>PHLC</td>
<td>Preschool Resource Forum, Anthis</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
</tr>
<tr>
<td>February 27, 2014</td>
<td>Mel Falkner</td>
<td>1</td>
<td>TRNSP</td>
<td>Transportation Director Training Seminar, Westfield</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
</tr>
<tr>
<td>March 4, 2014</td>
<td>Greg Geise</td>
<td>1</td>
<td>HEHS</td>
<td>Lobbying for ISTA, EAEA, and for all public education, Indianapolis</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
</tr>
<tr>
<td>March 4, 2014</td>
<td>Steve Snodgrass, Steve Walter</td>
<td>2</td>
<td>HEHS</td>
<td>Lobbying for ISTA, EAEA, and for all public education, Indianapolis</td>
<td>$0</td>
<td>Y</td>
<td>$150</td>
<td>Released time, 010-25400-13000-0004</td>
</tr>
<tr>
<td>March 6, 2014</td>
<td>Jennifer Hartman</td>
<td>1</td>
<td>SPSV</td>
<td>Transition Cadre Meeting, Warsaw</td>
<td>$37</td>
<td>N</td>
<td>$0</td>
<td>Released time, AM, mileage, 010-12230-58000-0012, General Fund</td>
</tr>
<tr>
<td>March 10, 2014</td>
<td>Gail Alexander, Tye Borsa, Joel Bunnell, Katie Harris, Allison Johnson, Andra Kosmoski, Jennifer Lengacher</td>
<td>7</td>
<td>HEHS</td>
<td>Data Meeting-War Room, HEHS</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, AM, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>March 10, 2014</td>
<td>Dean Lehman, Kenny Miller, Matt Parr, Lindsay Showers, Matt Smith</td>
<td>5</td>
<td>HEHS</td>
<td>Data Meeting-War Room, HEHS</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>DATE(S)</td>
<td>ATTENDEE(S)</td>
<td># ATTENDING</td>
<td>BLDG.</td>
<td>CONFERENCE TITLE &amp; LOCATION</td>
<td>MAXIMUM REIMBURSEMENT</td>
<td>SUB</td>
<td>COST</td>
<td>BACKUP INFORMATION &amp; ACCOUNT NUMBER</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>-------</td>
<td>-------------------------------------------------</td>
<td>------------------------</td>
<td>-----</td>
<td>------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>March 24, 2014</td>
<td>Julie Labie</td>
<td>1</td>
<td>ADMN</td>
<td>NewAllen Alliance Strategic Planning Retreat, Monroeville</td>
<td>$0</td>
<td>N</td>
<td>$0.00</td>
<td>Released time, PM</td>
</tr>
<tr>
<td>April 14, 2014</td>
<td>Gail Alexander, Tye Borsa, Joel Bunnell, Katie Harris, Allison Johnson, Andrea Kosmoski, Jennifer Lengacher</td>
<td>7</td>
<td>HEHS</td>
<td>Data Meeting-War Room, HEHS</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, AM, 683-22120-31200-0015, Title II A</td>
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<td>April 14, 2014</td>
<td>Dean Lehman, Kenny Miller, Matt Parr, Lindsay Showers, Matt Smith</td>
<td>5</td>
<td>HEHS</td>
<td>Data Meeting-War Room, HEHS</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>April 21-23, 2014</td>
<td>Ken Folks</td>
<td>1</td>
<td>ADMN</td>
<td>School Safety Specialists Academy, Indianapolis</td>
<td>$132</td>
<td>N</td>
<td>$0</td>
<td>Released time, meals, 010-23210-58000-0001, General Fund</td>
</tr>
<tr>
<td>April 22-23, 2014</td>
<td>Andrew Wagner</td>
<td>1</td>
<td>SOEL</td>
<td>Advanced School Safety Training, Indianapolis</td>
<td>$90</td>
<td>N</td>
<td>$0</td>
<td>Released time, meals, 010-21110-58000-0013, General Fund</td>
</tr>
<tr>
<td>April 23, 2014</td>
<td>Jennifer Hartman</td>
<td>1</td>
<td>SPSV</td>
<td>Transition Cadre Meeting, Indianapolis</td>
<td>$84</td>
<td>N</td>
<td>$0</td>
<td>Released time, mileage, 010-12230-58000-0012, General Fund</td>
</tr>
<tr>
<td>April 30-May 1, 2014</td>
<td>Amanda Ricketts</td>
<td>1</td>
<td>ADMN</td>
<td>BSU Teacher Fair 2014, Muncie</td>
<td>$295</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, lodging, mileage, 010-23230-58000-0006, General Fund</td>
</tr>
<tr>
<td>April 30-May 1, 2014</td>
<td>Thelma Green</td>
<td>1</td>
<td>PCA</td>
<td>BSU Teacher Fair 2014, Muncie</td>
<td>$180</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, lodging, 010-23230-58000-0006, General Fund</td>
</tr>
</tbody>
</table>
### Meetings and Conferences

The following meetings and/or conference requests are information items, which are to be made a part of the Board minutes: February 4, 2014

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>ATTENDEE(S)</th>
<th># ATTENDING</th>
<th>BLDG.</th>
<th>CONFERENCE TITLE &amp; LOCATION</th>
<th>MAXIMUM REIMBURSEMENT</th>
<th>SUB</th>
<th>COST</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6, 2014</td>
<td>Jennifer Hartman</td>
<td>1</td>
<td>SPSV</td>
<td>Transition Cadre Meeting, Warsaw</td>
<td>$37</td>
<td>N</td>
<td>$0</td>
<td>Released time, AM, mileage, 010-12230-58000-0012, General fund</td>
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<tr>
<td>May 13, 2014</td>
<td>Corey Knight</td>
<td>1</td>
<td>NHMS</td>
<td>Course Resource Review-Social Studies, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>May 13, 2014</td>
<td>Mark Koos</td>
<td>1</td>
<td>WOHS</td>
<td>Course Resource Review-Social Studies, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>May 15, 2014</td>
<td>Jeff Easterday</td>
<td>1</td>
<td>HEHS</td>
<td>Course Resource Review-Science, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 683-22120-31200-0015, Title II A</td>
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<tr>
<td>May 15, 2014</td>
<td>Joshua Sommer</td>
<td>1</td>
<td>PHJH</td>
<td>Course Resource Review-Science, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 683-22120-31200-0015, Title II A</td>
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<tr>
<td>TOTALS</td>
<td></td>
<td>110</td>
<td></td>
<td></td>
<td>$8,220</td>
<td></td>
<td>$2,700</td>
<td></td>
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</table>
ACTION AGENDA
February 4, 2014

Board Agenda Item 3.4

APPROVAL OF MINUTES
FROM THE REGULAR MEETING ON JANUARY 21, 2014

Background:
Minutes are taken of each Board meeting in accordance with Indiana Code IC 5-14-1.5-4.

Recommendation:
That the Board of School Trustees accepts and approves these minutes as presented.

Prepared: Julie Labie
Approved: Kenneth H. Folks
Budget:
Legal:
At a meeting held in the Board Room at the Administration Building, 1240 State Road 930 East, New Haven, Indiana, the Board of School Trustees of East Allen County Schools met at approximately 6:30 p.m. on January 21, 2014.

Board members present:
  Neil S. Reynolds, President
  Christopher T. Baker, Vice President
  Stephen L. Terry, Sr., Secretary (arrived at 6:32 p.m.)
  Arden Hoffman
  Terry Jo Lightfoot
  Robert L. Nelson, Jr.

Board members absent:
  William D. Hartman

EACS Administrators and Association Presidents also in attendance:
  Dr. Kenneth H. Folks, Superintendent
  Mrs. Marilyn Hissong, Assistant Superintendent of Curriculum and Instruction
  Dr. Michael B. Shaffer, Asst. Superintendent of School Management & Special Programs
  Mr. Kirby Stahly, Assistant Superintendent for Administrative Services
  Mrs. Connie Brown, Director of Special Services
  Ms. Amanda Ricketts, Director of Human Resources
  Mrs. Rose Fritzinger, Director of Development
  Mrs. Tammya Kelly, Public Relations Liaison
  Mr. Ed Mendoza, Director of Student Services
  Mr. Doug Roemer, Director of Facilities
  Mr. Keith Madsen, Interim Director of Technology
  Mrs. Lois Goeglein, Manager of Financial Services
  Ms. Janet McEvoy, President, EACS Transportation Association

1.0  ROUTINE ITEMS

1.1  Call to Order

President Neil Reynolds called the meeting to order at 6:30 p.m.

1.2  Pledge of Allegiance

The Pledge of Allegiance was recited.
1.3 Approval of Agenda

The agenda for January 21, 2014 was approved as presented, with the following Addendums: Postponement of the recognitions (due to inclement weather) until the next Board meeting; 3.2 Financial Reports (cash tuition transfers), and the addition of Discussion/Action Item 14-0121-4.5 – Revised Application and Receipt of Funds for Non-English Speaking Program (NESP) Grant SY2013/2014.

1.4 Recognitions

Postponed.

2.0 PUBLIC EXPRESSIONS – AGENDA ITEMS

None.

