EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES
NEW HAVEN HIGH SCHOOL
AUDITERIA
1300 GREEN ROAD, NEW HAVEN, INDIANA

REGULAR MEETING
FEBRUARY 18, 2014
6:30 p.m.

AGENDA

1.0 ROUTINE ITEMS
1.1 Call to Order
1.2 Pledge of Allegiance
1.3 Approval of Agenda
1.4 Recognition
   - Human Interest – NHHS Student

2.0 PUBLIC EXPRESSIONS – AGENDA ITEMS*

SPECIAL PRESENTATION
2.1 The ALICE System

3.0 CONSENT ITEMS
3.1 Human Resources Report
3.2 Financial Reports
3.3 Meetings and Conferences
3.4 Minutes – Regular Meeting – February 4, 2014

4.0 ACTION ITEMS
14-0218-4.1 Application and Receipt of Funds for Secured School Safety Grant
14-0218-4.2 Heritage K-12 Project - Change Order #11 – Provide Additional Structural Steel to Support Brick Ledge Canopy
14-0218-4.3 Heritage K-12 Project - Change Order #12 – Delete Combination Locker Locks and Modify Six (6) Lockers to ADA Standards.
14-0218-4.4 Woodlan K-12 Project - Change Order #4 – Provide Three (3) Additional Horizontal Bars and Handrail System
14-0218-4.5 Woodlan K-12 Project - Change Order #5 – Modify Special Education Classroom
14-0218-4.6 Woodlan K-12 Project - Change Order #6 – Delete One (1) Wall Hydrant and Furnish/Install Pipe Enclosures

DISCUSSION/ACTION ITEMS
14-0218-4.7 Employee Handbook
14-0218-4.8 Contract for New Haven Primary School Interim Principal
14-0218-4.9 Plan for Make-up Days
5.0 INFORMATION/DISCUSSION ITEMS

INFORMATION ITEMS
5.1 Annual Facilities Report
5.2 Annual Review of Special Education Programs 2012-13SY Report

DISCUSSION ITEMS
5.3 Proposed New Board Policy 1008 – Safe Environment
5.4 Ricoh Contract
5.5 Update on Contract for Bloxx Internet and Global Proxy Filter

6.0 PUBLIC EXPRESSIONS – NON-AGENDA ITEMS*

7.0 SUPERINTENDENT COMMENTS

8.0 BOARD COMMENTS

9.0 ADJOURNMENT

NEXT BOARD MEETING
MARCH 4, 2014
ADMINISTRATION BUILDING
BOARD ROOM
6:30 PM

*Public expression is limited to 3 minutes per speaker.

DREAM IT. DO IT.
Consent Items
ACTION AGENDA
February 18, 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.

preparing: Amanda Ricketts
approved: Kirby Stahly

Kenneth H. Folks
Superintendent of Schools
### Classified New Hires

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<tr>
<td>Bohde, Madison</td>
<td>HEEL-CRT</td>
<td>2/19/2014</td>
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<td>Boykin, Michelle</td>
<td>NHHS – Para</td>
<td>2/19/2014</td>
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<td>Frentz, Lisa</td>
<td>Bus Monitor</td>
<td>2/11/2014</td>
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<td>Haley, Kim</td>
<td>LEHS – Custodian</td>
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### Certified Terminations

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<td>Fultz, Linda</td>
<td>HEEL – Teacher (21 yrs. w/EACS)</td>
<td>5/22/2014</td>
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<td>Jacobs, William</td>
<td>NHMS – Teacher (22 yrs. w/EACS)</td>
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<td>Popplewell, Christine</td>
<td>NHMS – Teacher (28 yrs. w/EACS)</td>
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<td>NHPS – Teacher (12 yrs. w/EACS)</td>
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### Classified Terminations

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### Classified Leaves

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*The last day of school year could change due to cancellation of school for inclement weather.*
ACTION AGENDA

February 18, 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: ________________________________
PAYROLL CLAIMS

Approval of payroll claims for the payroll period ending January 17, 2014 in the amount of $1,584,018.32; and for the payroll period ending January 31, 2014 in the amount of $1,817,838.76.

ACCOUNTS PAYABLE VOUCHER INFORMATION

Please see the attached information regarding Vendor Claims, Manual Checks, and Electronic Transfers.

Total Amount $7,367,770.42

DONATIONS, GIFTS, AND EXTRACURRICULAR EXPENDITURES

None.

CASH TUITION TRANSFERS FOR THE 2013-2014 SCHOOL YEAR

Aiden Roggero 4th grade Woodlan Primary School New
Cesar Roggero 7th grade Woodlan Intermediate School New
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<td>Bank of New York Trust Co NA</td>
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<td>Wells Fargo Bank NA</td>
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**Sub-Total $3,957,224.50**

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**GRAND TOTAL** $7,367,770.42
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<td>SALARIES &amp; WAGES</td>
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<td>UTILITIES</td>
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<td>SUPPLIES &amp; MATERIALS</td>
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<td>$0</td>
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<td>OTHER OBJECTS</td>
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<td>$0</td>
<td>$0</td>
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<td>SUB-TOTAL</td>
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<td>$6,050,600</td>
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<td>TOTAL</td>
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<td>$6,050,600</td>
<td>$6,050,600</td>
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<td>OPERATING BALANCE January 31, 2014</td>
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<td></td>
<td></td>
<td>$9,345,047</td>
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<td>$(983,072)</td>
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### EAST ALLEN COUNTY SCHOOLS
**REPORT OF INCOME AND DISBURSEMENTS - TRANSPORTATION**
**January 31, 2014**

#### REVENUE

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<td><strong>LOCAL TAX REVENUE</strong></td>
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<td>Local Prop. Taxes</td>
<td>$5,922,814</td>
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<td>Financial Inst. Tax</td>
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<td>License Excise Tax</td>
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<td>Commercial Vehicle Excise Tax</td>
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<td>$67,000</td>
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<td>$0</td>
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<td><strong>LOANS</strong></td>
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<tr>
<td>Temporary Loans</td>
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<td>$0</td>
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<td><strong>MISC. REVENUE</strong></td>
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<td>Claims for Losses</td>
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<td>Refund/Reimbursement</td>
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<td>Transfers</td>
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**January 1, 2014 OPERATING BALANCE**

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<tr>
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<tr>
<td><strong>TEMPORARY LOANS</strong></td>
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<td><strong>TOTAL</strong></td>
<td>$8,330,193</td>
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#### EXPENDITURES

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<tr>
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<tbody>
<tr>
<td><strong>SALARIES &amp; WAGES</strong></td>
<td>$3,018,146</td>
<td>$3,017,195</td>
<td>$316,850</td>
<td>$316,850</td>
<td>$321,545</td>
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<td>Employer Benefits</td>
<td>$1,896,073</td>
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<td>$186,517</td>
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<td>$192,156</td>
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<td>Purchased Services</td>
<td>$315,550</td>
<td>$318,693</td>
<td>$7,660</td>
<td>$7,660</td>
<td>$8,051</td>
<td>$7,600</td>
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<tr>
<td>Supplies &amp; Materials</td>
<td>$1,349,460</td>
<td>$1,317,747</td>
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<td>Capital Outlay</td>
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<td>Loan Repayment</td>
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<td>Other Objects</td>
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<td>$4,060</td>
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<tr>
<td><strong>SUB-TOTAL</strong></td>
<td>$6,630,729</td>
<td>$6,495,725</td>
<td>$340,956</td>
<td>$340,956</td>
<td>$346,208</td>
<td>$423,208</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$6,630,729</td>
<td>$6,495,725</td>
<td>$340,956</td>
<td>$340,956</td>
<td>$346,208</td>
<td>$423,208</td>
</tr>
</tbody>
</table>

#### YEAR-END PROJECTION [SURPLUS OR DEFICIT]

- **($301,015)**
  - Operating Balance January 31, 2014: $1,443,399
  - ($423,208) Change in Operating Balance
I. CASH FLOW

A. INVESTMENTS - During the month of January 2014

No new CD’s - CD rates still below interest rates at IAB and TrustIN

TRUSTIN State Investment Pool – unlimited days – daily interest
Money is invested at State Trust in Bank Notes, US Securities, Commercial Paper, Corporate Securities and Money Market Accts.

Invested - no new deposits
Withdrawn - $144.30
Monies in TrustIN State Trust as of January 31, 2014 are $2,000,142.56

Monies on Deposit: Interest receipted in 2014 is as follows:

<table>
<thead>
<tr>
<th>General Fund</th>
<th>January 2014</th>
<th>YEAR-TO-DATE</th>
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<tbody>
<tr>
<td></td>
<td>$2,981.14</td>
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</tbody>
</table>

II. PETTY CASH

Balance Brought Forward $29.62
Replenished Cash $0
Cash Disbursed $0
Cash Balance $29.62

