EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES
BOARD ROOM, ADMINISTRATION BUILDING
1240 STATE ROAD 930 EAST, NEW HAVEN, INDIANA

PUBLIC HEARING
JUNE 17, 2014
6:30 p.m.

PUBLIC HEARING REGARDING EACS WELLNESS ADVISORY COUNCIL

1.0 Wellness Advisory Council Members
2.0 Wellness Administrative Guidelines Changes
3.0 Review of Other 2013/2014 Business
4.0 Public Expressions
5.0 Adjournment

REGULAR MEETING
6:33 p.m.

AGENDA

1.0 ROUTINE ITEMS
1.1 Call to Order
1.2 Pledge of Allegiance
1.3 Approval of Agenda

2.0 PUBLIC EXPRESSIONS – AGENDA ITEMS*

3.0 CONSENT ITEMS
3.1 Human Resources Report
3.2 Financial Reports
3.3 Meetings and Conferences
3.4 Minutes – Special Board Meeting Minutes – June 10, 2014

4.0 ACTION ITEMS
14-0617-4.1 Application and Receipt of Funds for Title I (Basic and Delinquent-Serving Institution) Funding for SY2014-15
14-0617-4.2 Application and Receipt of Funds for Section 619 of Part B, IDEA Funding
14-0617-4.3 Application and Receipt of Funds for Section 611, Part B Funding
14-0617-4.4 Subscription Renewal for Showbie Pro
DISCUSSION/ACTION ITEMS
14-0617-4.5 Woodlan K-12 Project - Change Order #17 – Down Spout Connection to Storm Drain

5.0 INFORMATION/DISCUSSION ITEMS

INFORMATION ITEMS
5.1 School Bus Driver’s Handbook for School Year 2014-15SY

DISCUSSION ITEMS
5.2 Employee Handbook
5.3 Bus Purchase June 2014 From State CIESC Bid
5.4 2015 Budget Schedule
5.5 G.O. Bond Project – Cedarville Exterior Doors for Kindergarten Classrooms
5.6 Resolution - Heritage Elementary School Is No Longer Needed for School Purposes
5.7 Resolution – Woodlan Primary School Is No Longer Needed for School Purposes
5.8 Contract with STAR Autism Support for STAR/LINKS Curriculum Training
5.9 Contracts with Anthony England and George Van Horn for Positive Behavior Intervention Strategies (PBIS) Training
5.10 Contract with Speech Tree Corporation: IEP Therapy to Provide Speech Therapy
5.11 Purchase of New Computers for Staff in Grades 7-12 Buildings
5.12 Revised School Calendar for 2014-15SY (Collaboration & Graduation Dates only)

6.0 PUBLIC EXPRESSIONS – NON-AGENDA ITEMS*

7.0 SUPERINTENDENT COMMENTS

8.0 BOARD COMMENTS

9.0 ADJOURNMENT

NEXT SPECIAL BOARD MEETING
JUNE 24, 2014

NEXT REGULAR BOARD MEETING
JULY 15, 2014

ADMINISTRATION BUILDING
BOARD ROOM
6:30 PM

*Public expression is limited to 3 minutes per speaker.
Public Hearing
Regarding
EACS Wellness
Advisory Council
School Wellness

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

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

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

Section 4. **Adoption of School Corporation Policy-Guideline on Child Nutrition and Physical Activity.** As required by I.C. 20-28-9-18, the Board of School Trustees shall adopt, or renew, a district policy-guideline on child nutrition and physical activity taking into consideration recommendations made by the School Corporation’s school health advisory council. However, nothing in this Policy guideline should be interpreted as limiting the authority of the Board of School Trustees to be the final decision-maker regarding any district policy-guideline on child nutrition and physical activity. The Board of School Trustees, after considering the recommendations made by the School Corporation’s school advisory council annually, may reject any, or all, of such recommendations in developing the district’s policy-guideline on child nutrition and physical activity.

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

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

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

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

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

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

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

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

1. Meet, at a minimum, nutrition requirements established by local, state, and federal regulations;

2. Offer a variety of fruits and vegetables;

3. Serve only low-fat and fat-free milk;

4. Offer low-fat salad dressings;

5. Use fat-free butter substitutes to flavor vegetables instead of margarine;

6. Use baked products, instead of deep frying when possible;

7. Use whole grain items, when feasible.

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

1. One and seventy-five hundredths (1.75) ounces for potato chips, crackers, popcorn, cereal, trail mixes, nuts, seeds, dried fruit, and jerky;

2. Two (2) ounces for cookies or cereal bars;

3. Three (3) fluid ounces for frozen desserts, including ice cream;

4. Eight (8) ounces for non-frozen yogurt; and;

5. In the case of ala-carte entrée items and side dish items, including french fries and onion rings, the food items available for sale may not exceed the portion of the same entrée item or side dish item that is served as part of the school lunch program or school breakfast program.
Section 3. **Beverage Size Limitations.** A beverage item available for sale at a school or on school grounds may not exceed twenty (20) ounces.