3.0 CONSENT ITEMS

Superintendent Folks requested the Board’s approval for the Consent Items as presented as follows:

3.1 Human Resources Report and Addendum
3.2 Financial Reports
3.3 Meetings and Conferences
3.4 Minutes – Regular Meeting – January 7, 2014

**Motion:** That Consent Items 3.1 through 3.4 be approved as presented.

**Discussion:** Several comments were made.

**Motion:** Baker Second: Terry

**Vote:**
3.1 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)
3.2 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)
3.3 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)
3.4 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)

4.0 ACTION ITEM

Superintendent Folks requested the Board’s approval for the Action Items as presented as follows:

14-0121-4.1 Revision to Board Policies 2006, 4008 and Appendix H (Meet and Confer)

**Motion:** That the Board of School Trustees approve Action Item 4.1 as presented.

**Motion:** Baker Second: Hoffman

**Discussion:** No discussion.

**Vote:**
4.1 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)
DISCUSSION/ACTION ITEMS

14-0121-4.2 Revised Application and Receipt of Funds for Title III: Language Instruction for Limited English Proficient (LEP) Grant

Mrs. Fritzinger provided information for the Board and answered their questions

Motion: That the Board of School Trustees approves Discussion/Action Item 14-0121-4.2 as presented.

Discussion: No discussion. Comments were made.

Motion: Terry Second: Lightfoot

Vote:
4.2 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)

14-0121-4.3 Resolution Regarding Fundraising Activities

Mr. Stahly presented the revised fundraising resolution, having added more “teeth” to the last paragraph as per the Board’s request.

Motion: That the Board of School Trustees approves Discussion/Action Item 14-0121-4.3 as presented.

Motion: Baker Second: Nelson

Mr. Hoffman requested that the first two sentences in paragraph eight be transposed.

Amended Motion: That the Board of School Trustees amend the proposed Resolution by transposing the two sentences. (The reference to PTA/PTO’s will be made consistent throughout the Resolution as well.)

Motion: Hoffman Second: Terry

Vote on Amended Motion:
4.3 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)

Vote on Original Motion with Amendment
4.3 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)

14-0121-4.4 Revision to School Calendar for 2013-14SY

Dr. Folks provided information to the Board.

Motion: That the Board of School Trustees approves Discussion/Action Item 14-0121-4.4 as presented.

Motion: Terry Second: Lightfoot

Discussion: Discussion followed.

Vote:
4.4 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)
14-0121-4.5 Revised Application and Receipt of Funds for Non-English Speaking Program (NESP) Grant SY2013/2014

Mrs. Fritzinger provided information to the Board.

Motion: That the Board of School Trustees approves Discussion/Action Item 14-0121-4.5 as presented.

Motion: Baker Second: Nelson

Discussion: None.

Vote:
4.5 - Aye: Baker, Hoffman, Lightfoot, Nelson, Reynolds, Terry (Motion carried 6-0)

5.0 INFORMATION/DISCUSSION ITEMS

INFORMATION ITEM

5.1 Revised Conflict of Interest

Rev. Stephen Terry submitted a revised Conflict of Interest form.

DISCUSSION ITEMS

5.2 Heritage K-12 Project - Change Order #10 – Deletion of Electronic Access Control System From the Contract

Mr. Stahly provided information for the Board and answered their questions.

5.3 Architect/Engineering Selection for GO Bond Projects

Mr. Stahly provided information for the Board and he and Mr. Doug Roemer answered their questions.

5.4 Contract for Bloxx Internet and Global Proxy Filter

Mr. Madsen provided information for the Board and answered their questions.

6.0 PUBLIC EXPRESSIONS – NON-AGENDA ITEMS

None.

7.0 SUPERINTENDENT COMMENTS

Dr. Folks expressed that he hopes we can get back to school soon, but that the safety of our students is also very important.

He attended the ACAC tournament. The Woodlan boy’s team won the tournament – the first time in 17 years, and the Leo girl’s made a good showing making it to the final round, but then losing in that final game. They did win the Sportsmanship Award.
## 8.0 BOARD COMMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Baker</td>
<td>EACS has received much positive press lately.</td>
</tr>
<tr>
<td>Bob Nelson</td>
<td>Attended NHMS’ “Kids Against Hunger” assembly;</td>
</tr>
<tr>
<td></td>
<td>Updated the Board on the workings of the Transportation Committee. When they are done meeting</td>
</tr>
<tr>
<td></td>
<td>they will give their recommendations to the Superintendent.</td>
</tr>
</tbody>
</table>

## 9.0 ADJOURNMENT

There being no further business to discuss, Mr. Nelson moved to adjourn the meeting. The meeting ended at approximately 7:20 p.m.

Full audio minutes are available on the East Allen County Schools website, under the School Board tab, at [www.eacs.k12.in.us](http://www.eacs.k12.in.us).

The next meeting of the Board of School Trustees is scheduled for Tuesday, February 4, 2014 at 6:30 p.m. This meeting will be held 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 February 4, 2014.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

____________________________   ____________________________
President       Secretary
ACTION AGENDA

February 4, 2014

Board Agenda Item 3.5

APPROVAL OF MINUTES
FROM THE EXECUTIVE SESSION ON JANUARY 28, 2014

Background:

Minutes are taken of each Board meeting in accordance with Indiana Code IC 5-14-1.5-4.

Recommendation:

That the Board of School Trustees accepts and approves these minutes.

Kenneth H. Folks
Superintendent of Schools

Prepared: Julie Labie

Approved: Kenneth H. Folks

Budget:

Legal:
The Board of School Trustees of East Allen County Schools does hereby certify that it held an Executive Session meeting on January 28, 2014, at 6:30 p.m., 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))
   ( ) 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. ( ) 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. (X) 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))

11. ( ) For the purpose of discussing strategy regarding school consolidation. (I.C. 5-14-1.5-6.1(b)(2)(E)).


Board Members Absent: Terry Jo Lightfoot

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

BY: ___________________________  BY: ___________________________
President                    Secretary
Action Items
HERITAGE K-12 PROJECT - CHANGE ORDER #10
DELETE THE ELECTRONIC ACCESS CONTROL SYSTEM FROM THE CONTRACT

Background:
This change order for the Heritage K-12 Project is to delete the specified electronic access control system that is part of the contract with Fetters Construction. This change order will reduce the contract value with Fetters by $15,987. EACS will have a separate agreement with ESCO Communications to provide and install the desired electronic access control system at a cost of $8,857.04. The net effect is a cost reduction of $7,129.96.

Recommendation:
That the Board of School Trustees approves this change order for the Heritage K-12 Project.

Prepared: Doug Roemer
Approved: Kirby Stahly
Budget: Construction - Contingency
Current estimated at $340,161
Legal: 

Kenneth H. Folks
Superintendent of Schools
PROJECT (Name and address): Heritage K-12 Facility

TO CONTRACTOR (Name and address): Fetters Construction
5417 County Road 427
Auburn, Indiana 46706

CHANGE ORDER NUMBER: 0010
DATE: December 2, 2013

ARCHITECT'S PROJECT NUMBER: 212-051.1

CONTRACT DATE:
CONTRACT FOR: General Construction

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

THE CONTRACT IS CHANGED AS FOLLOWS:
(Includes, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
1. Delete the Electronic Access Control System from the contract.
Deduct..............................................$15,987.00

The original Contract Sum was

$ 10,034,860.00

The net change by previously authorized Change Orders

$ 221,529.00

The Contract Sum prior to this Change Order was

$ 10,256,389.00

The Contract Sum will be decreased by this Change Order in the amount of

$ 15,987.00

The new Contract Sum including this Change Order will be

$ 10,240,402.00

The Contract Time will be increased by 0 calendar days (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is July 11, 2014.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ROAW Corporation
ARCHITECT (Firm name)
10401 N. Meridian Street, Suite 401
Indianapolis, Indiana 46290

Fetters Construction, Inc.
CONTRACTOR (Firm name)
5417 County Road 427
Auburn, Indiana 46706

East Allen County Schools
OWNER (Firm name)
1240 State Road 930 East
New Haven, Indiana 46774

BY (Signature)
Jack Parsie
(Typed name)
December 2, 2013
DATE

BY (Signature)
(Typed name)
DATE

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ACTION AGENDA

February 4, 2014

ARCHITECT/ENGINEERING SELECTION FOR GO BOND PROJECTS

Background:
EACS needs to select Architectural/Engineering firms for specific projects contained within the GO Bond. Public work projects in the State of Indiana which cost more than one hundred thousand dollars ($100,000) can only occur with plans and specifications that have been approved by an architect or engineer. The specific projects that will require A&E Services are roofing, boiler, elevators, fire alarm, and asphalt. Requests for Proposals for A&E Services were received from five (5) firms (Barton Coe Vilamaa [BCV], Moake Park Group [MPG], Martin Riley [MR], etica Group [eG], and Primary Engineering [PE]). Provided below is the fee matrix of the proposals:

<table>
<thead>
<tr>
<th>Project</th>
<th>BCV</th>
<th>MPG</th>
<th>MR</th>
<th>eG</th>
<th>PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roofing</td>
<td>$14,000</td>
<td>$19,600</td>
<td>$14,000</td>
<td>$45,500</td>
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<tr>
<td>Boiler</td>
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<td>$37,500</td>
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<td>Elevators</td>
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<td>Fire Alarm</td>
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<td>$13,500</td>
<td>$12,500</td>
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<tr>
<td>Asphalt</td>
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<tr>
<td>Award All</td>
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<td>$33,200</td>
<td>$80,480</td>
<td>N/A</td>
<td>$55,500</td>
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</table>

Recommendation:
The lowest cost proposal submitted to EACS for all of the identified projects, was from Martin Riley at a cost of $80,480 (excluding reimbursable expenses), which was $2,920 less than the combination of the lowest proposals submitted by the firms. Therefore the recommendation is that the Board of School Trustees approves the selection of Martin Riley at the February 4th Meeting.