III. UNEMPLOYMENT

No January claims paid. Year to date thru January $0

IV. JPMorgan Chase MasterCard: Corporate Purchasing Card Report

Detail of payments included in monthly vendor payment runs
See attached listing of January card usage payable in February
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>12/31/13 BALANCE</th>
<th>January-14 RECEIPTS</th>
<th>1/31/14 OPERATING BALANCE</th>
<th>1/31/14 STUDENT ACCOUNT BALANCE</th>
<th>1/31/14 ADJU BALANCE</th>
<th>OUTSTNDNG REIMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CEDARVILLE ELEMENTARY</td>
<td>$40,276.19</td>
<td>$13,225.88</td>
<td>$14,363.47</td>
<td>$39,138.60</td>
<td>$16,236.75</td>
<td>$55,375.35</td>
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<tr>
<td>2 HERITAGE JR/SR HIGH</td>
<td>$58,615.86</td>
<td>$26,780.08</td>
<td>$21,436.72</td>
<td>$63,959.22</td>
<td>$11,384.07</td>
<td>$75,343.29</td>
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<tr>
<td>3 NEW HAVEN PRIMARY</td>
<td>$46,199.20</td>
<td>$18,127.94</td>
<td>$12,134.03</td>
<td>$52,193.12</td>
<td>$3,843.27</td>
<td>$56,036.39</td>
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<tr>
<td>4 HERITAGE ELEMENTARY</td>
<td>$54,288.82</td>
<td>$20,226.00</td>
<td>$15,768.97</td>
<td>$58,745.85</td>
<td>$5,425.48</td>
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<td>5 LEO ELEMENTARY</td>
<td>$50,795.24</td>
<td>$14,016.88</td>
<td>$15,292.73</td>
<td>$49,195.39</td>
<td>$13,628.96</td>
<td>$63,148.35</td>
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<tr>
<td>6 LEO JR/SR HIGH</td>
<td>$61,538.34</td>
<td>$35,383.44</td>
<td>$36,644.13</td>
<td>$60,277.65</td>
<td>$32,593.61</td>
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<tr>
<td>7 NEW HAVEN INTERMEDIATE</td>
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<td>$18,225.79</td>
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<td>$66,624.96</td>
<td>$4,992.55</td>
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<tr>
<td>8 NEW HAVEN MIDDLE</td>
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<td>$20,957.28</td>
<td>$18,926.34</td>
<td>($14,181.71)</td>
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<tr>
<td>9 NEW HAVEN HIGH</td>
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<td>$33,898.88</td>
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<td>10 PAUL HARDING JR HIGH</td>
<td>$66,661.70</td>
<td>$22,701.76</td>
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<tr>
<td>11 PRINCE CHAPMAN ACDMY</td>
<td>$70,630.05</td>
<td>$27,258.84</td>
<td>$15,184.74</td>
<td>$82,704.15</td>
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<td>12 SOUTHWICK ELEM</td>
<td>$66,534.81</td>
<td>$23,851.17</td>
<td>$14,885.25</td>
<td>$75,500.73</td>
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<td>13 VILLAGE ALTERNATIVE</td>
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<tr>
<td>14 WOODLAN PRIMARY</td>
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<td>15 WOODLAN JR/SR HIGH</td>
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<td>$53,642.41</td>
<td>$13,961.19</td>
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<tr>
<td>16 MISC/EQUIPMENT ACCT.</td>
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<td>$825,901.64</td>
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<td>$1,553,437.05</td>
<td>$133,931.96</td>
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** Balances do not include $500,000.00 CD
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<th>FUND NAME</th>
<th>CHECKING</th>
<th>INVESTMENTS</th>
<th>TOTAL</th>
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<tbody>
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<td>PNC</td>
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<td>FIFTH/THIRD BANK</td>
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<th>YTD EXPENDED</th>
<th>CURRENT BAL.</th>
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<td>070 Gen Obligation Bond</td>
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<td>090 Textbook Rental</td>
<td>$493,401.44</td>
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<td>110-1 Worker's Comp</td>
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<td>120 97 Excessive Tax Levy</td>
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<td>160 Art Institute</td>
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<td>190 STAY Program</td>
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<tr>
<td>201 AT&amp;T Tower-PHHS</td>
<td>$1,500.00</td>
<td>$2,200.00</td>
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<td>203 PHHS-Search Grant-Purdue</td>
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<tr>
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<td>207 AWS Foundation</td>
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<tr>
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<td>297 Health Screening</td>
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<td>299 Rock Program-NHMS</td>
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<td>528 New Idea &quot;Big Grant&quot; 13-14</td>
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<td>($6,763.26)</td>
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<td>($20,188.18)</td>
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<td>$1,373,439.38</td>
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<td>$7,593,614.35</td>
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**EAST ALLEN COUNTY SCHOOLS - DECEMBER 31, 2013**

**LIST OF OUTSTANDING CHECKS-2 YEARS OR MORE**

<table>
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<tr>
<th>CHECK #</th>
<th>DATE ISSUED</th>
<th>FUND #</th>
<th>Rest back</th>
<th>NAME OF PAYEE</th>
<th>AMT OF CK</th>
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<tbody>
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<td>169134</td>
<td>10/28/11</td>
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<td>Casey R. Yoder</td>
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<td>169191</td>
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<td>Brittany J. Satterthwaite</td>
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<td>169452</td>
<td>11/23/11</td>
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<td>David Tuto</td>
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**PAYROLL - IAB**

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**VENDOR - IAB**

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<td></td>
<td>$0.00</td>
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**FOOD SERVICE-IAB**

| 3085       | 3/15/11     | 080    |           | Tim Yowell              | $15.05    |
| 3182       | 6/28/11     | 080    |           | Hau Le Thang           | $10.00    |

**FOOD SERVICE-IAB**

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<table>
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**Vendor Sub-Total**

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<tbody>
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**TOTAL AMOUNT TO GENERAL FUND**

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<td>$515.16</td>
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**TOTAL AMOUNT TO 080**

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<td>$25.05</td>
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**Grand Total**

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<td></td>
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<td></td>
<td>$540.21</td>
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</table>

Receipt back as follows:

We the undersigned as Board of School Trustees deem these checks to be outstanding for 2 years. The above 2 year old outstanding checks will be cancelled per IC 5-11-10.5-2. The amounts will be receipted back to the fund which generated the check whenever possible. If the fund no longer exists or cannot be identified, the amounts will be receipted to the General Fund.

Payroll checks listed above will be re-issued to the employee if requested within 3 years of this cancellation and if investigation of the matter indicates the check has not previously been reissued to the employee.

________________________
________________________
________________________
________________________
Board of School Trustees
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.

Prepared:  Dawn Bair
Approved:  Ken Folks
Budget:
Legal:
<table>
<thead>
<tr>
<th>DATE</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>February 10, 2014</td>
<td>Allison Felger</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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<td>February 20, 2014</td>
<td>Cheryl Ashton</td>
<td>1</td>
<td>LEHS</td>
<td>Language Arts-writing (error analysis and inter-rater reliability), LEHS</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 20, 2014</td>
<td>Meagan Hartleroad</td>
<td>1</td>
<td>LEHS</td>
<td>Math Problem Solving, LEHS</td>
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<td>$37.50</td>
<td>Released time, PM, 683-22120-31200-0015, Title II A</td>
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<td>February 20, 2014</td>
<td>Paul Conroy, Troy Guenin, Andrea Shipley</td>
<td>3</td>
<td>NHHS</td>
<td>Review DMR, Teaching Strategies, LEHS</td>
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<td>$112.50</td>
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<tr>
<td>February 20, 2014</td>
<td>Audrey Wright</td>
<td>1</td>
<td>PHUH</td>
<td>Rtl Collaboration, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 413-22120-11000-0073, Title I 13-14</td>
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<td>February 20, 2014</td>
<td>Teresa Knoblauch</td>
<td>1</td>
<td>PHLC</td>
<td>2014 State EL Conference, West Lafayette</td>
<td>$175</td>
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<td>Released time, registration, mileage, 683-22120-31200-0015, Title II A</td>
</tr>
<tr>
<td>February 25, 2014</td>
<td>Scott Welch</td>
<td>1</td>
<td>LINX</td>
<td>Conference for teaching students to actively participate in their transition IEP’s, Huntington</td>
<td>$0</td>
<td>Y</td>
<td>$75</td>
<td>Released time, 010-21810-13000-0012, General Fund</td>
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<tr>
<td>February 25, 2014</td>
<td>Mindy Scheumann</td>
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<td>NHHS</td>
<td>Self Directed IEP’s-transition, Huntington</td>
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<td>Y</td>
<td>$75</td>
<td>Released time, 010-21810-13000-0012, General Fund</td>
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<tr>
<td>February 25, 2014</td>
<td>Abby Rauch</td>
<td>1</td>
<td>PHUH</td>
<td>Self Directed IEP’s-transition, Huntington</td>
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<td>Y</td>
<td>$75</td>
<td>Released time, 010-21810-13000-0012, General Fund</td>
</tr>
<tr>
<td>DATE</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>
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<td>February 25, 2014</td>
<td>Kelly Blair</td>
<td>1</td>
<td>SPSV</td>
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<td>$0</td>
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<td>$75</td>
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<td>Vicki Schaber</td>
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<td>Records Day, WOIS</td>
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<td>Released time, PM, 010-21810-13000-0012, General Fund</td>
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<tr>
<td>February 26, 2014</td>
<td>Jennifer Hunter</td>
<td>1</td>
<td>HEHS</td>
<td>ICSM Mid-Year Meeting, Indianapolis</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
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<tr>
<td>February 26, 2014</td>
<td>Christi Smeltzley</td>
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<td>LEHS</td>
<td>ICSM Mid-Year Meeting, Indianapolis</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
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<td>February 26, 2014</td>
<td>Shanon Nunley</td>
<td>1</td>
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<td>ICSM Mid-Year Meeting, Indianapolis</td>
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<td>Released time</td>
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<td>Rose Fritzinger</td>
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<td>February 26, 2014</td>
<td>Andy Davis</td>
<td>1</td>
<td>WOHS</td>
<td>ICSM Mid-Year Meeting, Indianapolis</td>
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<td>Released time</td>
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<td>February 27, 2014</td>
<td>Allison Baker, Mandy Lichty, Michel Mellady, Rachel Remenschneider, Michelle Stine</td>
<td>5</td>
<td>SOEL</td>
<td>School Improvement Meeting, SOEL</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
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## 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 18, 2014

<table>
<thead>
<tr>
<th>Date</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>
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<td>Allyson Bradtmiller, Jazmine Johnson, Jared Kunberger, Cindy Lehn, Benita Robinson, Chris Roop, Lisa Unger, Amanda Walsh</td>
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<td>SOEL</td>
<td>School Improvement Meeting, SOEL</td>
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<td>March 3-4, 2014</td>
<td>Mary Young</td>
<td>1</td>
<td>PHLC</td>
<td>Early Childhood Conference, Indianapolis</td>
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<td>N</td>
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<td>March 10, 2014</td>
<td>James Rowland</td>
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<td>NHHS</td>
<td>IFCA All-Star Selection Meeting, Indianapolis</td>
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<td>March 14, 2014</td>
<td>Teresa Knoblauch</td>
<td>1</td>
<td>PHLC</td>
<td>Attend Title I, II, and III Information Workshop, Decatur</td>
<td>$14</td>
<td>N</td>
<td>$0</td>
<td>Released time, mileage, 010-25400-58000-0004, General Fund</td>
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<td>March 18, 2014</td>
<td>Carol Smith</td>
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<td>ADMN</td>
<td>Focus on the Customer in Child Nutrition, Waterloo</td>
<td>$30</td>
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<td>Released time, registration, 080-31200-61100-0650, School Lunch</td>
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<tr>
<td>March 18, 2014</td>
<td>Jolene Sanderson</td>
<td>1</td>
<td>CEEL</td>
<td>Focus on the Customer in Child Nutrition, Waterloo</td>
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<td>N</td>
<td>$0</td>
<td>Released time, registration, mileage, 080-31200-61500-0049, School Lunch</td>
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<td>March 18, 2014</td>
<td>Bonnie Hanefeld</td>
<td>1</td>
<td>LEEL</td>
<td>Focus on the Customer in Child Nutrition, Waterloo</td>
<td>$30</td>
<td>Y</td>
<td>$9.64 hrly</td>
<td>Released time, registration, 080-31200-61500-0053, 080-31200-13000-0053, School Lunch</td>
</tr>
<tr>
<td>March 18, 2014</td>
<td>Kay Parnin</td>
<td>1</td>
<td>NHHS</td>
<td>Focus on the Customer in Child Nutrition, Waterloo</td>
<td>$30</td>
<td>Y</td>
<td>$9.64 hrly</td>
<td>Released time, registration, 080-31200-61500-0072, 080-31200-13000-0072, School Lunch</td>
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<tr>
<td>March 19, 2014</td>
<td>Allison Baker</td>
<td>1</td>
<td>SOEL</td>
<td>Implementing RtI for EL, Indianapolis</td>
<td>$83</td>
<td>N</td>
<td>$0</td>
<td>Released time, mileage, 527-21110-58000-0012, IDEA Grant 12-13</td>
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</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 18, 2014