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

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

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

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

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

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

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

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

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

4. Isotonic beverages.

The following do not qualify as “better choice beverages”:

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

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

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

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

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

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

3. Sold after normal school hours; or

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

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

Section 2. Smart Snacks in School. The Smart Snacks nutrition standards are applicable during the school day, which is midnight before to 30 minutes after the end of the instructional day.

1. Any food sold in schools must:

   A. Be a “whole grain-rich” grain product; or

   B. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
C. Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or

D. Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).*

2. Foods must also meet several nutrient requirements:

A. Calorie limits:
   ° Snack items: ≤ 200 calories
   ° Entrée items: ≤ 350 calories

B. Sodium limits:
   ° Snack items: ≤ 230 mg**
   ° Entrée items: ≤ 480 mg

C. Fat limits:
   ° Total fat: ≤35% of calories
   ° Saturated fat: < 10% of calories
   ° Trans fat: zero grams

D. Sugar limit:
   ° ≤ 35% of weight from total sugars in foods

Section 3. Nutrition Standards for Beverages. The Smart Snacks beverage standards are applicable during the school day, which is midnight before to 30 minutes after the end of the instructional day.

1. All schools may sell:

A. Plain water (with or without carbonation)

B. Unflavored low fat milk

C. Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP

D. 100% fruit or vegetable juice, and

E. 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.
2. Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

3. Grades 9-12 buildings will not sell soda during the school day.
   
   A. No restrictions on calorie-free, flavored water (with or without carbonation); and
   
   B. Other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
   
   C. No more than 12-ounce portions of beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.
   
   D. Beverage Size Limitations: A beverage item available for sale at a school or on school grounds may not exceed twenty (20) ounces.
Nutrition Education Goals

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

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

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

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

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

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

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

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

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

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

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

4. Schools will promote alternate choices to candy as an academic and/or behavioral reward. (See addendum #1 for a list of alternative rewards.)

5. Recognizing concerns about food safety, allergies and other restrictions to some students' diet:
   
   A. All food for student consumption will be commercially prepared (other than home prepared foods for individual student lunches). The exception to this would be when a classroom is preparing a food item as part of the learning curriculum.

   B. Schools will encourage students not to share their food or beverages with one another during meal and snack times. Schools will promote involvement in community-sponsored wellness activities like "Focus on Health" or fitness events.

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

7. The School Corporation's Food Service Department will post nutrition tips on the elementary school's website and provide nutrient analyses of elementary school lunch menus on the district's website.
8. The School Corporation's Food Services Department will adopt marketing techniques to promote healthy choices.

9. The School Corporation will promote workplace wellness.

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

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

Section 3. Fundraisers.

1. The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.

2. The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.

3. The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. Indiana has determined the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards is two per school each school year.
Other Revisions:

Focus on Health

Our annual Focus on Health event was held on April 28, 2014 at New Haven High School and we had nearly 200 participants. Our vendors were very interactive with the participants and they had a lot of great informational handouts and were giving participants other interesting items promoting health and wellness.

Marita Marquardt, FOH Coordinator from the Parkview, directed the organizing and coordinating this huge event.

Annual Collaboration Meeting

The annual collaborative meeting with the Wellness Advisory Council and each building’s Wellness Committee was held on May 22, 2014. Each building was requested to send a representative to send a representative from their wellness to present to the council all physical activity programs offered to students and/or during the 2012-2014 school year.
Regular Meeting
Consent Items
ACTION AGENDA

June 17, 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.

Kenneth H. Folks
Superintendent of Schools

Prepared: Amanda Ricketts
Approved: __________________________
Budget: Kirby Stahly
Legal: __________________________

__________________________
Signature
**CERTIFIED NEW HIRES**

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ACTION AGENDA

June 17, 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:
FINANCIAL SUMMARY REPORT
TUESDAY, JUNE 17, 2014

PAYROLL CLAIMS

Approval of payroll claims for the payroll period ending May 9, 2014 in the amount of $1,953,799.80; and for the payroll period ending May 23, 2014 in the amount of $1,945,607.00.

ACCOUNTS PAYABLE VOUCHER INFORMATION

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

Total Amount $10,997,397.22

DONATIONS, GIFTS, AND EXTRACURRICULAR EXPENDITURES

GIFTS

Cedarville Elementary School requests Board approval to accept a donation in the amount of $5,374.00 from the Leo/Cedarville PTO. As specified, these funds will be used to purchase Accelerated Readers, Nicky’s Folders, Picnic Tables, and First In Math medallions.

East Allen County Schools requests Board approval to accept a donation of four (4) gift cards in the amount of $25.00 each ($100.00 total) from United Art & Education. As specified, these gift cards were awarded to the four winners of the EACS Annual Art Contest.

Leo Elementary School requests Board approval to accept a donation in the amount of $50.00 from Sauder Feed. As specified, these funds are for the 6th grade end of year party.

Leo Elementary School requests Board approval to accept a donation in the amount of $20.00 from Grabill Eye Center, LLC. As specified, these funds are for the 6th grade end of year party.