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: ________________________________
Legal: ________________________________
**East Allen County Schools**  
**GO Bond Proposal Comparison**

<table>
<thead>
<tr>
<th>Company Information</th>
<th>Brief Company Background</th>
<th>Recent Projects and References</th>
<th>Overall Process For This Project</th>
<th>Architectural Fees for Each Option</th>
</tr>
</thead>
</table>
| Barton- Coe-Vilamaa Architects & Engineers, Inc  
225 Airport North Office Park  
Ft. Wayne, IN 46825  
260.489.9079  
Dana Wannemacher  
| Founded in 1969 in Fort Wayne. Exclusive K-12 design firm. Currently work with 40 school corporations in northern and central Indiana.  
Staff of 19; including architects; engineers; drafting; and support staff.  
| 1. Roofing Projects: Concord Community Schools; Manchester Community Schools; Marion Community Schools; Northwest Allen County Schools; Northern Wells Community Schools; and MSD of Wabash County  
Boiler Replacement Project: Carroll Consolidated School Corporation; Marion Community Schools; and Valparaiso Community Schools  
| Roofing Projects:  
1. Collect existing drawings and generate new electronic files  
2. Field measure all areas. Core all areas to determine material composition and depth  
3. Investigate interior for observable conflicts.  
4. Prepare drainage layout for review and consideration of modifications.  
5. Review roofing options  
7. Update all approving parties.  
8. Solicits bids and make recommendation to School Board.  
9. Conduct weekly observations to monitor quality and progress of work.  
Boiler Replacement Project:  
1. Collect existing drawing and generate new electronic files  
2. Review existing installations against existing documentation.  
3. Collect historical utility information.  
4. Prepare preliminary designs and review.  
| 1. Roofing: $14,000  
2. Boiler Replacement: $42,250  
3. Elevator Repair/Replacement: N/A  
4. Fire Alarm System Upgrade/Replacement: N/A  
5. Asphalt: N/A  
|
| Moake Park  
202 West Berry Street Suite 630  
Fort Wayne, IN 46802  
260.424.6516 phone  
260.424.6309 fax  
Richard L. Moake  
www.moakepark.com  
| 1. Elevators - City County Building (Elevator Replacement); Parkview Health (Mirro Family Research & Education Center - new construction); Ball State University - North Quad Renovation (Elevator Replacement)  
| 1. Meet to fully understand scope and objectives of each project.  
2. Assemble existing drawings of each location.  
3. Analyze existing conditions at each location, get up-to-date survey for the asphalt project.  
| 1. Roofing: N/A  
2. Boiler Replacement: N/A  
3. Elevator Repair/Replacement: $12,400  
4. Fire Alarm System Upgrade/Replacement: $12,000  
5. Asphalt: $11,450  

1/30/2014
<table>
<thead>
<tr>
<th>Company Information</th>
<th>Brief Company Background</th>
<th>Recent Projects and References</th>
<th>Overall Process For This Project</th>
<th>Architectural Fees for Each Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Riley</td>
<td>Founded more than 25 years ago in the Fort Wayne area. Staff of 30: including architects; interior designers; engineers; drafting; and other staff.</td>
<td>1. Roofing: EACS; FWCS – Whitney Young Elementary School &amp; Kekionga Middle School; and Whitley – Whitley Middle School. 2. Boiler: EACS – Leo Elementary HVAC &amp; New Haven Primary; North Adams – Bellmont High School Boiler Replacement; St. Vincent de Paul Church &amp; School – Boiler replacement; and Central Lutheran School – Boiler replacement and HVAC Distribution. 3. Elevator: St. Vincent DePaul Catholic School and FWCS – accessibility project. 4. Fire Alarm System: EACS – Leo</td>
<td>1. Understand EACS needs. 2. Integrate EACS needs with mandates such as building codes and regulatory agency requirements. 3. Solicit information from all involved in a project in order to design for and/or integrate diverse needs. 4. Translate wants and needs along with requirements into a design/plan/project that will fulfill your vision. 5. Develop and/or produce the required end result within an acceptable budget.</td>
<td>1. Roofing: $19,600 2. Boiler Replacement: $37,500 3. Elevator Repair/Replacement: $18,600 4. Fire Alarm System Upgrade/Replacement: $13,500 5. Asphalt: $10,500 6. If all five projects (i.e. roofing, boiler, elevator, fire alarm, and asphalt) are awarded to Martin Riley the combined fee would be $80,480.</td>
</tr>
</tbody>
</table>

2. Asphalt/paving experience at various construction projects. 3. Fire Alarm Systems - are part of nearly every project they do. Utilize Steve Hinton (former FWFD Chief) as their in-house expert. 4. Prepare a preliminary diagram and narrowed cost estimate for each project. 5. Secure Owner approvals to proceed. 6. Prepare final drawings and specifications. 7. Issue drawings for bidding. 8. Review bids with Owner and analyze bids for best responsible bid award. 9. Monitor and maintain construction progress and quality. 10. Punch list. 11. Final acceptance by Owner 12. Inspection (11 months after project completion) and recommended actions for Contractors. 13. Fully serve EACS needs. | 6. If all three projects (i.e. elevator, fire alarm, and asphalt) are awarded to Moake Park the combined fee would be $33,200. |

- Roofing: $19,600
- Boiler Replacement: $37,500
- Elevator Repair/Replacement: $18,600
- Fire Alarm System Upgrade/Replacement: $13,500
- Asphalt: $10,500
- If all five projects (i.e. roofing, boiler, elevator, fire alarm, and asphalt) are awarded to Martin Riley the combined fee would be $80,480.
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</thead>
<tbody>
<tr>
<td>the etica group</td>
<td>Professional Consulting Firm which provides Architectural Design Services, Site/Civil Engineering Design, Roofing/Building Envelope and Construction Observation. Founded in 2005, the etica group functions as full service Architectural-Engineering firm that serves K-12, University/College, Corporate, Public, and Private Sector clients. Strategy is to add value to clients’ projects and develop long-term client relationships.</td>
<td>1. Roofing: MSD of Wayne Township; Kokomo-Center Consolidated Township School Corporation; Crawfordsville Community Schools; and Purdue University. 2. Asphalt: City of New Haven – asphalt paving and street improvement projects and City of Indianapolis Department of Public Works.</td>
<td>1. Roofing: Field Investigation; Design Services; Bidding; and Construction Administration. 2. Asphalt: Design Development and Construction Documents; Bidding and Construction Administration.</td>
<td>1. Roofing: $14,000 2. Boiler Replacement: N/A 3. Elevator Repair/Replacement: $N/A 4. Fire Alarm System Upgrade/Replacement: $N/A 5. Asphalt: $7,500</td>
</tr>
<tr>
<td>Primary Engineering</td>
<td>Founded in the Spring of 2004. There are currently two offices located in Indiana (Fort Wayne and Carmel). Staff includes mechanical and electrical engineers along with technical staff that specialize in the design of HVAC, plumbing, medical gas, building control, power distribution, lighting, communications, and data systems.</td>
<td>Boilers: FWCS – Northwood MS, Fairfield ES, Anthis Career Center, Lindley ES, Shawnee MS, Study ES, Waynedale ES, and Southside HS; Elkhart Community Schools – Monger ES; Pinewood ES; and Mary Feaser ES. Primary Engineering has performed many of these types of projects for many school systems in the past and would use these experiences to ensure a successful project. Design Development and Construction Documents; Bidding and Construction Administration.</td>
<td>1. Roofing: N/A 2. Boiler Replacement: $45,500 3. Elevator Repair/Replacement: N/A 4. Fire Alarm System Upgrade/Replacement: $12,500 5. Asphalt: N/A 6. If awarded the Boiler Replacement and Fire Alarm Replacement the fee would be reduced to $55,500.</td>
<td></td>
</tr>
</tbody>
</table>
Discussion/
Action
Items
ACTION AGENDA

February 4, 2014

Board Agenda Item 14-0204-4.3

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CONTRACT FOR BLOXX INTERNET AND GLOBAL PROXY FILTER

Background:

East Allen County Schools needs to upgrade our Internet and Global Proxy Filter because the Lightspeed Rocket is not performing adequately. The Bloxx Impresa 5W has been installed and the Technology Department is completing a 30-day free trial. Upon completion of the free trial, if the Bloxx Impresa 5W works to our specifications, then EACS will, with your approval, enter into a contract with Bloxx to provide our Internet and Global Proxy Filtering needs. (Please see attached contract, 30-day trial documentation, and explanation chart.)