<table>
<thead>
<tr>
<th>DATE</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>March 20, 2014</td>
<td>Audrey Wright</td>
<td>1</td>
<td>PHJH</td>
<td>Rti Collaboration, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 413-22120-11000-0073, Title I 13-14</td>
</tr>
<tr>
<td>April 17, 2014</td>
<td>Audrey Wright</td>
<td>1</td>
<td>PHJH</td>
<td>Rti Collaboration, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 413-22120-11000-0073, Title I 13-14</td>
</tr>
<tr>
<td>April 22, 2014</td>
<td>Kirby Stahly</td>
<td>1</td>
<td>ADMN</td>
<td>IASBO Seminar-Governance/Operation/ Maintenance Operations, Plainfield</td>
<td>$300</td>
<td>N</td>
<td>$0</td>
<td>Released time, registration, mileage, 010-25110-58000-0007, General Fund</td>
</tr>
<tr>
<td>May 15, 2014</td>
<td>Audrey Wright</td>
<td>1</td>
<td>PHJH</td>
<td>Rti Collaboration, PHLC</td>
<td>$0</td>
<td>Y</td>
<td>$37.50</td>
<td>Released time, PM, 413-22120-11000-0073, Title I 13-14</td>
</tr>
</tbody>
</table>

**TOTALS**  
43                             $1,171       $1,350
ACTION AGENDA

February 18, 2014

Board Agenda Item 3.4

APPROVAL OF MINUTES
FROM THE REGULAR MEETING ON FEBRUARY 4, 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.

Kenneth H. Folks
Superintendent of Schools

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 February 4, 2014.

Board members present:
- Neil S. Reynolds, President
- Christopher T. Baker, Vice President
- Stephen L. Terry, Sr., Secretary (arrived at 6:40 p.m.)
- William D. Hartman (arrived at 6:36 p.m.)
- Arden Hoffman
- Terry Jo Lightfoot
- Robert L. Nelson, Jr

Board members absent:
None.

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
- Ms. Amanda Ricketts, Director of Human Resources
- Mrs. Tammyra Kelly, Public Relations Liaison
- Mr. Melvin Falkner, Director of Transportation
- Mrs. Rose Fritzinger, Director of Development
- Mr. Ed Mendoza, Director of Student Services
- Mr. Keith Madsen, Interim Director of Technology

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 February 4, 2014 was approved as presented, with the following changes: Postponement of the recognitions (due to inclement weather) until the next Board meeting; and changing Discussion/Action Item 14-0204-4.3 – Contract for Bloxx Internet and Global Proxy Filter to a Discussion Item.
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
3.5 Minutes – Executive Session – January 28, 2014

Motion: That Consent Items 3.1 through 3.5 be approved as presented.

Discussion: Mr. Hoffman commented.

Motion: Baker Second: Lightfoot

Vote:
*3.1 - Aye: Baker, Hoffman, Lightfoot, Reynolds, (Motion carried 5-0)
*3.2 - Aye: Baker, Hoffman, Lightfoot, Reynolds, (Motion carried 5-0)
*3.3 - Aye: Baker, Hoffman, Lightfoot, Reynolds, (Motion carried 5-0)
*3.4 - Aye: Baker, Hoffman, Lightfoot, Reynolds, (Motion carried 5-0)
*3.5 - Aye: Baker, Hoffman, Lightfoot, Reynolds, (Motion carried 5-0)

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

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

Motion: That the Board of School Trustees approves Action Items 14-0121-4.1 and 14-0121-4.2 as presented.

Discussion: No discussion. Comments were made.

Motion: Lightfoot Second: Nelson

Vote:
**4.1 - Aye: Baker, Hartman, Hoffman, Lightfoot, Nelson, Reynolds, (Motion carried 6-0)
**4.2 - Aye: Hartman, Hoffman, Lightfoot, Nelson, Reynolds; Abstained: Baker (Motion carried 5-0-1)

*Mr. Hartman and Mr. Terry were not yet present for the vote.
**Mr. Terry was not yet present for the vote.
DISCUSSION/ACTION ITEMS
None.

5.0 INFORMATION/DISCUSSION ITEMS

DISCUSSION ITEMS

5.1 Employee Handbook
Ms. Ricketts provided information for the Board and answered their questions. Mrs. Lightfoot requested that the Board receive a list of the changes and updates that were made to the Employee Handbook. Dr. Folks and Ms. Ricketts will contact legal counsel regarding questions/scenarios that Mr. Hoffman asked to be added to the Employee Handbook. They will report these findings back to the Board.

5.2 Application and Receipt of Funds for Secured School Safety Grant
Mrs. Fritzinger provided information for the Board.

5.3 Heritage K-12 Project - Change Order #11 – Provide Additional Structural Steel to Support Brick Ledge Canopy
Mr. Stahly provided information for the Board and answered their questions.

5.4 Heritage K-12 Project - Change Order #12 – Delete Combination Locker Locks and Modify Six (6) Lockers to ADA Standards
Mr. Stahly provided information for the Board.

5.5 Woodlan K-12 Project - Change Order #4 – Provide Three (3) Additional Horizontal Bars and Handrail System
Mr. Stahly provided information for the Board.

5.6 Woodlan K-12 Project - Change Order #5 – Modify Special Education Classroom
Mr. Stahly provided information for the Board.

5.7 Woodlan K-12 Project - Change Order #6 – Delete One (1) Wall Hydrant and Furnish/Install Pipe Enclosures
Mr. Stahly provided information for the Board. Mr. Nelson asked Mr. Stahly to give a quick update on the status of both projects, and he did.

5.8 Contract for Bloxx Internet and Global Proxy Filter
Mr. Madsen provided additional information to the Board. Bloxx has granted EACS an extension to test their product until March 7th. Therefore, if all goes well with the trial period, final approval of this contract will come to the Board at the March 4th Board meeting.

6.0 PUBLIC EXPRESSIONS – NON-AGENDA ITEMS
None.
7.0 SUPERINTENDENT COMMENTS

We received a waiver from the IDOE for January 7th. We are still waiting to hear on the day we requested for January 8th. If we get the other waiver, the last day of school will be June 3rd; without the waiver it will be June 4th.

Dr. Folks attended the Open House at the Associated Builders and Contractors (ABC) facility. Fifty-two (52) EACS students attended this event which showcased the program that ABC offers to high school students interested in pursuing a career in the trades while yet in high school.

The ALICE (Alert, Lockdown, Inform, Counter, Evacuate) safety program presentation will be given at the February 18th Board meeting. Flyers are being made up, information will be posted on the website, and School Messenger phone messages will be sent out advertising this event. Parents are encouraged to attend.

Thursday, February 6 the Board is invited to the NHHS War Room at 7:00 a.m.

Dr. Folks and his Cabinet spent time disaggregating the 454 responses from the District Climate Survey. He will report this information to the Board when the process has been completed.

8.0 BOARD COMMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arden Hoffman</td>
<td>Attended the ABC Open House – offers an excellent opportunity for EACS students.</td>
</tr>
<tr>
<td>Bob Nelson, Bill Hartman</td>
<td>Concur that ABC is a great opportunity for EACS students.</td>
</tr>
<tr>
<td>Chris Baker</td>
<td>EACS needs to market this program well.</td>
</tr>
</tbody>
</table>

9.0 ADJOURNMENT

There being no further business to discuss, Mr. Nelson moved to adjourn the meeting. Mr. Hartman seconded the motion, and it was unanimously approved. The meeting ended at approximately 7:42 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.

The next meeting of the Board of School Trustees is scheduled for Tuesday, February 18, 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 18, 2014.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

_________________________________  _______________________________________
President                                      Secretary
Action Items
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.

[Signature]
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 $52,697. 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

Board Agenda Item 14-0218-4.2

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 the this change order #11 ($1,694) for the Heritage K-12 Project.

[Signature]
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 $347,291</td>
</tr>
<tr>
<td>Legal:</td>
<td></td>
</tr>
</tbody>
</table>
Change Order

PROJECT (Name and address): Heritage K-12 Facility
TO CONTRACTOR (Name and address): Fetters Construction

CHANGE ORDER NUMBER: 011
ARCHITECT'S PROJECT NUMBER: 212-051.1
DATE: January 15, 2014
CONTRACT DATE: 1/14/12
ARCHITECT: 
CONTRACTOR: 
OWNER: 
FIELD: 
OTHER: 

THE CONTRACT IS CHANGED AS FOLLOWS:
(Inclusive, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Provide additional structural steel to support the brick ledge at the south canopy per Proposal Request #009.

The original Contract Sum was $10,034,860.00
The net change by previously authorized Change Orders $205,542.00
The Contract Sum prior to this Change Order was $10,240,402.00
The Contract Sum will be increased by this Change Order in the amount of $1,694.00
The new Contract Sum including this Change Order will be $10,242,096.00

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.