CASH TUITION TRANSFERS FOR THE 2014-2015 SCHOOL YEAR

Please see following pages.
### RETURNING STUDENTS

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# CASH TUITION TRANSFERS FOR THE 2014-2015 SCHOOL YEAR

## Returning and New Tuition Transfers

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**Sub-Total $7,157,419.59**

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**Sub-Total $3,839,977.63**

**Total $10,997,397.22**
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### EAST ALLEN COUNTY SCHOOLS

REPORT OF INCOME AND DISBURSEMENTS—GENERAL FUND

May 31, 2014

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<td>Sale of Property, Adjustments &amp;</td>
<td>$0</td>
<td>$109,655</td>
<td>$5,000</td>
<td>$102,655</td>
<td>$1,000</td>
</tr>
<tr>
<td>Fund Transfers</td>
<td>$0</td>
<td>$309</td>
<td>$0</td>
<td>$309</td>
<td>$0</td>
</tr>
<tr>
<td><strong>SUB-TOTAL</strong></td>
<td>$56,001,984</td>
<td>$55,464,395</td>
<td>$23,128,560</td>
<td>$23,247,411</td>
<td>$4,613,500</td>
</tr>
<tr>
<td><strong>JANUARY 1, 2014 OPERATING BALANCE</strong></td>
<td>$10,228,119</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$66,230,103</td>
<td>$55,464,395</td>
<td>$23,128,560</td>
<td>$23,247,411</td>
<td>$4,613,500</td>
</tr>
</tbody>
</table>

#### EXPENDITURES 2014 BUDGET

<table>
<thead>
<tr>
<th></th>
<th>YEAREND ESTIMATED</th>
<th>EXP. YTD.</th>
<th>EXP. YTD.</th>
<th>EXP. - May</th>
<th>EXP. - May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; WAGES</strong></td>
<td>$39,944,620</td>
<td>$38,606,079</td>
<td>$16,475,000</td>
<td>$16,172,079</td>
<td>$3,028,000</td>
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<tr>
<td><strong>EMPLOYER BENEFITS</strong></td>
<td>$15,811,047</td>
<td>$14,501,684</td>
<td>$5,785,100</td>
<td>$5,490,094</td>
<td>$1,075,018</td>
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<tr>
<td><strong>PURCHASED SERVICES</strong></td>
<td>$1,311,655</td>
<td>$1,176,576</td>
<td>$246,000</td>
<td>$199,808</td>
<td>$41,800</td>
</tr>
<tr>
<td><strong>UTILITIES</strong></td>
<td>$977,500</td>
<td>$716,449</td>
<td>$171,000</td>
<td>$195,416</td>
<td>$35,000</td>
</tr>
<tr>
<td><strong>SUPPLIES &amp; MATERIALS</strong></td>
<td>$1,509,925</td>
<td>$1,094,668</td>
<td>$270,900</td>
<td>$203,468</td>
<td>$63,487</td>
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<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
<td>$95,000</td>
<td>$95,000</td>
<td>$20,000</td>
<td>$18,000</td>
<td>$0</td>
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<tr>
<td><strong>OTHER OBJECTS</strong></td>
<td>$40,530</td>
<td>$41,523</td>
<td>$8,000</td>
<td>$10,523</td>
<td>$4,297</td>
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<tr>
<td><strong>DEBT PAYMENT</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TRANSFERS</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>SUB-TOTAL</strong></td>
<td>$59,690,277</td>
<td>$56,231,978</td>
<td>$22,976,000</td>
<td>$22,273,388</td>
<td>$4,266,800</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$22,976,000</td>
<td>$22,273,388</td>
<td>$4,266,800</td>
<td>$4,224,553</td>
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</table>

#### YEAREND PROJECTION [SURPLUS OR DEFICIT] ($767,583)

#### OPERATING BALANCE March 31, 2014

$11,202,142

$974,023 Change in Operating Balance
### EAST ALLEN COUNTY SCHOOLS
#### REPORT OF INCOME AND DISBURSEMENTS - TRANSPORTATION

**May 31, 2014**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2014 Budget</th>
<th>Year End Forecast</th>
<th>Estimated Income YTD</th>
<th>Income YTD</th>
<th>Estimated Income - May</th>
<th>Income - May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Tax Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Prop. Taxes</td>
<td>$5,922,814</td>
<td>$5,631,000</td>
<td>$1,633,000</td>
<td>$1,844,839</td>
<td>$1,633,000</td>
<td>$1,844,839</td>
</tr>
<tr>
<td>Financial Inst. Tax</td>
<td>$49,084</td>
<td>$49,100</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>License Excise Tax</td>
<td>$424,767</td>
<td>$434,269</td>
<td>$131,700</td>
<td>$141,169</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Commercial Vehicle Excise Tax</td>
<td>$66,920</td>
<td>$64,896</td>
<td>$33,500</td>
<td>$33,396</td>
<td>$33,500</td>
<td>$31,396</td>
</tr>
<tr>
<td><strong>Local Prop. Taxes</strong></td>
<td>$5,922,814</td>
<td>$5,631,000</td>
<td>$1,633,000</td>
<td>$1,844,839</td>
<td>$1,633,000</td>
<td>$1,844,839</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$6,463,585</td>
<td>$6,221,644</td>
<td>$1,808,200</td>
<td>$2,045,783</td>
<td>$1,668,500</td>
<td>$1,884,198</td>
</tr>
</tbody>
</table>