Recommendation:

That the Board of School Trustees approves the quote for the Bloxx Impresa 5W.

Kenneth H. Folks
Superintendent of Schools

Prepared: Keith Madsen

Approved: Marilyn Hissong

Budget: __________________________

Legal: __________________________
East Allen County Schools Proposal

Current Situation
East Allen County Schools is currently providing web filtering to all students and faculty through an existing Lightspeed solution. This product was implemented a few years ago the district is looking for a more effective web content filtering an reporting solution. Any new solution will need to be capable of filtering 12,500 devices and integrate with eDirectory.

It is felt that web filtering would be more effective if the following were delivered:

- Real-time web filtering.
- Rock solid authentication.
- Effective HTTPS filtering.
- Faster, more granular reporting.
- Proper anonymous proxy blocking.

Objectives
The objective is to select a solution which provides the highest level of security for students and staff while decreasing IT strain. It is preferred that this solution be completely turnkey without the requirement of any additional hardware or software. Another objective would be to include cost effective maintenance and support which can be implemented into the organization’s budget for future years, assuring that the highest level of filtering is maintained.

Benefits
Bloxx has continually proven to be a leader in this highly competitive market based around some unique core strengths which include:

- Bloxx’s patented Tru-View Technology real-time filtering engine.
- Unsurpassed anonymous proxy defense.
- Zero minute protection on newly created web sites.
- Industry leading reporting.
- IM, P2P, and file type blocking

Approach
According to our experience and previous discussions with East Allen County Schools, BLoxx will supply 2 Impresa 5W Web Filtering appliances. This solution will provide all filtering needs for the County’s users with the ability to grow to 14,000 devices and support a connection speed up to 2 Gigs. BLoxx will also provide onsite installation for this implementation and all administrators will be trained on the proper use of the BLoxx solution.

Costs
Please see the attached quote on the following page.
BLoxx Quote: Impresa 5W Web Filtering Appliances (Qty. 2)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Product Code</th>
<th>Description</th>
<th>List Price</th>
<th>Edu Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>TVTImp5W</td>
<td>Imp5W Web Filtering Appliance incl. installation and 24hr replacement</td>
<td>$17,499.00</td>
<td>$13,999.00</td>
<td>$13,999.00</td>
</tr>
<tr>
<td>2</td>
<td>Svcpk-Imp5W</td>
<td>3yr Service pack incl. maint., support, and all updates</td>
<td>$74,995.00</td>
<td>$58,999.00</td>
<td>$58,999.00</td>
</tr>
</tbody>
</table>

**Lightspeed Discount** $(24,999.00)$

<table>
<thead>
<tr>
<th>Shipping</th>
<th>Sub Total</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$48,239.00</td>
</tr>
</tbody>
</table>

**Optional 1yr Service Pack: $24,499.00 + Hardware**

The above quoted items include the following:

- (Qty. 2) BLoxx Impresa 5W Web Filtering Appliances
- Onsite Installation
- Administrator Training
- Gateway Malware Protection
- Remote Filtering Client
- YouTube for Schools Integration
- 3yrs of Support and Maintenance
- 3yrs of Firmware and Database Updates
- 24hr. Advanced Replacement on all Hardware

***Upon completion of a satisfactory SOR, EACS will provide a case study for BLoxx Inc. and be a reference for BLoxx Inc. in the future***

Please note, prices do not include any state or local taxes.

For the Client:

Signed: [Signature]

Name: [Name]

Date: Dec. 30, 2013

For BLoxx Inc:

Signed: __________________________

Name: __________________________

Date: __________________________
Bloxx Sale or Return Application

Introduction
There are times when you want to buy a product but just need that little bit more reassurance. A “Sale or Return” (SOR) from Bloxx enables you to have the appropriate solution installed within your organization’s network for up to 30 days, in order to experience full functionality within your own environment while retaining the right to return the goods if not satisfied. Please complete the form below and fax to us on 617 924 2700.

Note: The requester is the organization requesting the equipment and Bloxx is the Owner of the equipment.

The Requester hereby requests Bloxx to provide and install the products requested on this form. Once installed, you will have 30 days to ensure that the Bloxx product has met all of your requirements. A completed Bloxx installation sign-off form will designate when the installation has been completed which will be the start date of the SOR.

Your Information

I would like to SOR □ Web Filter □ Email Filter □ Media Filter □
(Circle the product or products you want to SOR)

Organization Name: East Allen County Schools Position/Title: Interim Director of Technology
Contact Name: Keith Madsen
Phone: 260-446-0100 Cell: Ben Byars 260-450-2867
Email Address: bbyars@eacs.k12.in.us
Address: 1000 Prospect Ave, New Haven, IN 46774

If the SOR is satisfactory, we expect to opt for the following options:

Appliance with 1 year database & software updates, hardware cover[ ]
Appliance with 3 year database & software updates, hardware cover[ ]

Your Purchase Order Number: 1234
Your Bloxx Quotation Number: LES-12.19.13 EASTALLEN for $48,239.00

SOR Success Criteria
Please list the main success criteria for the SOR.

This Bloxx web filter product must filter up to 5,000 iPads, and work seamlessly with our Filewave MDM.
This Bloxx web filter must allow EACS technicians to configure the filter to necessary standards and provide detailed reporting.

[Signature]
12/30/2013
Costs
It is noted that equipment will be invoiced by Bloxx at the commencement of the agreed SOR period. If the Requester chooses to return the unit, written notice must be received by Bloxx by 5 pm EST not later than the last day of the SOR period. Adhering to these terms will eliminate any equipment charges due to Bloxx. After the 30 day SOR period has expired, Bloxx will be due all funds associated with the equipment installed. Bloxx expects goods to be returned within 3 business days following expiration of the SOR period. If the unit is not returned within this period Bloxx reserves the right to receive full payment for the goods.

No charge will be made for equipment returned in its original condition. Charges may be made for items which are damaged or missing.

Installation
I note that I require to complete a Pre-Installation Checklist at least three days prior to the scheduled installation date.

I will complete the Pre-Installation Checklist and return it to Bloxx

Installation Date Requested: 1/14/14 or 1/21/14. (Requires confirmation from Bloxx)

Installation Address
Same as previously noted

Address: Park Hill Center
1000 Briarpatch Ave. State: CT
New Haven

Other Terms
Bloxx is confident that you will find the SOR to be successful and choose to implement the Bloxx product as the preferred solution. In the event that The Requester wishes to return the goods:

1. The Goods shall be returnable by the Requester to Bloxx at the Requesters cost, in original packaging.
2. Title in The Goods will remain vested in Bloxx until all sums due have been paid in full.
3. The Requester shall not while The Goods belong to Bloxx dispose or permit the disposal of The Goods.
4. The Goods are at the entire risk of the Requestor from time of the Delivery.
5. The Requester shall be responsible for and shall indemnify Bloxx in respect of any damage.
6. All prices exclude tax.

Signature

Name (Block Capitals)

Position

For and behalf of The Requester Bloxx Inc.
# Comparison of School Internet/Global Proxy Filters

<table>
<thead>
<tr>
<th></th>
<th>LightSpeed (Rocket)</th>
<th>Bloxx (Impresa 5W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many iPads can it handle?</td>
<td>We were told 8,000 devices</td>
<td>14,000 devices</td>
</tr>
<tr>
<td>What is the cost?</td>
<td>21 month cost: $47,400, paid through February 20, 2015</td>
<td>$48,239 covers the next 3 years</td>
</tr>
<tr>
<td>Will it handle iOS 7 apps pushed?</td>
<td>NO</td>
<td>Currently testing whether this is true during a free 30-day trial</td>
</tr>
<tr>
<td>Cost per month</td>
<td>$2,257</td>
<td>$1,340</td>
</tr>
<tr>
<td>How effective is the filter?</td>
<td>Filtering method based on predefined keyword recognition, and then either allows or denies search</td>
<td>Patented smart engine reads the pages and makes a decision, meaning Bloxx will catch everything in first attempt</td>
</tr>
</tbody>
</table>
Discussion Items
EMPLOYEE HANDBOOK

Background:
Human Resources has historically distributed an Employee Handbook to existing and new employees. The Employee Handbook was last updated with significant content changes in 2008, with minor changes having been made between 2008-2013. This version is more comprehensive than previous versions. This handbook has been prepared to introduce new employees to EACS and acquaint new and existing staff with EACS' expectations and personnel guidelines.