<table>
<thead>
<tr>
<th>ROA/W 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 46290</td>
<td>Auburn, Indiana 46706</td>
<td>New Haven, Indiana 46774</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ADDRESS</td>
<td>ADDRESS</td>
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<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>BY (Signature)</td>
<td>BY (Signature)</td>
<td>BY (Signature)</td>
</tr>
<tr>
<td>Jack Parche</td>
<td>Steven A. Fetters</td>
<td></td>
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<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>
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<tr>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
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</tbody>
</table>
ACTION AGENDA

February 18, 2014

Board Agenda Item 14-0218-4.3

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.

Kenneth H. Folks
Superintendent of Schools

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

PROJECT (Name and address): Heritage K-12 Facility
CHANGE ORDER NUMBER: 012
DATE: January 15, 2014
OWNER: ☑
ARCHITECT: ☑
TO CONTRACTOR (Name and address): Fetters Construction
ARCHITECT'S PROJECT NUMBER: 212-051.1
CONTRACT DATE: 11/14/12
CONTRACT FOR: General Construction
CONTRACTOR: ☑
FIELD: ☑
OTHER: ☑

THE CONTRACT IS CHANGED AS FOLLOWS:
(Inclusive, 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

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

BY (Signature)
Jack Perdue
(Typed name)
January 15, 2014
DATE

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

BY (Signature)
(Initial)
(Typed name)
1/2/14
DATE

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

BY (Signature)
(Initial)
(Typed name)
DATE
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 the this change order #3 ($870.52) for the Woodlan K-12 Project.

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

Kenneth H. Folks
Superintendent of Schools
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.
ARCHITECT'S PROJECT NUMBER: 212-048.1
1336 Folk Street
CONTRACT DATE: 11/14/12
Fort Wayne, Indiana 46808
CONTRACT FOR: General Construction
FIELD: 
OTHER: 

THE CONTRACT IS CHANGED AS FOLLOWS:
(include, 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.

RQAW Corporation
ARCHITECT (Firm name)
10401 N. Meridian Street, Suite 401
Indianapolis, Indiana 46290
BY (Signature) 
Jack Purdue
(Typed name)
January 27, 2014
DATE

W.A. Sheets & Sons, Inc.
CONTRACTOR (Firm name)
1336 Folk Street
Fort Wayne, Indiana 46808
BY (Signature) 
(Typed name)
DATE

East Allen County Schools
OWNER (Firm name)
1240 State Road 930 East
New Haven, Indiana 46774
BY (Signature) 
(Typed name)
DATE
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.

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

Kenneth H. Folks
Superintendent of Schools
Change Order

PROJECT (Name and address): Renovation and Addition to Woodlan F-12 Classroom

CHANGE ORDER NUMBER: 005

OWNER: ☒

DATE: January 27, 2014

ARCHITECT: ☒

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

ARCHITECT’S PROJECT NUMBER: 212-048.1

CONTRACT DATE: 11/14/12

FIELD: ☒

CONTRACT FOR: General Construction

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

$ 112,239.58

The Contract Sum prior to this Change Order was

$ 8,699,528.58

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

$ 1,198.88

The new Contract Sum including this Change Order will be

$ 8,698,329.70

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.

ROAW Corporation

ARCHITECT (Firm name) W.A. Sheets & Sons, Inc.

10401 N. Meridian Street, Suite 401 1336 Polk Street

Indianapolis, Indiana 46290 Fort Wayne, Indiana 46808

ADDRESS

BY (Signature)

Jack Pardue (Typed name)

January 27, 2014

DATE

CONTRACTOR (Firm name)

BY (Signature)

(Typed name)

ADDRESS

BY (Signature)

(Typed name)

DATE

East Allen County Schools

OWNER (Firm name)

1240 State Road 930 East

New Haven, Indiana 46774

ADDRESS
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 Woodlan K-12 Campus  
**CHANGE ORDER NUMBER:** 006  
**DATE:** January 27, 2014  
**OWNER:**  
**ARCHITECT:**  
**CONTRACTOR:**  

**TO CONTRACTOR (Name and address):** W.A. Sheets & Sons, Inc.  
**ARCHITECT’S PROJECT NUMBER:** 212-048.1  
**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 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'.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The original Contract Sum was</td>
<td>$8,587,289.00</td>
</tr>
<tr>
<td>The net change by previously authorized Change Orders</td>
<td>$111,040.70</td>
</tr>
<tr>
<td>The Contract Sum prior to this Change Order was</td>
<td>$8,698,329.70</td>
</tr>
<tr>
<td>The Contract Sum will be increased by this Change Order in the amount of</td>
<td>$928.30</td>
</tr>
<tr>
<td>The new Contract Sum including this Change Order will be</td>
<td>$8,699,258.00</td>
</tr>
<tr>
<td>The Contract Time will be increased by Zero (0) days.</td>
<td></td>
</tr>
<tr>
<td>The date of Substantial Completion as of the date of this Change Order there is June 1, 2014</td>
<td></td>
</tr>
</tbody>
</table>

**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>WEST Allen County Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECT (Firm name)</td>
<td>OWNER (Firm name)</td>
</tr>
<tr>
<td>10401 N. Meridian Street, Suite 401</td>
<td>1240 State Road 930 East</td>
</tr>
<tr>
<td>Indianapolis, Indiana 46290</td>
<td>New Haven, Indiana 46774</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>(Signature)</td>
<td>(Signature)</td>
</tr>
<tr>
<td>Jack Pardue</td>
<td></td>
</tr>
<tr>
<td>(Typed name)</td>
<td></td>
</tr>
<tr>
<td>January 27, 2014</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
</tr>
</tbody>
</table>
Discussion/
Action
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

Prepared: Amanda Ricketts
Approved: ____________________________
Budget: ______________________________
Legal: ________________________________

Kenneth H. Folks
Superintendent of Schools
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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 Savings 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/adoption, 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___________
ACTION AGENDA

February 18, 2014

Board Agenda Item 14-0218-4.8

__________________________

CONTRACT FOR NEW HAVEN PRIMARY SCHOOL INTERIM PRINCIPAL

Background:

With the Board’s previous approval of current New Haven Primary School principal Teresa Knoblauch to move to Principal on Special Assignment - Title III Director, a vacancy was created in the NHPS’s principal position. It is recommended that Ms. Carolyn Sleet be hired as Interim Principal at New Haven Primary School, beginning Wednesday, February 19, 2014 through the remainder of the 2013-14 school year.

Recommendation:

That the Board of School Trustees approve the hiring of Ms. Carolyn Sleet as Interim Principal of New Haven Primary School for the remainder of the 2013-14 school year.

__________________________

Kenneth H. Folks
Superintendent of Schools

Prepared: ______________________________

Approved: Kenneth H. Folks

Budget: ______________________________

Legal: ______________________________
AGREEMENT

This Agreement is entered into this 10 day of February, 2014, by and between the East Allen County Schools and

Carolyn Sleet ___________________________  
Name ____________________________________  
Social Security ____________________________

Address ___________________________________

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. Carolyn Sleet will perform certain services for and on behalf of the East Allen County Schools. These services are described as Principal, New Haven Primary School and will be performed on the following dates: February 19, 2014 through June 20, 2014. Not to exceed 31,666 (76 days).

2. In return for the services described above, the East Allen County Schools agrees to pay the person performing the services as follows: $410.00 per day. This rate is not subject to any other contract between the two parties.

3. The agreement outlining the services to be provided must be attached to this document and include all reimbursable expenses.

4. Persons performing services pursuant to this Agreement understand that they are considered independent contractors and not employees of the East Allen County Schools, and that they are not covered by insurance of any nature or entitled to benefits of any nature other than the payment described in Paragraph 2 above.

5. If any persons performing services pursuant to this Agreement are employed in any other capacity by the East Allen County Schools, services outlined above will be performed at times other than during their regularly scheduled working hours.

6. Persons performing services pursuant to this Agreement will submit all claim forms and other documents as deemed necessary by East Allen County Schools for payment of the claim.

7. The undersigned official of the East Allen County Schools certifies that there is an unobligated balance in each of the necessary appropriations which is sufficient to pay for the above services.


"To exercise any other power and make any expenditure in carrying out its general powers and purposes provided in sec. 201 (P. 28-1709) or in carrying out the powers delineated in this sec. 202 which is reasonable from a business or educational standpoint in carrying out school purposes of the school corporation, including but not limited to the acquisition of property or the employment or contracting for services, even though such power or expenditure shall not be specifically set out herein; . . ."

EAST ALLEN COUNTY SCHOOLS

Date of Signature _______________________

______________________________
Chief Financial Officer

______________________________
Superintendent

EAC QTY: 010 - 29100 - 31400 - 00 51

PERSON OR FIRM PROVIDING SERVICES

Date of Signature 2-10-14

______________________________
Carolyn F. Sleet

______________________________
Principal/Consultant

Title

EACS Employee Administering This Agreement: ______________________

EACS Fi-15
5/06 (R)
ACTION AGENDA
February 18, 2014
Board Agenda Item 14-0218-4.9

PLAN FOR MAKE-UP DAYS

Background:
EACS has missed 12 days of school so far this year. Two days will be made up in February, and one day was waived by the IDOE, leaving nine to make up. We propose adding seven days to the end of the school year, and for the month of March only - foregoing teacher collaboration days on Wednesdays and adding 30 minutes to the day each school day thus capturing two more days. By doing this, school will end on Thursday, June 5, one day prior to graduation weekend. This proposed plan still needs to be taken to the EAEA, then parents will have the option to share their opinions with the administration.

Recommendation:
That the Board of School Trustees approves the plan for student make-up days as outlined above for the month of March only.