| Loans | | | | | | |
| Temporary Loans | $0 | | | | $0 | $0 |
| **Total** | $0 | | | | $0 | $0 |

| Misc. Revenue | | | | | | |
| Claims for Losses | $0 | | | | $0 | $0 |
| Refund/Reimbursement | $0 | $42,379 | $10,000 | $28,379 | $2,000 | $7,962 |
| Transfers | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total** | $0 | $42,379 | $10,000 | $28,379 | $2,000 | $7,962 |

| Sub-Total | $6,463,585 | $6,221,644 | $1,808,200 | $2,045,783 | $1,668,500 | $1,884,198 |

| January 1, 2014 Operating Balance | $1,866,608 | | | | | |
| Temporary Loans | | | | | | |
| **Total** | $8,330,193 | $6,221,644 | $1,808,200 | $2,045,783 | $1,668,500 | $1,884,198 |

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2014 Budget</th>
<th>Year End Forecast</th>
<th>Estimated Exp. YTD</th>
<th>Exp. YTD</th>
<th>Estimated Exp. - May</th>
<th>Exp. - May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$3,018,146</td>
<td>$3,016,519</td>
<td>$1,443,470</td>
<td>$1,359,689</td>
<td>$294,830</td>
<td>$312,052</td>
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<tr>
<td>Employee Benefits</td>
<td>$1,896,073</td>
<td>$1,811,763</td>
<td>$723,314</td>
<td>$692,416</td>
<td>$127,516</td>
<td>$134,152</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>$319,550</td>
<td>$319,856</td>
<td>$66,491</td>
<td>$88,606</td>
<td>$19,612</td>
<td>$35,988</td>
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<tr>
<td>Purchased Services</td>
<td>$1,349,460</td>
<td>$1,310,789</td>
<td>$537,150</td>
<td>$579,689</td>
<td>$197,200</td>
<td>$189,977</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$43,000</td>
<td>$43,000</td>
<td>$10,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Loan Repayment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Objects</td>
<td>$4,500</td>
<td>$3,518</td>
<td>$2,000</td>
<td>$518</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>$6,630,729</td>
<td>$6,505,444</td>
<td>$2,782,745</td>
<td>$2,720,918</td>
<td>$640,158</td>
<td>$672,169</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$6,630,729</td>
<td>$6,505,444</td>
<td>$2,782,745</td>
<td>$2,720,918</td>
<td>$640,158</td>
<td>$672,169</td>
</tr>
</tbody>
</table>

| Year End Projection [Surplus or Deficit] | ($283,801) | | | | | |

| Operating Balance: March 31, 2014 | $1,191,473 | | | | | |
| Change in Operating Balance | ($675,135) | | | | | |
FINANCIAL REPORT

June 17, 2014
Board Meeting

I. CASH FLOW

A. INVESTMENTS - During the month of May 2014

5/14/2014  98 days @ .36%  First Source Bank

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 - $102.39

Monies in TrustIN State Trust as of May 30, 2014 are $2,000,097.56

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

<table>
<thead>
<tr>
<th>May 2014</th>
<th>YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$2,756.56</td>
</tr>
</tbody>
</table>

II. PETTY CASH

Balance Brought Forward  $50.18
Replenished Cash  $0
Cash Disbursed  $0
Cash Balance  $50.18