Recommendation:
That the Board of School Trustees approve the Employee Handbook to be distributed to new and existing employees

Kenneth H. Folks
Superintendent of Schools

Prepared: Amanda Ricketts
Approved:
Budget:
Legal:
EMPLOYEE HANDBOOK

2013-2014
<table>
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<tr>
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<th>Page</th>
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</thead>
<tbody>
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<tr>
<td>Personal Illness</td>
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</tr>
<tr>
<td>Family Illness</td>
<td>13</td>
</tr>
<tr>
<td>Personal Business</td>
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<tr>
<td>Bereavement</td>
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<tr>
<td>Jury Duty</td>
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<tr>
<td>Family Medical Leave Of Absence (FMLA)</td>
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<td>Unpaid Leave of Absence</td>
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<tr>
<td>Time Off Without Pay</td>
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<tr>
<td>Benefits</td>
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</tr>
<tr>
<td>Insurance</td>
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<tr>
<td>Wellness Program</td>
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<tr>
<td>Employee Assistance Program</td>
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<tr>
<td>Supplemental Life Insurance</td>
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</tr>
<tr>
<td>Section 125 Plan</td>
<td>16</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>16</td>
</tr>
<tr>
<td>INPRS (PERF/TERF)</td>
<td>16</td>
</tr>
<tr>
<td>403(b)</td>
<td>16</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>16</td>
</tr>
<tr>
<td>Acknowledgment of Receipt of Employee Handbook</td>
<td>17</td>
</tr>
</tbody>
</table>
Mission Statement
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.

Introduction
As an employee of East Allen County Schools, you become a part of a very important educational process for our students. To be successful, each employee must have an understanding of his or her assignments and responsibilities, follow instructions, develop and practice good work habits, be courteous at all times, strive for neatness and accuracy in all work, accept assignments as a challenge and be conscientious and industrious so that you can be a part of the effort in educating our children. Subsequently, our expectation is that our employees conduct themselves in a professional manner at all times and that their actions support the EACS mission.

This handbook has been prepared to introduce you to the EACS and acquaint you with the personnel guidelines. This handbook is a summary of our policies, which are presented here only as a matter of information. The contents of this handbook shall not constitute nor be construed as a promise of your employment or as a contract between East Allen County Schools and its employees. A copy of this handbook can be found on our EACS website and a hardcopy can be found in each school building’s main office. You are responsible for reading, understanding and complying with the provisions of this handbook.

Not all benefits outlined in this handbook are applicable to every employee group. In cases where you read “Please refer to your contract/agreement or administrative guideline for eligible employees”, you will need to read the Administrative Guideline applicable to your employee group for more information. All Administrative Guidelines can be found on our EACS website.

Employment Policies

Equal Opportunity
East Allen County Schools has a policy of providing equal opportunity. We are committed to a diverse workforce and value employees’ talents. We support an environment that is inclusive and respectful. East Allen County Schools provides an equal employment opportunity in its employment practices without regard to age, race, color, and national origin, limited English proficiency due to national origin, gender, or disability.
East Allen County Schools is committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

The Human Resources Director serves as our Equal Opportunity Coordinator and has the overall responsibility to assure compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity.

**I-9 Immigration Reform Policy**
East Allen County Schools complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work, EACS must terminate his/her employment.

By authority of the Immigration Reform and Control Act of 1988, East Allen County Schools hires only United States citizens and lawfully authorized alien workers. All newly hired employees are required to possess specific documentation of employment authorization to verify eligibility to work in the United States. In addition, East Allen County Schools uses E-Verify as part of the I-9 process to verify the work eligibility of all new hires. If you have questions regarding the e-Verify process, please contact the EACS human resources office.

**Employment Matters**

1. Non-contracted employees have a working relationship defined as employment-at-will. Simply stated, employment at will means that in the absence of a specific written agreement, you are free to resign at any time, and East Allen County Schools reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.
2. If you wish to resign you are requested to notify your supervisor of your anticipated departure date at least two weeks in advance. This notice should be in the form of a written statement.

3. Below are a few examples of the most common circumstances in which a separation of employment occurs:
   - Resignation/Retirement – voluntary employment termination initiated by an employee.
   - Termination – involuntary employment termination initiated by EACS
   - Reduction in Force (RIF) – involuntary separation initiated by EACS

4. Upon separation of employment, employees are required to return office keys, building keys, ID badges, EACS issued technology (iPads, laptops) and any EACS issued equipment. Additionally, a health insurance extension of benefits (under COBRA regulations) is available and is offered by mail to eligible employees.

5. Employees that leave East Allen County Schools in good standing may be considered for re-employment.

**Employee Responsibility**
It is the responsibility of each employee to become familiar with and follow the administrative guidelines set forth by EACS.

**Workplace Conduct**
East Allen County Schools expects all employees to uphold an atmosphere free of discrimination and respect the rights of their co-workers, volunteers, and contractors.

**Workplace Harassment**
East Allen County Schools promotes a work environment that is free from harassment. Therefore EACS will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at school-related functions, or outside of work if it affects the workplace. These guidelines apply to all East Allen County Schools’ employees, clients, customers, guests, vendors, and persons doing business with EACS.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to EACS guidelines as:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:*
• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment;
• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment; or
• Such conduct has the purpose or effect of interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by these guidelines include, but not limited to:

• Unwelcome sexual flirtation, advances, or propositions;
• Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation;
• Explicit or degrading verbal comments about another individual or his/her appearance;
• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
• Any sexually offensive or abusive physical conduct;
• The taking of or the refusal to take any personnel action based on an employee’s submission to or rejection of sexual overtures; and
• Displaying cartoons or telling jokes which relate to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable in doing so, tell the harasser that his or her actions are not welcome and he/she must stop.
2. Report the incident immediately to your supervisor and/or the Human Resource Director.
3. Report any additional incidents of retaliation that may occur to your supervisor and/or the Human Resources Director.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given EACS’ obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by EACS to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates
these guidelines or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

Disciplinary Action/Procedure
EACS guidelines exist because they are essential for the safety, welfare, morale, and general well-being of our students and staff, for the protection of property, and for the effective operations. A violation of these rules may lead to a reprimand, suspension, or dismissal. The following behaviors may subject you to immediate dismissal or other disciplinary action:

- Falsifying employment application;
- Refusal to do the job assigned; willful disobedience of job instructions and or orders; willful restriction of efficiency and output; proven incompetence;
- Fighting, immoral behavior, or indecency;
- Intoxication or drinking on duty or at school sponsored events.
- Use, sale, or possession of controlled substances on the job is prohibited;
- Gambling on EACS premises;
- Engaging in horseplay or other acts endangering self, other employees or violation of safety regulations;
- Deliberate or intentional release of confidential information;
- Willful and deliberate destruction, damage, or defacement of EACS property or equipment;
- Use of obscene or abusive language;
- Theft;
- Intentional falsification of payroll sheets, or other EACS records, writing time in or out on another employee’s payroll sheet;
- Excessive absenteeism or tardiness; unauthorized absence; failure to notify supervisor of absence, quitting early;
- A threat of any act that would endanger life or property;
- Threatening, intimidating, or coercing fellow employees or students;
- Discourteous, unethical, or insubordinate conduct with students, parents, visitors, co-workers, or supervisors;
- Negligence; sleeping on the job; misuse of EACS time;
- Failure to report job-related injuries;
- Unauthorized soliciting, in any form to EACS employees, students or visitors;
- Other acts, incidents, or conduct which may adversely affect the efficient operation of EACS or in any way jeopardize the safety, welfare, morale, or general well-being of employees, students, or visitors.
The bulleted points listed above are meant to serve as a guideline of prohibited behaviors. Other conduct deemed contrary to the mission of EACS, though not listed, may be grounds for disciplinary action or dismissal.

EACS strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment. Disciplinary action, though, may be necessary for violation of the EACS guidelines. Conduct contrary to the EACS Mission Statement, Administrative Guidelines or other conditions of employment may also result in disciplinary action.

**Smoke Free Environment**

East Allen County Schools is dedicated to providing a healthy, comfortable, and productive learning environment for students, staff, and visitors by creating a "tobacco-free" school environment. East Allen County Schools is committed to reducing involuntary exposure to tobacco smoke among students, staff, and visitors. East Allen County Schools believes that it is the right of the non-smoker to breathe clean air. East Allen County Schools believes that the use of tobacco products in a school building denies students, staff and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. East Allen County Schools further joins with such organizations as the American Cancer Society, American Lung Association, and American Heart Association in promoting a tobacco-free America.

All persons, including students, staff and visitors shall not be permitted to use tobacco products of any kind or any form while inside school corporation-owned buildings or while in school corporation-owned, contracted, or other authorized vehicles. Further, the use of tobacco products of any kind or any form on school corporation-owned property outside school corporation-owned buildings is prohibited.

Any violation of this guideline by staff members will be referred to his/her immediate supervisor. The immediate supervisor will review and honor disciplinary procedures as outlined in collective bargaining agreements and/or administrative policies.

**Drug Free Environment**

East Allen County Schools is committed to providing a drug-free workplace. East Allen County Schools expects the cooperation of all employees and a similar commitment from them. Pursuant to the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Any
employee who violates the above rule may be subject to discipline, up to and including termination.

As a condition of employment, all employees must abide by this rule policy. In addition, any employee who is convicted of a drug statute violation arising out of conduct occurring in the workplace must notify his/her supervisor within the East Allen County Schools of such conviction at least five (5) days after the conviction.

Workplace includes a school building or other school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. The workplace also includes off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the East Allen County Schools.

**Violence Free Environment**

East Allen County Schools’ promotes a workplace that is safe and free from all threatening and intimidating conduct. Therefore, EACS will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This applies to all EACS employees, customers, guests, vendors, and persons doing business with EACS.

Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other lethal weapon on school property.
- Any other conduct or acts which EACS believes represents an imminent or potential danger to work place safety/security.

Anyone with questions or complaints about workplace behaviors which fall under these guidelines may discuss them with a supervisor or the Human Resources Director. EACS will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of these guidelines will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, EACS will take action appropriate for the circumstances. Where appropriate and/or necessary, EACS will also take whatever legal actions are available and necessary to stop the conduct and protect EACS students, employees, and property.
Acceptable Use of Technology
EACS is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. All employees are required to read and comply with Administrative Guideline 6108 when using EACS technology devices.

Employee Complaints
In the event an employee experiences any job-related discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, veteran-status, or believe they have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, he/she should promptly report the incident to a supervisor. If an employee believes it inappropriate to discuss the matter with their supervisor, it should be directly reported to the Human Resources Director. Once made aware of your complaint, EACS is committed to commence an immediate, thorough investigation of the allegations. Complaints will be kept confidential to the maximum extent as possible.

If, at the completion of an investigation, EACS determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

EACS prohibits any form of retaliation against any employee for filing a bona fide complaint under these guidelines, or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, EACS determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

The initial approach to settling any issue is open communication. An employee should first seek to resolve any complaint with his/her immediate supervisor through informal discussion. If such discussion does not resolve the matter informally, the employee may initiate a complaint by contacting the Director of Human Resources at 446-0288 or ext. 1009.

General Practices

Background Checks
EACS conducts background checks on all potential employees. Potential employees are responsible for the cost of an expanded background which meets the federal and state requirements for a school employee. A completed background check is necessary prior to the first day of work.
Employee Dress Code
All staff of East Allen County Schools serves as role models for the students. East Allen County Schools expects all employees to dress professionally and appropriately relative to their specific job duties and responsibilities.

Personnel Data Changes
It is the responsibility of each employee to promptly notify the human resources department of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data is changed, the employee must notify the human resources department.

Evaluations
Each employee will be evaluated by their building administrator or supervisor on an annual basis. An employee shall have the right to be informed and receive a copy of and respond in writing to any written evaluation. The evaluation shall be signed and dated by the employee to indicate that he/she has seen it; however, such signature does not indicate agreement with its contents. A copy of each evaluation and any employee’s written response to the evaluation shall be placed in the employee’s personnel file. Failure of the employee to respond in writing to any written evaluation does not mean that they agree with its contents.

EACS Trainings
EACS utilizes various methods to train employees. EACS values the safety of our employees and has proactively implemented a web-based training module (Safe Schools) that enables employees to complete required trainings online. Additionally, EACS requires all employees to complete Title IX Sexual Harassment, Bullying HEA, and Bloodborne Pathogen Prevention trainings on an annual basis.

Resignation of Employment
If you are terminating employment with East Allen County Schools, you must submit written notification, in writing, to the Director of Human Resources as soon as possible. If you are working until the end of the current school year and carry East Allen County Schools’ health insurance/life insurance, benefits will continue through August 31 of your resignation year. If you resign prior to the end of the current school year, health insurance/life insurance benefits will terminate at the end of the month you resign.

Compensation
Please refer to your contract/agreement or administrative guideline for additional information regarding your yearly compensation.
Overtime Pay
Please refer to your contract/agreement or administrative guideline for additional information regarding overtime payment (if applicable).

Pay period/Pay checks
A copy of the payroll schedule is included in this handbook. East Allen County Schools is on a bi-weekly pay schedule.

Direct Deposit
Direct deposit is available through all banking institutions and is mandatory for all staff. Effective January 1, 2014, East Allen County Schools will no longer issue printed deposit advices. Employees can access (view and print) their pay records, employee benefits, tax exemptions, and current leave balance through “Employee Access”, a secure web based program. Contact the Administrative Services Coordinator at 446-0100, ext. 1010 to set your user name and password.

Payroll Deductions
Health and life insurance premiums are deducted over 19 pay periods. Section 125 medical reimbursements, child care, and Health Saving Accounts (HAS) for those on the High Deductible Health Plan are deducted out of the employee’s pay checks for 20 pay periods.

Pay Check Errors
If you believe there has been an error on your paycheck please contact the Payroll Coordinator at 260-446-0100, ext. 1014.

Paid Holidays
Please refer to the contract/agreement or administrative guideline covering your employee group for more information regarding paid holidays.

Vacations
Please refer to the contract/agreement or administrative guideline covering your employee group for more information regarding vacations.

Attendance
EACS expects that every employee will be regular and punctual in attendance. This means being in the school, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees.

When you are unable to work due to illness or an accident, please promptly notify your supervisor/administrator. Leaving a message with another staff member or on voicemail does
not constitute an accepted notification of absence. If you do not report for work and EACS is not notified of your status, it will be assumed after three consecutive days of absence that you have resigned, and you will be removed from the payroll.

**Personal Illness**
Some employee groups are eligible for personal illness days. If a Personal Illness day (s) is used, the employee’s supervisor may require proof of illness or fitness to return to work by a licensed medical professional. Please refer to your contract/agreement or administrative guideline for more information regarding personal illness days.

**Family Illness**
Some employee groups are eligible for family illness days. Please refer to your contract/agreement or administrative guideline for more information regarding family illness days.

**Personal Business**
Some employee groups are eligible for personal business days. Please refer to your contract/agreement or administrative guideline for more information regarding personal business days.

**Bereavement**
Some employee groups are eligible for bereavement days. Please refer to your contract/agreement or administrative guideline for more information regarding bereavement days.

**Jury Duty**
Each employee who is subpoenaed to appear in court on behalf of the EACS Corporation during any work day shall receive full compensation for the time absent from work. Legal leave only applies to scenarios in which employees are representing the EACS Corporation on official business.

Each employee who is called to jury duty during any one day shall receive the difference in pay for time lost and the amount received as jury pay. When an employee is released from jury duty before the end of the employee’s work day, he/she must report to his/her work assignment for the remainder of the work day. Holiday pay shall not be affected. A certificate of attendance and proof of pay are necessary for the completion of payroll in order to be paid properly.
Family Medical Leave Of Absence (FMLA)
East Allen County Schools adheres to the Family Medical Leave Act of 1993 (FMLA) which allows eligible employees to take up to 12 weeks of leave time for a personal illness or to care for an immediate family member. To be eligible for a FMLA leave of absence an employee must be employed with East Allen County Schools for one year or more and have completed 1,250 hours in a year. Please contact the human resources department for additional information and procedures regarding FMLA.

Unpaid Leave of Absence
The Board, where unusual circumstances warrant, may grant an employee a leave of absence without pay upon written request and upon good cause for a period not to exceed one year.

Time Off Without Pay
Time off without pay requests are reviewed on a case by case basis and must be approved by your supervisor, the Human Resources Director and the Superintendent. Please refer to your contract/agreement or administrative guideline for more information on time off without pay.

Benefits

Insurance
The corporation will provide benefits to eligible employees. Please refer to your contract/agreement or administrative guideline for more information regarding bereavement days. Benefits may include:

1. Comprehensive Hospital/Medical Program
2. Vision Care Program
3. Prescription Program
4. Dental Insurance Program
5. Group Life Insurance Program
6. Supplemental Insurances

Health insurance rates are subject to change each calendar year. If you have a qualifying event such as a marriage, birth/adopton, death, divorce, or loss of other coverage, the employee will have 30 calendar days to make a corresponding change. Please contact the human resources department for additional information.

Detailed benefit information is available on our East Allen County Schools website at www.eacs.k12.in.us
Life Insurance Amounts per Employee Group/Classification:
* Teachers - $25,000
* Bus Drivers - $15,000
* Custodians - $20,000
* Food Service - $10,000
* Food Service Managers - $10,000
* Nurses - $10,000
* Paraprofessionals - $10,000
* Secretaries - $15,000
* Administrators – 2.5 x salary
* OSP’s - $25,000
* School Board – no life insurance

Wellness Program
East Allen County Schools will offer three initiatives for the health and wellness of our employees. Through Parkview, EACS has the following programs available: 1) Walk-in Clinic services to employees and dependents enrolled in EACS Group Health Insurance Program; 2) Employee Assistance Program available to all EACS employees and 3) a Wellness Coach, Mr. Eric Manor, to establish and manage a comprehensive on-site wellness program for East Allen County Schools’ employees enrolled in the Group Health Plan. For more information about our EACS Wellness program, contact Eric Minor at ext 1003. For more information about Walk-in Clinic services, contact Leslie Reisgies at ext 1051.

Employee Assistance Program
Your EAP program consists of three (3) counseling sessions per EACS employee and member per household per year at no cost to you. EAP counselors are licensed professionals and this confidential service can help you and members of your household with a variety of difficult situations. Counseling sessions are per member, non-transferable, and do not accumulate. All of our EAP services are kept confidential. In fact, no information about you or your participation in the program is released without your written consent. You will meet with a trained professional who will assist you in determining your situation. Often the best approach includes short-term counseling sessions with an EAP professional. When you and members of your household call for an appointment, it will be scheduled as promptly as possible.