[Signature]
Kenneth H. Folks
Superintendent of Schools

Prepared: ________________________________
Approved: Kenneth H. Folks
Budget: __________________________________
Legal: ____________________________________
Information Items
East Allen County Schools
Facilities Report
February 18, 2014
Facilities Report:

East Allen County Schools was formally organized in 1964 and is comprised of the eastern half of Allen County, which is composed of eleven (11) townships. The school district encompasses approximately 344 square miles, which is the tenth (10th) largest in the State of Indiana. The East Allen County Schools’ buildings and grounds staff have to currently maintain twenty-one buildings, which currently covers more than 537 acres and 2,078,333 square feet of building space. East Allen County Schools’ buildings are comprised of one (2) PK-2 elementary schools; two (2) K-3 elementary schools; one (1) K-6 elementary school; one (1) 3-5 elementary school; one (1) 3-6 elementary school; two (2) 4-6 elementary schools; one (1) 6-8 middle school; one (1) 7-8 junior high with 9-10 grade university high school; three (3) jr./sr. high schools; one (1) high school; one (1) alternative ed building; one (1) multi-use building (Park Hill); one (1) administration building; one (1) maintenance/transportation center; and vacate building currently used for storage. The insured value of the buildings owned by East Allen County Schools is greater than $330,504,652. East Allen County Schools operates the following buildings:

<table>
<thead>
<tr>
<th>School</th>
<th>Grades</th>
<th>Original Construction</th>
<th>Square Footage</th>
<th>Acreage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedarville Elementary</td>
<td>K-3</td>
<td>1997</td>
<td>84,695</td>
<td>22.3</td>
</tr>
<tr>
<td>Heritage Elementary</td>
<td>K-6</td>
<td>1927</td>
<td>61,882</td>
<td>13.0</td>
</tr>
<tr>
<td>New Haven Primary</td>
<td>PK-2</td>
<td>1967</td>
<td>64,164</td>
<td>15.0</td>
</tr>
<tr>
<td>Leo Elementary</td>
<td>4-6</td>
<td>1932</td>
<td>70,097</td>
<td>5.6</td>
</tr>
<tr>
<td>New Haven Intermediate</td>
<td>3-5</td>
<td>1961</td>
<td>72,250</td>
<td>14.0</td>
</tr>
<tr>
<td>Prince Chapman Academy</td>
<td>3-6</td>
<td>2002</td>
<td>142,130</td>
<td>20.0</td>
</tr>
<tr>
<td>Southwick Elementary</td>
<td>PK-2</td>
<td>1966</td>
<td>68,725</td>
<td>13.0</td>
</tr>
<tr>
<td>Woodlan Primary</td>
<td>K-3</td>
<td>1973</td>
<td>54,360</td>
<td>12.7</td>
</tr>
<tr>
<td>Woodlan Intermediate</td>
<td>4-6</td>
<td>housed in Woodlan Jr./Sr. High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Hill Learning Center</td>
<td>Preschool</td>
<td>1947</td>
<td>71,530</td>
<td>5.4</td>
</tr>
<tr>
<td>New Haven Middle</td>
<td>6-8</td>
<td>1954</td>
<td>134,041</td>
<td>6.6</td>
</tr>
<tr>
<td>Paul Harding Junior High</td>
<td>7-8</td>
<td>1973</td>
<td>247,335</td>
<td>96.0</td>
</tr>
<tr>
<td>East Allen University</td>
<td>9-10</td>
<td>housed in Paul Harding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heritage Jr./Sr. High</td>
<td>7-12</td>
<td>1968</td>
<td>149,000</td>
<td>60.0</td>
</tr>
<tr>
<td>Leo Jr./Sr. High</td>
<td>7-12</td>
<td>1953</td>
<td>222,342</td>
<td>43.4</td>
</tr>
<tr>
<td>New Haven High</td>
<td>9-12</td>
<td>1977</td>
<td>203,743</td>
<td>36.3</td>
</tr>
<tr>
<td>Woodlan Jr./Sr. High</td>
<td>7-12</td>
<td>1958</td>
<td>245,000</td>
<td>67.0</td>
</tr>
<tr>
<td>Transportation/Maintenance</td>
<td>n/a</td>
<td>1985</td>
<td>45,472</td>
<td>4.8</td>
</tr>
<tr>
<td>Administrative Building</td>
<td>n/a</td>
<td>1960</td>
<td>8,320</td>
<td>1.7</td>
</tr>
<tr>
<td>Leo Property</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>80.0</td>
</tr>
<tr>
<td>Village Elementary</td>
<td>Alt. Ed.</td>
<td>1953</td>
<td>74,431</td>
<td>16.0</td>
</tr>
<tr>
<td>New Haven Elementary</td>
<td>Storage-Admin</td>
<td>1964</td>
<td>58,816</td>
<td>5.1</td>
</tr>
<tr>
<td>Harlan Elementary</td>
<td>Sold to Sunrise</td>
<td>1955</td>
<td>78,421</td>
<td>17.9</td>
</tr>
</tbody>
</table>

Chapel, currently in closing process to transfer ownership
Facilities Report (continued):

There are seventy-eight (78) employees who support the educational process by keeping East Allen County School buildings clean and well maintained. The staff consists of: a Director; a Facilities Coordinator; Twelve (12) Maintenance Staff members whose duties cover the areas of HVAC, Electrical, Plumbing, Carpentry, Buildings & Grounds; and sixty-four (64) Custodial Staff members who are assigned to the buildings.

A formal walk through is performed yearly at all facilities to determine any needed structural repairs/changes as well as roof work, parking lot or sidewalk repairs, and other interior/exterior work. Building principals provide input on specific concerns or requests for upgrades and appropriate improvements for their respective building. The following projects are currently in process and scheduled to be completed prior to the start of the 2014-15 school year:

Redesign Plan
- Heritage K-12 Project
- Woodlan K-12 Project

General Obligation Bond
- Roofing Projects:
  - New Haven Intermediate School
  - Cedarville Elementary School
  - Service Center (Maintenance/Transportation)
- Boiler Project:
  - Leo Jr./Sr. High School
- Elevators:
  - New Haven High School
  - New Haven Middle School
- Fire Alarm System:
  - New Haven Middle School
- Asphalt:
  - Leo Jr./Sr. High School
- Window Replacement:
  - Southwick Elementary School
- Exterior Lighting:
  - Southwick Elementary School
- Camera System Upgrade:
  - New Haven High School
  - Leo Jr./Sr. High School
Overview
This report is intended to provide an overview of special education in EACS: funding, number of students identified as having a disability, district compliance with special education regulations, and training/supports provided to teachers by the department.

Funding
These are the state and federal funding sources specifically provided to support the provision of special education:

1. IDEA, Part B (611) Grant: This is a federal grant provided to Indiana, which is divided among all school districts in Indiana for provision of special education for children ages 3 - 21.

2. IDEA, Part B (619) is a federal grant provided to Indiana and divided among all school districts to specifically support special education services provided to EACS children with disabilities ages 3 – 5.

3. Additional Pupil Count (APC) is a state grant determined based upon a count of students ages 3--21 with disabilities in each school district per disability.

All federal and state grant money is provided for districts to create special education programs and supports. EACS allocates these funds based on the individualized educational needs of students. Dollars generated do not follow specific students, but go toward funding the costs of special education and related services necessary to meet the needs of EACS students with disabilities, as determined by their IEPs.

NOTE: At the time IDEA was first drafted into law in the 1974, it included the requirement that 100% of special education costs would be provided by the federal government. However, less than half of special education costs have ever been funded by this grant.

Part B (611)
EACS experienced a decrease in Part B (611) funding of $ 57,264 for 2013-14 (since last school year). Since 2010-11, we have experienced a steady reduction in these funds, with a total decrease of 8.5%. Following is a four-year comparison of Part B (611) funding:

<table>
<thead>
<tr>
<th>Year</th>
<th>Part B (611) Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>$2,204,450</td>
</tr>
<tr>
<td>2011-12</td>
<td>$2,174,516</td>
</tr>
<tr>
<td>2012-13</td>
<td>$2,158,450</td>
</tr>
<tr>
<td>2013-14</td>
<td>$2,101,186</td>
</tr>
</tbody>
</table>

Additional Pupil Count (APC)
EACS has experienced a steady overall increase in students with disabilities, as well as the funding generated by this Count, conducted each December 1. Disability areas which have increased are Multiply Handicapped, Deaf/Hard of Hearing, Emotionally Disabled, Moderately Mentally Disabled, Developmental Delay (ages 3-5), Autism, and Other Health Impaired, with the greatest increase (based on the 2013 count) in Other Health Impaired. Each of these disabilities typically requires more intensive academic and behavioral services and supports. Decreases have been reported in the categories of
Orthopedic Impairments, Specific Learning Disabilities, and Mild/Severe Cognitive Disorders. Following is a five-year comparison of total educational disabilities from the State Funding Report for APC:

<table>
<thead>
<tr>
<th>Year</th>
<th>Disabilities Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-10</td>
<td>1268</td>
</tr>
<tr>
<td>2010-11</td>
<td>1309</td>
</tr>
<tr>
<td>2011-12</td>
<td>1312</td>
</tr>
<tr>
<td>2012-13</td>
<td>1451</td>
</tr>
<tr>
<td>2013-14</td>
<td>1452</td>
</tr>
</tbody>
</table>

The purpose of the APC (now submitted through the DOE-SE Report) is to generate additional state dollars to fund educational services for students with disabilities in the school year following the count. (Example: Funds generated by the 12-1-12 APC is for special education costs incurred during the 2013-14 SY.) EACS received a $51,345 increase in APC funding for the 2013-14 school year based on the types of disabilities reported from the December 2012 count. A four-year comparison of this revenue is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Disabilities Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>$3,101,841</td>
</tr>
<tr>
<td>2011-12</td>
<td>$3,240,060</td>
</tr>
<tr>
<td>2012-13</td>
<td>$3,200,229</td>
</tr>
<tr>
<td>2013-14</td>
<td>$3,251,574</td>
</tr>
</tbody>
</table>

**Non-Public Schools and Special Education**

Part B (611) requires that each school district must expend a proportionate share of the total federal grant on the provision of special education services to students with disabilities who choose to attend non-public schools within our district boundaries. EACS experienced an increase of $96,808 in the proportionate share requirement for 2013-14, with an increase of 88% since 2010-11. Following is a four-year comparison of these funds:

<table>
<thead>
<tr>
<th>Year</th>
<th>Proportionate Share $$</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>$110,223</td>
</tr>
<tr>
<td>2011-12</td>
<td>$136,267</td>
</tr>
<tr>
<td>2012-13</td>
<td>$184,245</td>
</tr>
<tr>
<td>2013-14</td>
<td>$207,031</td>
</tr>
</tbody>
</table>

Beginning January 1, 2012, all Indiana schools are required to expend all APC dollars generated by students with disabilities attending non-public schools upon the special education services required by those students. For 2014, the total dollars EACS is required to expend from state special education funds represents an increase of 41%, or $84,743 dollars since the law went into effect in 2012. Following is a three-year comparison of the impact of this new requirement:

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-Public APC $$</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$204,257</td>
</tr>
<tr>
<td>2013</td>
<td>$254,760</td>
</tr>
<tr>
<td>2014</td>
<td>$289,000</td>
</tr>
</tbody>
</table>
The end result of the passage of the Non-Public APC requirement is that the state has more than tripled the amount of state and federal special education funds allocated to public school districts but mandated to be expended on the special education services for students with disabilities attending non-public schools. This, of course, reduces the funds available to support students with disabilities attending public schools. As more students take advantage of private school vouchers, this will continue to increase.