III. UNEMPLOYMENT

May claims paid were $821.95  Year to date thru May 2014 is $13,643.24

IV. JP Morgan Chase MasterCard: Corporate Purchasing Card Report
Detail of payments included in monthly vendor payment runs
See attached listing of May card usage payable in April.
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>4/30/14 BALANCE</th>
<th>May-14 RECEIPTS</th>
<th>May-14 DISBRSMNT</th>
<th>5/31/14 OPERATING BALANCE</th>
<th>STUDENT ACCOUNT SUMM BAL</th>
<th>5/31/14 ADJU BALANCE</th>
<th>MARCH OUTSTNDNG REIMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CEDARVILLE ELEMENTARY</td>
<td>$40,146.79</td>
<td>$23,188.48</td>
<td>$20,590.21</td>
<td>$42,745.06</td>
<td>$9,397.76</td>
<td>$52,142.82</td>
<td>$9,377.40</td>
</tr>
<tr>
<td>2 HERITAGE JR/SR HIGH</td>
<td>$77,092.94</td>
<td>$40,094.73</td>
<td>$32,665.69</td>
<td>$84,521.98</td>
<td>$6,030.60</td>
<td>$90,552.58</td>
<td>$24,601.50</td>
</tr>
<tr>
<td>3 NEW HAVEN PRIMARY</td>
<td>$60,695.16</td>
<td>$22,298.50</td>
<td>$19,503.08</td>
<td>$63,490.58</td>
<td>$2,921.54</td>
<td>$66,412.12</td>
<td>$22,059.43</td>
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<tr>
<td>4 HERITAGE ELEMENTARY</td>
<td>$66,877.17</td>
<td>$28,822.80</td>
<td>$24,266.64</td>
<td>$71,433.33</td>
<td>$3,467.21</td>
<td>$74,900.54</td>
<td>$26,253.49</td>
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<tr>
<td>5 LEO ELEMENTARY</td>
<td>$49,888.99</td>
<td>$23,520.36</td>
<td>$21,064.11</td>
<td>$52,345.24</td>
<td>$7,319.02</td>
<td>$59,664.26</td>
<td>$9,140.48</td>
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<tr>
<td>6 LEO JR/SR HIGH</td>
<td>$82,507.16</td>
<td>$64,566.42</td>
<td>$53,357.77</td>
<td>$93,715.81</td>
<td>$15,575.69</td>
<td>$109,291.50</td>
<td>$16,478.23</td>
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<tr>
<td>7 NEW HAVEN INTERMEDIATE</td>
<td>$75,975.83</td>
<td>$22,276.12</td>
<td>$18,627.18</td>
<td>$79,624.77</td>
<td>$3,803.64</td>
<td>$83,428.41</td>
<td>$20,641.43</td>
</tr>
<tr>
<td>8 NEW HAVEN MIDDLE</td>
<td>($17,894.22)</td>
<td>$27,535.63</td>
<td>$25,491.26</td>
<td>($15,849.85)</td>
<td>$3,006.87</td>
<td>($12,842.98)</td>
<td>$22,704.82</td>
</tr>
<tr>
<td>9 NEW HAVEN HIGH</td>
<td>$50,899.93</td>
<td>$45,483.74</td>
<td>$42,914.36</td>
<td>$53,469.31</td>
<td>$6,116.58</td>
<td>$59,585.89</td>
<td>$34,896.91</td>
</tr>
<tr>
<td>10 PAUL HARDING JR HIGH</td>
<td>$90,425.45</td>
<td>$27,762.72</td>
<td>$22,283.25</td>
<td>$95,904.92</td>
<td>$1,637.88</td>
<td>$97,542.80</td>
<td>$28,570.59</td>
</tr>
<tr>
<td>11 PRINCE CHAPMAN ACDMY</td>
<td>$99,928.17</td>
<td>$32,048.74</td>
<td>$22,807.10</td>
<td>$109,169.81</td>
<td>$1,461.45</td>
<td>$110,631.26</td>
<td>$39,002.89</td>
</tr>
<tr>
<td>12 SOUTHWICK ELEM</td>
<td>$90,397.78</td>
<td>$27,425.86</td>
<td>$22,441.89</td>
<td>$95,831.75</td>
<td>$1,799.90</td>
<td>$97,181.65</td>
<td>$34,229.95</td>
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<tr>
<td>13 VILLAGE ALTERNATIVE</td>
<td>($15,692.73)</td>
<td>$1,462.59</td>
<td>$2,040.60</td>
<td>($16,270.74)</td>
<td>$328.81</td>
<td>($15,941.93)</td>
<td>$1,383.67</td>
</tr>
<tr>
<td>14 WOODLAN PRIMARY</td>
<td>$39,804.30</td>
<td>$11,680.33</td>
<td>$11,891.04</td>
<td>$39,593.59</td>
<td>$3,133.22</td>
<td>$42,726.81</td>
<td>$8,270.46</td>
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<tr>
<td>15 WOODLAN JR/SR HIGH</td>
<td>$68,504.18</td>
<td>$43,465.71</td>
<td>$37,432.49</td>
<td>$74,537.40</td>
<td>$8,522.12</td>
<td>$83,059.52</td>
<td>$8,247.92</td>
</tr>
<tr>
<td>16 MISC/EQUIPMENT ACCT.</td>
<td>$770,716.52</td>
<td>$2,023.73</td>
<td>$50,139.30</td>
<td>$722,600.95</td>
<td>$5,568.93</td>
<td>$728,169.88</td>
<td>$17,856.18</td>
</tr>
</tbody>
</table>

**TOGETHERS**

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th><strong>TOTALS</strong></th>
<th><strong>443,656.46</strong></th>
<th><strong>$427,515.97</strong></th>
<th><strong>$1,646,413.91</strong></th>
<th><strong>$80,091.22</strong></th>
<th><strong>$1,726,505.13</strong></th>
<th><strong>$323,715.35</strong></th>
</tr>
</thead>
</table>