Supplemental Life Insurance
New employees who work at least 19 hours per week will be offered supplemental life insurance upon employment. This is a voluntary benefit and will be offered one time during the enrollment window.
Section 125 Plan
All new employees eligible for health insurance will be offered tax sheltered premiums. East Allen County Schools offers medical and child care reimbursement plans during November/December for a January 1 effective date. Unreimbursed medical can be used for eligible medical expenses for you or your family that are not covered by another health plan. Health Savings Accounts (HSAs) are another benefit offered under the Section 125 plan to those employees enrolled in a High Deductible Health Plan (HDHP). Please contact the human resources department for additional information.

Long Term Disability
East Allen County Schools will provide eligible employees long term disability for those who elect to enroll. The long term disability provides a benefit of 60% of regular pay up to 52 weeks per year beginning after 90 calendar days of disability.

INPRS (PERF/TERF)
Eligible employees will be enrolled in mandatory PERF (Public Employees’ Retirement Fund) for classified employees who work 600 hours per year, and TERF (Teachers’ Employee Retirement Fund). Please refer to your contract/agreement or administrative guideline for additional information regarding PERF/TERF.

403(b)
403(b) is a voluntary tax sheltered annuity available for all eligible employees. Eligible employees may participate at any time if he/she contributes at least $200 on an annual basis to his/her 403(b) account. Please contact the human resources department for additional information.

Worker’s Compensation
East Allen County Schools provides Worker’s Compensation for all employees. Upon injury, employees must notify the building nurse, (in absence of the nurse please see administrator/supervisor) immediately after a workplace injury/illness occurs. A First Report of Injury/Illness form must be completed within 48 hours of injury/illness. An Authorization for Treatment form will be given to the employee (or the supervisor must call the treating facility) to authorize treatment. All injured employees must report to *Parkview Occupational Health for treatment. Failure to do so may result in non-payment of claims. If an injury occurs “after hours” and the supervisor cannot be reached, the employee should not delay seeking treatment. In this event, employees should contact the building administrator the next business day to report the injury/illness.
Acknowledgment of Receipt of Employee Handbook

I have received a copy of East Allen County Schools Employee Handbook and contract/agreement. I understand I am responsible for the contents of the handbook and contract/agreement.

I understand this handbook is neither a contract of employment nor a legally-binding agreement. Since the information, Administrative Guidelines, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur.

Signature of Employee____________________________________ Date___________________

Printed Name of Employee________________________________________________________

East Allen County Schools Representative_____________________________ Date___________
APPLICATION AND RECEIPT OF FUNDS FOR SECURED SCHOOL SAFETY GRANT

Background:
East Allen County Schools (EACS) has been notified by Indiana’s Department of Homeland Security that continued funding is available (on a competitive basis) through the Secured School Safety Grant. Up to $50,000 (for those with an ADM of 1000+ students) is available per school corporation, charter school or coalition of schools. Each award will be for the term July 1, 2014 through June 30, 2015. EACS representatives are requesting the continuation of the additional School Resource Officer (SRO) position in our district with these funds.

Recommendation:
That the Board of School Trustees approves the application and receipt of Secured School Safety Grant Program funds.

Kenneth H. Folks
Superintendent of Schools

Prepared: Mendoza/Studebaker/Fritzinger
Approved: Michael Shaffer
Budget: 
Legal: 

~ABSTRACT~

Secured School Safety Grant Program (IC 10-21)

East Allen County Schools (EACS) has been notified by Indiana’s Department of Homeland Security that funding is available for a second year on a competitive basis through the Secured School Safety Grant program. This program consists of a matching grant in an amount of up to $50,000 (for those with an Average Daily Membership of 1,000+ students) public school district, charter school or coalition of schools. Each Secured School Safety Grant award will be for a term of one year: July 1, 2014 through June 30, 2015. This funding will be the second and final year of this funding, unless the Legislature approves additional funding at a later date for this purpose.

Per the application, Indiana’s Secured School Safety Grant program funds may be used to:
1. Employ a School Resource Officer (SRO); and/or
2. Conduct a threat assessment; and/or
3. Purchase equipment to restrict access to the school or expedite the notification of first responders (safety / security equipment).

BACKGROUND: EACS received $50,000 through this funding in SY13/14 to
1. $28,000 – Provide an additional SRO in our district (with the match provided by the funds EACS uses for the SRO at New Haven High School); and
2. $22,000 – Provide funds to purchase specific safety/security equipment (with the match provided through EACS funding source(s) = $44,000 total for this line item).

RATIONALE for REQUEST: East Allen County Schools has reviewed the program options identified above related to this funding. EACS seeks to request the full amount available ($50,000), if awarded, to continue the provision of an additional School Resource Officer for SY14/15. This SRO will provide support for Heritage, Leo and Woodlan. This individual will be employed by the Allen County Police Department. An agreement will be executed between EACS and the Allen County Police Department to ensure understanding between both parties of the requirements for the term of this Award, if any. The annual cost for this additional SRO will approximate $22,697. EACS will use this officer for 9.5 months/annually and the Allen County Police Department will utilize the remaining 2.5 months annually. EACS will provide the $50,000 out of this grant Award with the residual, if any, being paid with General Fund, unless other funds are secured for this purpose. The required match for this term is provided through EACS funds to provide the New Haven SRO position with the New Haven Police Department. EACS sincerely appreciates the partnership and coordination of efforts by the New Haven Police Department as well as the Allen County Police Department to benefit from the SRO positions throughout East Allen.

If grant funds are not available in SY15/16 (i.e. if the Legislature does not approve this program funding or if our application is declined), then EACS will sustain this additional SRO position during SY15/16.

For entities interested in applying for a SY14/15 Secured School Safety Grant, a completed Notice of Intent to Apply is requested on or before February 15, 2014. All completed applications are due by March 10, 2014. EACS requests permission to submit an application and receive these funds, if approved, to be used for the purpose of continuing the position of an additional SRO within EACS for SY14/15.
ACTION AGENDA

February 18, 2014

HERITAGE K-12 PROJECT - CHANGE ORDER #11
PROVIDE ADDITIONAL STRUCTURAL STEEL TO SUPPORT BRICK LEDGE CANOPY

Background:
This change order #11 ($1,694) for the Heritage K-12 Project is to provide additional structural steel to support the brick ledge at the south canopy.

Recommendation:
That the Board of School Trustees approves this change order #11 ($1,694) for the Heritage K-12 Project.

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Construction - Contingency
Currently estimated at $347,291
Legal: 

5.3
# Change Order

<table>
<thead>
<tr>
<th>PROJECT (Name and address):</th>
<th>CHANGE ORDER NUMBER: 011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage K-12 Facility</td>
<td></td>
</tr>
</tbody>
</table>

| DATE: January 15, 2014 |

<table>
<thead>
<tr>
<th>TO CONTRACTOR (Name and address):</th>
<th>ARCHITECT'S PROJECT NUMBER: 212-051.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fetters Construction</td>
<td></td>
</tr>
<tr>
<td>5417 County Road 427</td>
<td></td>
</tr>
<tr>
<td>Auburn, Indiana 46706</td>
<td></td>
</tr>
</tbody>
</table>

| CONTRACT DATE: 11/14/12 |

| CONTRACT FOR: General Construction |

<table>
<thead>
<tr>
<th>CONTRACTOR: Fetters Construction, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5417 County Road 427</td>
</tr>
<tr>
<td>Auburn, Indiana 46706</td>
</tr>
</tbody>
</table>

| FIELD: |
| OTHER: |

### THE CONTRACT IS CHANGED AS FOLLOWS:

1. Provide additional structural steel to support the brick ledge at the south canopy per Proposal Request #069.

<table>
<thead>
<tr>
<th>Original Contract Sum was</th>
<th>$ 10,034,860.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net change by previously authorized Change Orders</td>
<td>$ 205,542.00</td>
</tr>
<tr>
<td>Contract Sum prior to this Change Order was</td>
<td>$ 10,240,402.00</td>
</tr>
<tr>
<td>Contract Sum will be increased by this Change Order in the amount of</td>
<td>$ 1,694.00</td>
</tr>
<tr>
<td>New Contract Sum including this Change Order will be</td>
<td>$ 10,242,096.00</td>
</tr>
</tbody>
</table>

The Contract Time will be increased by 0 calendar days (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is July 11, 2014.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<table>
<thead>
<tr>
<th>RQAW Corporation</th>
<th>Fetters Construction, Inc.</th>
<th>East Allen County Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECT (Firm name)</td>
<td>CONTRACTOR (Firm name)</td>
<td>OWNER (Firm name)</td>
</tr>
<tr>
<td>10401 N. Meridian Street, Suite 401</td>
<td>5417 County Road 427</td>
<td>1240 State Road 930 East</td>
</tr>
<tr>
<td>Indianapolis, Indiana 46299</td>
<td>Auburn, Indiana 46706</td>
<td>New Haven, Indiana 46774</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>(Signature)</td>
<td>(Signature)</td>
<td>(Signature)</td>
</tr>
<tr>
<td>Jack Pardue</td>
<td>Steven A. Fetters</td>
<td></td>
</tr>
<tr>
<td>(Typed name)</td>
<td>(Typed name)</td>
<td>(Typed name)</td>
</tr>
<tr>
<td>January 15, 2014</td>
<td>1/22/14</td>
<td></td>
</tr>
</tbody>
</table>
# ACTION AGENDA

February 18, 2014

Board Agenda Item 5.4

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**HERITAGE K-12 PROJECT - CHANGE ORDER #12**
DELETE COMBINATION LOCKER LOCKS AND MODIFY SIX (6) LOCKERS TO ADA

**Background:**
This change order #12 (deletion of $2,880) for the Heritage K-12 Project is to delete the combination locks for the lockers and modify six (6) lockers to ADA standards.