**IDOE Compliance Notifications**

East Allen County Schools was notified this school year that we are no longer identified as having “Significant Disproportionality” in suspensions/expulsions of students with disabilities in racial/ethnic groups (Indicator 4B). This is due in part to the joint efforts of both the Special Services and Student Services Departments in providing training in Universal PBIS to all EACS schools, as well as monthly support for tracking and analyzing school discipline data. Since 2007-08, IDOE has monitored states for Disproportionality; EACS has experienced findings of “Significant Disproportionality” for the disproportionate number of African-American students with disabilities who were placed on out of school suspension or were expelled every year of this monitoring period except the 2010-11 SY. (Note: School districts identified as having Significant Disproportionality are required to spend 15% of Part B (611) funds on supports and services for students who have not been identified as having disabilities to correct the issue.)

For the 2011-12 School Year, East Allen County Schools received a finding of “Disproportionate Over-Representation” of African-Americans students in the category of Cognitive Disability (Indicator 10). Since that time, the district has initiated interventions designed to reduce the number of African-American students who are inappropriately identified in this category, such as: targeted academic interventions provided in the general education setting; functional behavior assessment and targeted behavior intervention planning; systematic reevaluation of students whose records indicate inaccurate eligibility determination; and program evaluation for special education evaluation procedures and practices. East Allen County Schools received notification from IDOE in fall of 2013 that this finding has been corrected.

**Legal Issues**

There was one Special Education Due Process Hearing filed against EACS in 2012-2013. The hearing was dismissed in May, 2013 due to resolution of all the issues. Of the two Hearings filed in 2010-11, one resulted in a ruling ordering EACS to provide educational compensation to the student despite the fact that EACS prevailed on all of the issues. EACS has appealed the IHO’s order to the United States District Court, Northern District of Indiana, Fort Wayne Division, and is still awaiting the Court’s decision.

**Staff**

EACS currently employs 145.1 staff to provide mandated services to students with disabilities. This is an increase of 4.7 staff members from the previous year and a total decrease of 15.8 staff members over the past two years. Teachers include mild disabilities (30), severe disabilities (12), emotional disabilities/self-contained (3), job coach (1), itinerant (3.8), speech pathologists (10), early childhood (4), and program supervisors (3). Other support staff includes adaptive physical education (1), school psychologists (3), administrators (2), sign language interpreters (3), paraprofessionals (59.5), and secretarial support (3). Academic support staff includes occupational therapist (1), occupational therapy assistant (1), physical therapist (6), physical therapy assistant (1), and mental health counselor (1).
Professional Development
All special education teachers attend regular sessions of our New Teacher Training program for special education support. Topical presentations on special education issues, covering topics such as, IEP Review, Goal Writing, Progress Monitoring, and Autism were offered to staff in 2012-13 and 2013-14. As of February, 2014, approximately 120 EACS staff members have voluntarily attended special education professional development activities beyond contract hours.

Academic and Behavioral updates for Academic Year 2012-2013
• EACS Autism Team facilitated the initiation of an Autism Parent Group which meets regularly to support parents and families of children with autism.
• Mind Play reading intervention program continues to be provided in all special education locations in the district with program data indicating that students are making significant growth in their reading levels.
• Ascend Math intervention program is provided at the middle school level with program data indicating that students are making significant growth in their math levels.
• Teachers continued to receive training in how to use district data to write more meaningful IEP goals for students.
• Forms, training, and processes for Functional Behavior Assessments/Behavior Intervention Plans are being trained and supported throughout the district to address behavioral concerns of students.
• Special Services begins partnering with Student Services in developing systems and strategies for the purpose of elimination of significant disproportionality for suspensions/expulsions of African American students.

Long Range Plans
• The Special Education Department is currently on track to meet all timelines for improvement in special education services on the EACS Strategic Plan document.
• By 2016-17, the Special Education Department will complete a 3-year plan for training EACS Special Educators in STAR Autism Supports curriculum to become first and only training site in northern Indiana.
• The Special Education Department will continue to increase the number of positive behavior supports, such as school-wide and special education sensory rooms in targeted EACS schools.
• The Special Education Department will continue to partner with the Student Services Department to train building teams in Tiers 2 and 3 of PBIS, as well as support building data collection and analysis for improved discipline and behavioral outcomes.
• The Special Education Department will continue to complete a program review for special education evaluation procedures and practices to identify and address possible factors contributing Over-representation.
• The Special Education Department will continue to initiate a program review of Mild Interventions programs for 2014-15 School Year.
• The Special Education Department will continue to partner with Easter Seals/ARC in support of transition to adult program for students age 18-22 with moderate cognitive disabilities (“I-REACH”).
Discussion Items
POLICY TYPE: ENDS/GOALS

POLICY TITLE: SAFE ENVIRONMENT

The Board of School Trustees is committed to providing a safe environment in all the District's schools. In that endeavor, students, staff and administrators shall be empowered to make decisions that will allow them to survive in the event a violent intruder or any other crisis threatens to cause harm. Individuals in harm's way shall be allowed to make decisions that are best given the circumstances. No single response fits all crisis situations.

Training will be provided to students and staff to prepare individuals to recognize their response options and to empower them to react decisively. Response options include, but are not limited to, lockdown, evacuation, counter measures, or a combination thereof.

Policy Adopted ________
This Agreement is entered into this ______ day of ________, 20____, by and between the East Allen County Schools and

Ricoh-USA  Daniel Dzurowski

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. Ricoh-USA will perform certain services for and on behalf of the East Allen County Schools. These services are described as conversion of old microfilm rolls to digital image capture and will be performed on the following dates: January-February 2014. Service fee charged at .06 per page plus $115 in indexing and hard drive delivery fee - estimated cost $9,115

2. In return for the services described above, the East Allen County Schools agrees to pay the person performing the services as follows: $10,000 maximum total. This rate is not subject to any other contract between the two parties.

3. The agreement outlining the services to be provided must be attached to this document and include all reimbursable expenses.

4. Persons performing services pursuant to this Agreement understand that they are considered independent contractors and not employees of the East Allen County Schools, and that they are not covered by insurance of any nature or entitled to benefits of any nature other than the payment described in Paragraph 2 above.

5. If any persons performing services pursuant to this Agreement are employed in any other capacity by the East Allen County Schools, services outlined above will be performed at times other than during their regularly scheduled working hours.

6. Persons performing services pursuant to this Agreement will submit all claim forms and other documents as deemed necessary by East Allen County Schools for payment of the claim.

7. The undersigned official of the East Allen County Schools certifies that there is an unobligated balance in each of the necessary appropriations which is sufficient to pay for the above services.


"To exercise any other power and make any expenditure in carrying out its general powers and purposes provided in sec. 201 (P. 28-1709) or in carrying out the powers delineated in this sec. 202 which is reasonable from a business or educational standpoint in carrying out school purposes of the school corporation, including but not limited to the acquisition of property or the employment or contracting for services, even though such power or expenditure shall not be specifically set out herein; ..."

EAST ALLEN COUNTY SCHOOLS

Date of Signature ____________________________

Chief Financial Officer

Superintendent

Account Number: 035 - 26400 - 430 - 007

EACS Employee Administering This Agreement: Lois Goglio, Mgr. of Financial Services

EACS FI-15 E

5/06 (R)
MEMORANDUM OF AGREEMENT

between

RICOH USA, INC. and EAST ALLEN COUNTY SCHOOLS

This Memorandum of Agreement ("Agreement") is entered into this 10th day of February, 2014 by and between Ricoh USA, Inc. ("Ricoh") and East Allen County Schools ("Customer") for the performance of certain microfilm conversion services ("Services") as described below.

In consideration of the mutual promises set forth below and for other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, Ricoh and Customer agree as follows:

1. Ricoh and Customer will perform the obligations and comply with the terms and conditions contained in that certain Statement of Work #8234729 ("SOW"), and that certain East Allen County Schools Agreement for Services dated January 21, 2014 (Account Number 035-26400-430-007) ("EACS Agreement"), final and complete copies of which are attached hereto and incorporated herein. The SOW and EACS Agreement, together with this Agreement, shall comprise one single and inseparable agreement.

2. In the event of any conflict or inconsistency between this Agreement, the SOW, and the EACS Agreement, the following order of precedence shall prevail: (1) this Agreement shall control, followed by (2) the SOW, followed by (3) the EACS Agreement.

3. This Agreement constitutes the final and complete understanding of the parties with respect to the subject matter hereof, and all prior understandings or agreements with respect thereto shall be of no further force or effect.

IN WITNESS WHEREOF, the parties acting through their duly appointed undersigned agents have accepted and agreed to the foregoing as of the date first written above:

Ricoh USA, Inc.

Authorized Signature

Printed Name:

Title:

Customer

Authorized Signature

Printed Name:

Title:

Document Number: 77892  Version: 1
Statement of Work

For

East Allen County Schools

Project: Microfilm

Prepared on: 2/10/2014
By: Dan Dzurison, Account Manager
Ricoh USA, Inc. (Ricoh)
One Indiana Sq
Indianapolis, IN 46204
Office: 317-488-7000
Cell: 317-716-7272
Fax: 317-488-8515
E-mail: dan.dzurison@ricoh-usa.com

Submitted To:
Lois Goeglein
East Allen County Schools
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Project Requirements & Assumptions

Project Summary
Ricoh will convert microfilm rolls to electronic images with associated index data.

Ricoh will provide the services listed herein to East Allen County Schools. The pricing contained herein is valid for thirty (30) days from the date of this proposal.

Project Volume

Total Volume
East Allen County Schools will provide to Ricoh 60 microfilm to be converted.

File/Document Count
The population is estimated to be 150,000 pages.

Imaging Specifications & Assumptions

Document Imaging Location(s)
Rolls will be converted at Ricoh's processing center(s) located in Fremont, California. Rolls will not be imaged in other locations without client approval.