**Balances do not include $500,000.00 CD**
## FINANCIAL REPORT  JANUARY 1, 2014 - MAY 31, 2014

### CHECKING

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>CHECKING</th>
<th>INVESTMENTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRUST INDIANA</td>
<td>$2,000,000.00</td>
<td>$0.00</td>
<td>$2,000,000.00</td>
</tr>
<tr>
<td>WELLS FARGO BANK</td>
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<td>$0.00</td>
<td>$582,133.91</td>
</tr>
<tr>
<td>PNC</td>
<td>$6,321,503.01</td>
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<td>$6,321,503.01</td>
</tr>
<tr>
<td>iAB-FS</td>
<td>$1,726,506.12</td>
<td>$500,000.00</td>
<td>$2,226,506.12</td>
</tr>
<tr>
<td>FIRST SOURCE BANK</td>
<td>$635,856.39</td>
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<td>$635,856.39</td>
</tr>
<tr>
<td>FIFTH/THIRD BANK</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>IAB PLUS</td>
<td>$6,575,137.87</td>
<td>$0.00</td>
<td>$6,575,137.87</td>
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<tr>
<td>iAB-PAYROLL, VENDOR</td>
<td>$14,709,797.85</td>
<td>$5,000,000.00</td>
<td>$19,709,797.85</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$27,550,935.15</strong></td>
<td><strong>$5,500,000.00</strong></td>
<td><strong>$33,050,935.15</strong></td>
</tr>
</tbody>
</table>

### YTD RECEIPTS

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>YTD RECEIPTS</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>010 General Fund</td>
<td>$11,202,142.40</td>
<td>$11,202,142.40</td>
</tr>
<tr>
<td>020 Debt Service</td>
<td>$2,521,299.41</td>
<td>$2,521,299.41</td>
</tr>
<tr>
<td>025 School Pension Debt</td>
<td>$224,406.05</td>
<td>$224,406.05</td>
</tr>
<tr>
<td>035 Capital Projects</td>
<td>$3,666,135.39</td>
<td>$3,666,135.39</td>
</tr>
<tr>
<td>041 TRANSP - OPERATING FND</td>
<td>$1,191,472.63</td>
<td>$1,191,472.63</td>
</tr>
<tr>
<td>042 TRANSP - BUS REPL</td>
<td>$542,037.88</td>
<td>$542,037.88</td>
</tr>
<tr>
<td>051 Rainy Day Fund</td>
<td>$2,578,769.00</td>
<td>$2,578,769.00</td>
</tr>
<tr>
<td>052 Pension Bond</td>
<td>$461,237.11</td>
<td>$461,237.11</td>
</tr>
<tr>
<td>053 Unfunded Liability</td>
<td>$229,326.66</td>
<td>$229,326.66</td>
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<tr>
<td>070 Gen Obligation Bond</td>
<td>$1,982,831.33</td>
<td>$1,982,831.33</td>
</tr>
<tr>
<td>080 Food Service Payroll</td>
<td>$2,226,143.12</td>
<td>$2,226,143.12</td>
</tr>
<tr>
<td>090 Textbook Rental</td>
<td>$971,370.95</td>
<td>$971,370.95</td>
</tr>
<tr>
<td>110 Health Trust</td>
<td>$4,882,783.15</td>
<td>$4,882,783.15</td>
</tr>
<tr>
<td>110-1 Worker's Comp</td>
<td>$352,372.18</td>
<td>$352,372.18</td>
</tr>
<tr>
<td>120 97 Excessive Tax Levy</td>
<td>$13,811.51</td>
<td>$13,811.51</td>
</tr>
<tr>
<td>160 Art Institute</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>190 STAY Program</td>
<td>$110,030.71</td>
<td>$110,030.71</td>
</tr>
<tr>
<td>191 Schi Security Equipm Grant</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>192 Safe Haven 13-14</td>
<td>$10,150.00</td>
<td>$10,150.00</td>
</tr>
<tr>
<td>200 IN Youth Inst-Con Grant</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>201 AT&amp;T Tower-PHHS</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>203 PHHS-Search Grant-Purdue</td>
<td>$135.41</td>
<td>$135.41</td>
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<td>277 EAGLE Scholarship</td>
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<td>392 Afternoon's Rock PHJH</td>
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<td>646 Federal Medicaid Reimbursement</td>
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<td>683 Title IIA 13-14</td>
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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:
### Meetings and Conferences

The following meetings and/or conference requests are information items, which are to be made a part of the Board minutes: June 17, 2014