---

**Recommendation:**
That the Board of School Trustees approves this change order #12 (decrease of $2,880) for the Heritage K-12 Project.

---

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Construction - Contingency
Currently estimated at $347,291
Legal: 

---

Kenneth H. Folks
Superintendent of Schools
Change Order

PROJECT (Name and address): Heritage K-12 Facility

CHANGE ORDER NUMBER: 012

DATE: January 15, 2014

OWNER: ☒

ARCHITECT: ☒

ARCHITECT'S PROJECT NUMBER: 212-051.1

CONTRACTOR: ☒

CONTRACT DATE: 11/14/12

FIELD: ☐

CONTRACT FOR: General Construction

OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Delete combination locks at lockers located in Areas 'A' and 'B' per the Owner's request.
2. Modify six (6) lockers to ADA standards.

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be decreased by this Change Order in the amount of

The new Contract Sum including this Change Order will be

$ 10,034,860.00

$ 207,236.00

$ 10,242,096.00

$ 2,880.00

$ 10,239,216.00

The Contract Time will be increased by 0 calendar days (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is July 11, 2014.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

RQAW Corporation

ARCHITECT (Firm name)

10401 N. Meridian Street, Suite 401

Indianapolis, Indiana 46290

ADDRESS

Jack Pardus

(Brand)

January 15, 2014

DATE

Fetters Construction, Inc.

CONTRACTOR (Firm name)

5417 County Road 427

Auburn, Indiana 46706

ADDRESS

Steven A. Fetters

(Signature)

(Typed name)

1/22/14

DATE

East Allen County Schools

OWNER (Firm name)

1240 State Road 930 East

New Haven, Indiana 46774

ADDRESS

BY (Signature)

(Typed name)

DATE

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User Notes: (944722547)
WOODLAN K-12 PROJECT - CHANGE ORDER #4
PROVIDE THREE (3) ADDITIONAL HORIZONTAL BARS AND HANDRAIL SYSTEM

Background:
Change Order Order #4 for Woodlan K-12 Project. This change order of $870.52 is to provide three (3) additional horizontal bars and handrail system at the open stairs.

Recommendation:
That the Board of School Trustees approves this change order #3 ($870.52) for the Woodlan K-12 Project.

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Construction - Contingency
        Currently estimated at $478,747
Legal:   ___________________________________________
Change Order

PROJECT (Name and address): Renovation and Addition to Woodlan K-12 Campus

CHANGE ORDER NUMBER: 004

DATE: January 27, 2014

OWNER:

ARCHITECT:

CONTRACTOR:

TO CONTRACTOR (Name and address): W.A. Sheets & Sons, Inc.

1336 Polk Street

Fort Wayne, Indiana 46808

ARCHITECT'S PROJECT NUMBER: 212-048.1

FIELD:

CONTRACT DATE: 11/14/12

OTHER:

CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

(Including, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Provide three (3) additional horizontal bars and handrail system at the open stairs.

The original Contract Sum was $8,587,289.00

The net change by previously authorized Change Orders $111,369.06

The Contract Sum prior to this Change Order was $8,698,658.06

The Contract Sum will be increased by this Change Order in the amount of $870.52

The new Contract Sum including this Change Order will be $8,699,528.58

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2014

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ROA:W Corporation

ARCHITECT (Firm name)

10401 N. Meridian Street, Suite 401

Indianapolis, Indiana 46290

ADDRESS

BY (Signature)

Jack Pardue

(Typed name)

DATE

January 27, 2014

W.A. Sheets & Sons, Inc.

CONTRACTOR (Firm name)

1336 Polk Street

Fort Wayne, Indiana 46808

ADDRESS

BY (Signature)

(Typed name)

DATE

January 27, 2014

East Allen County Schools

OWNER (Firm name)

1240 State Road 930 East

New Haven, Indiana 46774

ADDRESS

BY (Signature)

(Typed name)

DATE

January 27, 2014
ACTION AGENDA

February 18, 2014

WOODLAN K-12 PROJECT - CHANGE ORDER #5
MODIFY SPECIAL EDUCATION CLASSROOM

Background:
Change Order Order #5 for Woodlan K-12 Project. This change order deduction of $1,198.88 is to modify the Special Education Classroom which consists of removing the storage closet in the sensory room and changing a door location.

Recommendation:
That the Board of School Trustees approves the this change order #4 (a deduction of $1,198.88) for the Woodlan K-12 Project.

Kenneth H. Folks
Superintendent of Schools

<table>
<thead>
<tr>
<th>Prepared:</th>
<th>Kirby Stahly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved:</td>
<td>Kirby Stahly</td>
</tr>
<tr>
<td>Budget:</td>
<td>Construction - Contingency</td>
</tr>
<tr>
<td></td>
<td>Currently estimated at $478,747</td>
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</tbody>
</table>
Change Order

PROJECT (Name and address): Renovation and Addition to Woodlan K-12 Campus

CHANGE ORDER NUMBER: 005

DATE: January 27, 2014

OWNER: 

ARCHITECT: 

CONTRACTOR: 

TO CONTRACTOR (Name and address): W.A. Sheets & Sons, Inc.

ARCHITECT’S PROJECT NUMBER: 212-048.1

1336 Polk Street

CONTRACT DATE: 11/14/12

Contract for: General Construction

FIELD: 

OTHER: 

THE CONTRACT IS CHANGED AS FOLLOWS:

1. Modify Architectural, Mechanical and Electrical systems in Special Education A123 per the Owner’s request; reference attached Proposal Request #016.

The original Contract Sum was $8,587,289.00

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was $112,239.58

The Contract Sum will be decreased by this Change Order in the amount of $8,699,529.58

The new Contract Sum including this Change Order will be $1,198.88

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2014

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ROA W Corporation

ARCHITECT (Firm name)

10401 N. Meridian Street, Suite 401
Indianapolis, Indiana 46290

BY (Signature) 

Jack Pardue

(Typed name)

January 27, 2014

DATE

W.A. Sheets & Sons, Inc.

CONTRACTOR (Firm name)

1336 Polk Street

Fort Wayne, Indiana 46808

ADDRESS

BY (Signature) 

(Typed name)

DATE

East Allen County Schools

OWNER (Firm name)

1240 State Road 930 East

New Haven, Indiana 46774

ADDRESS

BY (Signature) 

(Typed name)

DATE
WOODLAN K-12 PROJECT - CHANGE ORDER #6
DELETE ONE (1) WALL HYDRANT AND FURNISH/INSTALL PIPE ENCLOSURES

Background:
Change Order Order #6 for Woodlan K-12 Project. This change order of $928.30 is to delete one (1) wall hydrant located adjacent to Vestibule B100 and furnish/install pipe enclosures at water line drops to exterior wall hydrants.

Recommendation:
That the Board of School Trustees approves the this change order #5 ($928.30) for the Woodlan K-12 Project.

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Construction - Contingency
Currently estimated at $478,747
Legal:
Change Order

PROJECT (Name and address): Renovation and Addition to Woodlawn K-12 Campus

CHANGE ORDER NUMBER: 006

DATE: January 27, 2014

OWNER: ☒

ARCHITECT: ☐

ARCHITECT'S PROJECT NUMBER: 212-048.1

CONTRACTOR: ☐

FIELD: ☒

TO CONTRACTOR (Name and address): W.A. Sheets & Sons, Inc.

1336 Polk Street

Fort Wayne, Indiana 46808

CONTRACT DATE: 11/14/12

CONTRACT FOR: General Construction

OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

(Includes, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Delete one (1) wall hydrant located adjacent to Vestibule B100.
2. Furnish and install pipe enclosures at water line drops to exterior wall hydrants located at Units 'A' and Unit 'B'.

The original Contract Sum was $8,587,289.00

The net change by previously authorized Change Orders $111,040.70

The Contract Sum prior to this Change Order was $8,698,329.70

The Contract Sum will be increased by this Change Order in the amount of $528.30

The new Contract Sum including this Change Order will be $8,699,258.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2014

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

RQAW Corporation

ARCHITECT (Firm name)

10401 N. Meridian Street, Suite 401

Indianapolis, Indiana 46290

ADDRESS

BY (Signature)

Jack Purdue

(Typed name)

DATE January 27, 2014

CONTRACTOR (Firm name)

W.A. Sheets & Sons, Inc.

1336 Polk Street

Fort Wayne, Indiana 46808

ADDRESS

BY (Signature)

(Typed name)

DATE

East Allen County Schools

OWNER (Firm name)

1240 State Road 930 East

New Haven, Indiana 46774

ADDRESS

BY (Signature)

(Typed name)

DATE