Imaging Instructions
Client specific imaging requirements will be followed pursuant to instructions documented in the Imaging Requirements Addendum.

Imaging
300 DPI, Black and White, Single Page, PDF

OCR Processing
OCR will be performed on all pages.
Document Indexing Requirements & Assumptions

Indexing/LDD Location
Project will be managed by Ricoh. A Ricoh certified microfilm conversion business partner will perform digitization of the (roll microfilm, microfiche, or aperture cards)

Manual indexing will be performed onshore.

Project Schedule

Receipt of Media
East Allen County Schools expects to release all documents or other media to Ricoh on 3/10/2014.

Production Timelines
Production schedule will be established and agreed to by both parties under separate cover.

Deliverables

Delivery Media
Hard Drive

Data and Image Retention
After thirty (30) days from delivery of data and images, Ricoh is not responsible for maintaining any archival image or data information in connection with the delivery.

Box Label
Ricoh may affix a tracking / control label to boxes.

Recipient(s) of Deliverables
Lois Goeglein, 1240 St. Rd. 930 E. 260-446-0100
## Pricing Table

<table>
<thead>
<tr>
<th>Imaging Services</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Transportation (round trip)</td>
<td>$0 per trip</td>
</tr>
<tr>
<td>Imaging</td>
<td>$.04 per image</td>
</tr>
<tr>
<td>Index Capture – Document Level via manual key entry</td>
<td>$.25 per document</td>
</tr>
<tr>
<td>OCR Processing</td>
<td>$.02 per image</td>
</tr>
<tr>
<td>External Hard Drives</td>
<td>$100 each</td>
</tr>
</tbody>
</table>

This document contains information of a proprietary and/or confidential nature, including pricing and procedural data of Ricoh USA, Inc. ("Ricoh") that is to be used only for the purpose of assessing the proposed services to be performed by Ricoh. No other use or duplication of information contained herein is permitted without the express written consent of Ricoh. © 2012 Ricoh USA, Inc.
Pricing & Payment Terms

Pricing is valid for thirty (30) days from the date of proposal. Each project is priced based on Ricoh's understanding of the scope and volume of the requirements as presented herein. Changes in that understanding or in the underlying express and/or implicit assumptions related to it may require substantial changes in price and schedule. All changes will be made in writing and agreed to by all parties prior to commencement of billable work.

1. Ricoh’s services are offered based on the assumptions as defined herein. If the collection characteristics are substantially different from these assumptions, Ricoh reserves the right to re-price the services.

2. Delivery schedules are based on assumptions defined herein and substantial change in these assumptions may require delivery schedule changes.

3. Failure to provide Ricoh with a regular and consistent flow of materials may result in an increase in pricing and/or schedule delays.

4. Processing will be performed in accordance with the instructions set forth in this document and the addenda stated herein.

5. Pricing is offered as a comprehensive package of services. Ricoh reserves the right to re-price services if the client decides not to have Ricoh perform certain services that have been quoted.

6. Invoicing will be based on the actual number of units multiplied by its unit or hourly rate and totaled.

7. Invoicing will be issued throughout the duration of the project. Invoicing will include all billable work processed up to the date of the invoice, even if that work-product has not yet been delivered to East Allen County Schools.

8. Payment for Ricoh services will be made to Ricoh and are due within thirty (30) days from date of invoice.

9. In the event payment is not received within ten (10) days of its due date a late charge of one and a half percent (1.5%) per month of the overdue amount will be charged to East Allen County Schools.

10. East Allen County Schools has thirty (30) days from receipt of a delivery to identify accuracy or image file formatting issues. After this period, a service charge may be applied for corrections. This service charge accounts for reloading the data and/or images onto the system, reallocating staff, etc.
Terms and Conditions

The performance of the services described in this Statement of Work ("SOW") by Ricoh USA, Inc. ("Ricoh") for the client referenced on the cover page of this document ("Client") is subject to and shall be governed solely by the following terms and conditions. If this SOW is made pursuant to a Master Agreement ("MA"), the terms and conditions set forth in such MA are incorporated herein by reference and made a part of this SOW, and shall control in the event of any conflict.

1. Services. From time to time, Client may engage Ricoh to perform any of the services (the "Services") described in this SOW. Changes to the scope of the Services shall be made only in a written Change Order signed by both parties. Ricoh shall have no obligation to commence work in connection with any change until the fee and/or schedule impact of the change and all other applicable terms are agreed upon by both parties in writing. Ricoh shall provide the Services at the Client location set forth herein or on a remote basis. In consideration of the Services set forth in this SOW, Client shall pay Ricoh the fees in the amounts and at the rates set forth herein. Ricoh may suspend or terminate such services for non-payment. Client acknowledges that Ricoh's performance of any such Services is dependent upon Client's timely and effective performance of its responsibilities as set forth in this SOW. Estimated delivery and/or service schedules contained in this SOW are non-binding estimates.

2. Service Warranties. Ricoh warrants that the Services performed hereunder will be performed in a good and workmanlike manner, and Client's exclusive remedy shall be for Ricoh to re-perform any Services not in compliance with this warranty and brought to Ricoh's attention in writing within a reasonable time, but in no event more than thirty (30) days after such Services are performed.

3. Termination of Services. Upon thirty (30) days' prior written notice, either party may terminate any of the Services specified in this SOW. In the event Ricoh terminates any Services procured hereunder or this SOW, Ricoh shall reimburse Client for any prepaid fees related to Services not rendered prior to termination. Upon termination of this SOW by Client, Client shall be responsible for payment for all Services completed by Ricoh and accepted by Client through the effective date of termination.


4.1 Ricoh recognizes that it must perform the Services in a manner that protects any information of Client or its clients that Client has clearly identified to Ricoh as being confidential (such information hereafter referred to collectively as "Client Confidential Information") that may be disclosed to Ricoh hereunder from improper use or disclosure. Ricoh agrees to treat Client Confidential Information on a confidential basis. Ricoh further agrees that it will not disclose any Client Confidential Information without Client's prior written consent to any third party except to authorized representatives of Client or to employees or subcontractors of Ricoh who have a need to access such Client Confidential Information to perform the Services contemplated hereunder. Client Confidential Information shall not include (i) information which at the time of disclosure is in the public domain, (ii) information which, after disclosure becomes part of the public domain by publication or otherwise through no fault of Ricoh, or (iii) information which can be established to have been independently developed and so documented by Ricoh or obtained by Ricoh from any person not in breach of any confidential obligations to Client. The terms of this SOW shall not be considered to be Client Confidential Information. Client acknowledges and agrees that any information provided by Client to Ricoh pursuant to this SOW is not Protected Health Information ("PHI") subject to the Health Insurance Portability and Accountability Act of 1996 45 CFR Parts 160 and 164 ("HIPAA") or "nonpublic personal information" as defined under the Title V of the U.S. Gramm-Leach-Bliley Act, 15 U.S.C. § 6801 et seq., and the rules and regulations issued thereunder ("Gramm-Leach-Bliley"). In the event any information is PHI as defined by HIPAA or "nonpublic personal information" as defined under Gramm-Leach-Bliley, Client shall specifically identify information as such to Ricoh in writing.

4.2 Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of Client owned or Client leased equipment, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services").
If desired, Client may engage Ricoh to perform such Data Management Services at its then-current rates. The selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, data information or documentation, as well as any loss of data resulting therefrom, shall be the sole responsibility of Client, and Client shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys’ fees) (collectively, “Losses”) arising therefrom or related thereto.

4.3 Notwithstanding anything in this SOW to the contrary, Client is responsible for ensuring its own compliance with any and all applicable legal, regulatory, business, industry, security, compliance and storage requirements relating to data retention, protection, destruction and/or access. It is the Client’s sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the Client’s business or data retention, and any actions required to comply with such laws. RICOH DOES NOT PROVIDE LEGAL, ACCOUNTING OR TAX ADVICE OR REPRESENT OR WARRANT THAT ITS SERVICES OR PRODUCTS WILL GUARANTEE OR ENSURE COMPLIANCE WITH ANY LAW, REGULATION OR REQUIREMENT.

4.4 Unless specifically set forth in writing, Ricoh has no obligation to provide encryption related to the provision of Services.

5. Indemnification.

5.1 Each party (“Indemnifying Party”) shall indemnify, defend and hold harmless the other (“Indemnified Party”) from all third-party claims incurred by the Indemnified Party arising out of the death or bodily injury of any agent, employee, or business invitee of the Indemnified Party, or the damage, loss, or destruction of any tangible property of the Indemnified Party, up to a maximum of $1,000,000, to the extent caused by the negligent acts or omissions or willful misconduct of the Indemnifying Party, its employees, or agents.

5.2 Client shall indemnify, defend and hold harmless Ricoh and its representatives and affiliates from and against any claim, suit, demand, liability, cause of action, damage or cost (including reasonable attorneys’ fees and expenses) for actual or alleged infringement of any intellectual property right, including but not limited to copyright, trademark, or right of publicity, and breach of confidentiality arising from the copying of materials provided by Client hereunder. Notwithstanding any other provision of this SOW, nothing in this SOW shall be construed to give Ricoh any control over decisions relating to choosing the content of information copied or otherwise handled hereunder. Client warrants and represents that it violates no intellectual property rights or confidentiality agreements of third-parties by having Ricoh perform Services under this SOW.

5.3 Without intending to create any limitation relating to the survival of any other provisions of this SOW, Ricoh and Client agree that the terms of this paragraph shall survive the expiration or earlier termination of this SOW. Each party shall promptly notify the other in the event of the threat or initiation of any claim, demand, action or proceeding to which the indemnification obligations set forth in this Section may apply.