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>ATTENDEE(S)</th>
<th># ATTENDING</th>
<th>BLDG.</th>
<th>CONFERENCE TITLE &amp; LOCATION</th>
<th>MAXIMUM REIMBURSEMENT</th>
<th>SUB</th>
<th>COST</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
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<tr>
<td>July 25, 2014 &amp; September 5, 2014</td>
<td>Marilyn Hissong</td>
<td>1</td>
<td>PHLC</td>
<td>Leading the Charge for Indiana College &amp; Career Ready</td>
<td>$215</td>
<td>N</td>
<td>$0</td>
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<tr>
<td>November 18-19, 2014</td>
<td>G. Michael Chen</td>
<td>1</td>
<td>WOEL</td>
<td>Indiana School Safety Specialist Academy</td>
<td>$88</td>
<td>N</td>
<td>$0</td>
<td>Released time, meals, 010-25400-58000-0004</td>
</tr>
<tr>
<td>November 18-19, 2014</td>
<td>Stacy Ellowsky</td>
<td>1</td>
<td>NHPS</td>
<td>Indiana School Safety Specialist Academy</td>
<td>$88</td>
<td>N</td>
<td>$0</td>
<td>Released time, meals, 010-25400-58000-0004</td>
</tr>
<tr>
<td>November 18-19, 2014</td>
<td>Alicia Gatewood</td>
<td>1</td>
<td>NHIS</td>
<td>Indiana School Safety Specialist Academy</td>
<td>$88</td>
<td>N</td>
<td>$0</td>
<td>Released time, meals, 010-25400-58000-0004</td>
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<tr>
<td>May 6, 2015</td>
<td>G. Michael Chen</td>
<td>1</td>
<td>WOEL</td>
<td>Indiana School Safety Specialist Academy</td>
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<td>N</td>
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<td>May 6, 2015</td>
<td>Stacy Ellowsky</td>
<td>1</td>
<td>NHPS</td>
<td>Indiana School Safety Specialist Academy</td>
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<tr>
<td>May 6, 2015</td>
<td>Alicia Gatewood</td>
<td>1</td>
<td>NHIS</td>
<td>Indiana School Safety Specialist Academy</td>
<td>$0</td>
<td>N</td>
<td>$0</td>
<td>Released time</td>
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</tbody>
</table>

**TOTALS** 7 $479
ACTION AGENDA

June 17, 2014

Board Agenda Item 3.4

APPROVAL OF MINUTES
FROM THE SPECIAL BOARD MEETING ON JUNE 10, 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.

[Signature]
Kenneth H. Folks
Superintendent of Schools

Prepared: Julie Labie
Approved: Kenneth H. Folks
Budget:
Legal:
At a Special 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 6:39p.m. on June 10, 2014.

Board members present:
   Neil S. Reynolds, President
   Christopher T. Baker, Vice President
   William D. Hartman
   Robert L. Nelson, Jr.

Board members absent:
   Stephen L. Terry, Sr., Secretary
   Arden L. Hoffman
   Terry Jo Lightfoot

EACS Administrators and Association Presidents also in attendance:
   Dr. Kenneth H. Folks, Superintendent
   Mrs. Marilyn Hissong, Assistant Superintendent of Curriculum and Instruction
   Mr. Kirby Stahly, Assistant Superintendent for Administrative Services
   Mrs. Teresa Knoblauch, Director of Title III
   Mr. Keith Madsen, Interim Director of Technology
   Mrs. Terri Lortie, President, EACS Custodial Association

1.0 ROUTINE ITEMS

1.1 Call to Order

President Neil Reynolds called the meeting to order at 6:39 p.m.

1.2 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.3 Approval of Agenda

The agenda for June 10, 2014 was approved as presented.
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 Meetings and Conferences**

Motion: That Consent Items 3.1 and 3.2 be approved as presented.

Motion: Baker  Second: Nelson

Discussion: None.

Vote:
3.1 - Aye: Baker, Hartman, Nelson, Reynolds (Motion carried 4-0)
3.2 - Aye: Baker, Hartman, Nelson, Reynolds (Motion carried 4-0)

4.0 **ACTION ITEM**

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

**14-0610-4.1 Contract with Frontier Communications – Provider Change**

Motion: That the Board of School Trustees approves Action Item 14-0610-4.1 as presented.

Motion: Hartman  Second: Baker

Discussion: None.

Vote:
4.1 - Aye: Baker, Hartman, Nelson, Reynolds (Motion carried 4-0)

5.0 **INFORMATION/DISCUSSION ITEMS**

**DISCUSSION ITEMS**

5.1 **Personal Electronic Devices Comparison Presentation**

Dr. Folks began by stating that it is important for him to know the support level of the Board for 1:1 devices to know how to proceed. He is a proponent of 1:1, quoting Daniel Pink, “We need to prepare our kids for their future not our past”. Mrs. Hissong and Mr. Madsen then gave a thorough presentation to the Board regarding personal electronic devices. Mr. Stahly and Mrs. Knoblauch were also on hand to lend insight and to help answer questions.
Dr. Folks asked Mr. Madsen to send the survey results of the e-Learning Day (which were overwhelmingly positive) to the Board.

Mr. Madsen stated that he recommends that the Board go with Option #2 which is buying new iPad Airs for grades 4-12, with the used iPads being passed on to grades K-3.

Mr. Baker would like the pricing for apps for laptops, and a list of the pros and cons of a laptop (Mac Air) versus the iPad.

At the end of the discussion, Dr. Folks asked each Board member to please weigh in on whether or not they support a device for students.