6. Limitations. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH HEREIN, RICOH MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY SERVICES, EQUIPMENT OR GOODS PROVIDED UNDER THIS SOW, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTIES ARE CREATED BY ANY COURSE OF DEALING BETWEEN THE PARTIES, COURSE OF PERFORMANCE, TRADE USAGE OR INDUSTRY CUSTOM. IN NO EVENT SHALL RICOH BE LIABLE TO CLIENT OR A THIRD PARTY FOR ANY DAMAGES (1) RESULTING FROM OR RELATED TO ANY FAILURE OF THE SOFTWARE, INCLUDING, BUT NOT LIMITED TO, LOSS OF DATA OR DELAY OF DELIVERY OF SERVICES UNDER THIS SOW OR (2) RELATED TO THE LOSS, DAMAGE OR DESTRUCTION OF ANY NEGOTIABLE INSTRUMENTS PROVIDED BY THE CLIENT. RICOH ASSUMES NO OBLIGATION TO PROVIDE OR INSTALL ANY ANTI-VIRUS OR SIMILAR SOFTWARE, AND THE SCOPE OF SERVICES CONTEMPLATED HEREBY DOES NOT INCLUDE ANY SUCH
SERVICES. Ricoh shall be excused from any delay or failure in performance of the Services under this SOW for any period if such delay or failure is caused by any event of force majeure or other similar factors beyond its reasonable control. THE AMOUNT OF ANY LIABILITY OF RICOH TO CLIENT OR ANY THIRD PARTY, FOR ONE OR MORE CLAIMS ARISING FROM OR RELATING TO THIS SOW, SHALL NOT EXCEED, IN THE AGGREGATE, THE AMOUNT PAID TO RICOH FOR THE PERFORMANCE OF SERVICES UNDER THIS SOW DURING THE SIX-MONTH PERIOD PRECEDING THE DATE ON WHICH THE CLAIM AROSE. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR INDIRECT DAMAGES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

7. Assignment. Neither party shall assign or in any way dispose of all or any part of its rights or obligations under this SOW without the prior written consent of the other, which shall not be unreasonably withheld.

8. Force Majeure. Ricoh may, without liability, delay performance or cancel this SOW or any Services hereunder on account of force majeure or other circumstances beyond its control including, but not limited to, acts of God, actual or threatened war, armed conflict, riot, fire, earthquake, explosion, flood, strike, lockout, injunction or telecommunications, electrical or source of supply failure.

9. Default. In addition to any other rights or remedies which either party may have under this SOW or at law or equity, either party shall have the right to cancel the Services provided under this SOW immediately: (i) if the other party fails to pay any fees or charges or any other payments required under this SOW when due and payable, and such failure continues for a period of ten (10) days after being notified in writing of such failure; or (ii) if the other party fails to perform or observe any other material covenant or condition of this SOW, and such failure or breach shall continue un-remedied for a period of ten (10) days after such party is notified in writing of such failure or breach; or (iii) if the other party becomes insolvent, dissolves, or assigns its assets for the benefit of its creditors, or files or has filed against it any bankruptcy or reorganization proceeding. If Ricoh cancels this SOW under this Section, Client shall pay any reasonable costs and expenses (including attorneys' fees and expenses) incurred by Ricoh to collect any amounts owed by Client hereunder.

10. Intellectual Property. Intellectual property rights arising from the Services (but not the data, materials or content provided by Client) shall remain the property of Ricoh, and nothing contained in any Statement of Work shall be construed to transfer, convey, restrict, impair or deprive Ricoh of any of its ownership or proprietary interest or rights in technology, information or products that existed prior to the provision of deliverables under the Statement of Work or that may be independently developed by Ricoh outside the scope of the Statement of Work and without use of any confidential or otherwise restricted material or information thereunder. Client shall not use any services provided pursuant to a Statement of Work for any unlawful purpose.


11.1 Notwithstanding any other provision of this SOW, Client shall at all times remain solely responsible for complying with all applicable laws or regulations relating to export and re-export control (collectively, "Export Laws") and for obtaining any applicable authorization or license under the Export Laws. Client acknowledges and agrees that Ricoh may from time to time, in its sole discretion, engage third party Subcontractors, both foreign and domestic, to perform any portion of the Services on Ricoh's behalf. Client represents and warrants to Ricoh that it, its employees and agents shall not provide Ricoh with any document, technology, software or item for which any authorization or license is required under any Export Law. Client shall further indemnify, defend and hold harmless Ricoh and its representatives and affiliates from and against any fine, penalty, claim, suit, demand, liability, cause of action, damage or cost (including reasonable attorneys' fees) for any actual or alleged violation of any Export Laws arising from the performance of Services under this SOW.

11.2 Notwithstanding any other provision of this Agreement, Client shall at all times remain solely responsible for complying with all applicable Data Protection Directives, as hereafter defined, and for obtaining any applicable authorization or license under the Data Protection Directives. Client represents and warrants to Ricoh that it, its
employees and agents shall not provide Ricoh with any document, technology, software or item for which any authorization or license or any other consent, approval or authorization is required under any Data Protection Directives ("Protected Information"). In the event Client intends to provide Ricoh with any Protected Information, Client shall identify such document, technology, software or item as Protected Information. Client shall further indemnify, defend and hold harmless Ricoh and its representatives and affiliates from and against any fine, penalty, claim, suit, demand, liability, cause of action, damage or cost (including reasonable attorneys' fees) for any actual or alleged violation of any law or regulation relating to export and re-export control of protected information under the EU Data Protection Directives (collectively, "Data Protection Directives") arising from the performance of Services under this Agreement.

12. Non-Solicitation. During the term of this SOW and for a period of one (1) year following the expiration or termination of this Agreement for any reason, Client shall not (i) offer to employ, or otherwise hire or engage any employee of Ricoh to whom it was introduced in connection with the transactions contemplated by this SOW, (ii) attempt to directly or indirectly induce or solicit any employee of Ricoh to whom it was introduced in connection with the transactions contemplated by this SOW to terminate his or her employment with Ricoh, or (iii) solicit or enter into any service engagement with any Ricoh client or client prospect to whom Client was introduced or referred in connection with the transactions contemplated by this SOW. Money damages are not an adequate remedy for a breach by Client of this Section, and, therefore, in addition to any other legal or equitable remedies available to it, Ricoh shall be entitled to obtain an injunction against such breach. The obligations set forth in this Section shall survive the termination or expiration of this SOW.

13. Governing Law. This SOW and any Services procured hereunder shall be governed by the laws of the Commonwealth of Pennsylvania both as to interpretation and performance, without regard to its choice of law requirements. All other ordering documents shall be governed by the law of the jurisdiction in which the Services are being performed. This SOW may be executed in two or more counterparts, each of which shall be deemed to be an original.

14. Miscellaneous. The parties agree that the terms and conditions contained in this SOW make up the entire agreement between them regarding the Services and supersede all prior written or oral communications, understandings or agreements between the parties relating to the subject matter contained herein, including without limitation, purchase orders. Client acknowledges and agrees that Ricoh does not undertake any conflict check procedure, whether formal or informal, to determine if Ricoh is performing services for an adverse party to Client. Furthermore, given the nature and the scope of Services provided hereunder, Ricoh has determined that a conflict check, whether formal or informal, are not necessary. Ricoh shall be permitted to conduct business in the normal course and engage customers even if the same is, in the reasonable judgment of the Client, adverse to the specific Services being performed for or on behalf of the Client. Except as otherwise expressly set forth herein, any change in any of the terms and conditions of this SOW or any document to procure Services hereunder must be in writing and signed by both parties. The delay or failure of either party to enforce at any time any of the provisions of this SOW shall in no way be construed to be a waiver of such provision or affect the right of such party thereafter to enforce each and every provision of this SOW. If any provision of this SOW is held to be invalid or unenforceable, this SOW shall be construed as though it did not contain the particular provision held to be invalid or unenforceable. All notices shall be given in writing by the party sending the notice and shall be effective when deposited in the mail, addressed to the party receiving the notice at its address shown above (or to any other address specified by that party in writing) with postage prepaid. If more than one affiliate, subsidiary, client, or law firm of Client has signed this SOW, each such Client agrees that its liability is joint and several. If Client has signed this SOW on behalf of any of its subsidiaries or affiliates, or for the benefit of any third party, client or otherwise, Client shall remain liable for the obligations hereunder.
Ricoh and Client acknowledge that the services and prices that are offered to Client herein are based on the assumptions contained within this response, and assumptions to be identified by Ricoh during its more detailed evaluation and scope assessment following the engagement contemplated hereunder. All production processing will be executed pursuant to the imaging and coding instructions and instructions contained in this document and in its addenda herein. If Ricoh determines during the production processing of Client’s document collection that the collection deviates from assumptions, Ricoh reserves the right to adjust unit price for the impacted service (effective as of the earliest date that such deviation occurred), and Client agrees to pay Ricoh in accordance with Ricoh’s standard terms and conditions for such services. Ricoh will notify Client of its determination of any deviation from the assumptions contained within this response.

Authorization to Commence Work

East Allen County Schools hereby authorizes Ricoh to proceed with services described and specified in the foregoing Statement of Work for Ricoh Services, and agrees to the terms and conditions as specified herein.

RICOH USA, INC. REVIEW SIGNATURE

By:  
Name:  
Title:  
Date:  

East Allen County Schools

By:  
Name:  
Title:  
Date:  

RICOH USA, INC.

By:  
Name:  
Title:  
Date:  

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Processing Instruction Addenda

**Imaging Grade Addendum**

**Document Preparation**

**Client Prep:**
Client will perform 100% of the prep. All barriers removed all pages loose. All barcode sheets, patch sheets and document coding sheets are inserted by Client.

**Light Prep:**
75% of the pages within document population are loose. 25% of the population has staples, clips or other barriers. Loose documents are within large rubber-banded sections. Documents are 8 ½ by 11” or 8 ½ by 14” (Legal Size). Ricoh will insert standard barcode and document coding sheets as needed.

**Heavy Prep:**
More than 25% of the population has staples, clips, post it notes or other barriers. Prep also includes mixed paper sizes that require more handling and organizing and any projects marked “copy tagged pages only.” Originals may need special handling with the possibility that photocopying prior to scanning will be needed (if applicable, copy price will be separate). Ricoh will insert standard barcode and document coding sheets as needed.

**Quality Control**

**Standard QC:**
All images are reviewed by the scanning specialist, not as a separate process.

**Sample QC:**
All images are reviewed during the scanning process. Additional page checking of images to original will be performed through a defined sampling per box.

**Full Page to Page QC:**
All images are reviewed during the scanning process. Each image is also reviewed against its original page for page for quality by a QC Specialist.

**Reassembly**

**No Reassembly:**
All documents will remain loose. No removal of barcode and document coding sheets necessary.

**Light Reassembly:**
Re-Assembly includes putting pages into folders without any staples or clips or any other type of barrier. Ricoh will not remove barcode and/or document coding sheets.

**Heavy Reassembly:**
Re-Assemble documents as original. All staples, clips or other barriers replaced as original. Ricoh will not remove barcode and/or document coding sheets.