Mr. Nelson - Supports the use of technology, but not the way it’s currently being utilized.
- At the end of next year when the lease is up what will our answer be to the questions “Did we get our money’s worth out of these iPads?” and “Are we better off?” He does not like taking this money out of CPF, yet we can’t run from technology.
- He is not in favor of all students taking their iPads home.
- Do the (majority) of teachers even want iPads in their classrooms?

Mr. Baker - Agrees with Mr. Nelson’s points.
- Strongly believes that not all students should get to take iPads home.

Mr. Reynolds - Agrees with the use of technology in classrooms, but believes that some classrooms just don’t need it.
- Should we consider getting laptops for high schoolers and have the lower grades use iPads?
- If students are messing around with iPads during class it’s the teacher’s responsibility to get that student back on track.
- “I don’t know that I can tell you that what we’re doing is wrong. Likely, (iPads) are very good for a great many students, and probably not good for other students.”
- Overall, supportive of technology.

Mr. Hartman - Totally believes in 1:1 technology, but we have to be able to afford it.
- Believes either all students or none should be able to take device home.

At the request of the Board members, Dr. Folks shared that in his meeting with Mrs. Lightfoot and Mr. Hoffman that Mrs. Lightfoot is in favor of 1:1 devices and continuing this practice, while Mr. Hoffman would like us to abandon the devices in favor of hard copy textbooks.

6.0 PUBLIC EXPRESSIONS – NON-AGENDA ITEMS

None.

7.0 SUPERINTENDENT COMMENTS

The Leo High School Softball team is playing in the state finals championship game this Saturday against Gibson Southern High School at Ben Davis High School. Contact Dr. Folks or Mrs. Labie for tickets.
Our thoughts and prayers are with Rev. and Mrs. Terry and their medical situation.

Summer school is off to a great start.

EACS’s Birthday Celebration, (a Meet Me @ 5 event sponsored by the New Haven Chamber) is this Monday, June 16 at 5:00 p.m. here.

8.0 BOARD COMMENTS

None.

9.0 ADJOURNMENT

There being no further business to discuss the meeting ended at approximately 8:40 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 regular Board meeting of the Board of School Trustees is scheduled for Tuesday, June 17, 2014 at 6:30 p.m. at the EACS Administration Building, 1240 State Road 930 East, New Haven, IN.

These minutes were approved and adopted by the East Allen County Schools Board of School Trustees on June 17, 2014.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

_________________________________________  ______________________________
President                                      Secretary
Action

Items
ACTION AGENDA

June 17, 2014

Board Agenda Item 14-0617-4.1

APPROVE APPLICATION AND RECEIPT OF FUNDS FOR TITLE I
(BASIC AND DELINQUENT-SERVING INSTITUTION) FUNDING FOR SY2014/15

Background:

East Allen County Schools is eligible to request and receive Title I (BASIC) SY2014/15 funding from the Indiana Department of Education for the benefit of our eligible public schools, participating non-public schools (who educate eligible students who reside in EACS Title I-recipient school boundaries) as well as for institutions who serve neglected/delinquent students in EACS. The purpose of Title I funds is to provide supplemental educational opportunities for eligible students. EACS will utilize funds consistent with the intent of Title I (BASIC). A Final Allocation amount will likely be provided by the IN-DOE in the Fall/Winter 2014.

Recommendation:

That the Board of School Trustees approves the application for and receipt of Title I (BASIC) SY14/15 funding as well as Title I (Delinquent Institution) SY14/15 funding.

Prepared: Rose Fritziuger
Approved: Michael Shaffer
Budget:
Legal:
Title I funding is available to “enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards developed for all children” (Section 1001(d)). “The Title I program provides federal funds to state, school districts, and school communities to implement school reforms and to ensure a quality education for all eligible students.”

In the past, East Allen County Schools has requested and received funds through the State of Indiana’s Department of Education (IN-DOE) to provide Title I support to assist children in our district who are most in need. This year, East Allen County Schools anticipates submitting a request for the following EACS PreK-8 schools: Southwick Elementary (SWP), Prince Chapman Academy (SWP), Paul Harding Junior High School (SWP), New Haven Middle School (TAS), New Haven Primary School (TAS), New Haven Intermediate (TAS) and Heritage Elementary (TAS). A designation of “SWP” represents a School-Wide Program whereas a “TAS” designation represents a Targeted Assistance School. Title I funds must also support eligible students who reside in an EACS Title I-recipient school attendance areas (schools listed above) but select to attend a nonpublic school either within or outside of our Corporation’s boundaries. Further, the four (4) participating institutions in our Corporation who serve either neglected and/or delinquent students also receive Title I support through East Allen County Schools. Those organizations are Gateway Woods Apostolic Children’s Home (D), Leslie House (N), Noel House (N) and Woodburn Christian Children’s Home (N).

In SY13/14, EACS received $2,920,259.95 plus unspent (carry-forward) funds ($356,402.67) from SY12/13. That equated to a total Title I SY13/14 allocation of $3,276,662.62. Our SY14/15 BASIC Title I Planning Allocation is $3,088,372.02: $30,628.48 for Gateway Woods, a delinquent-serving institution. We estimate a carry-forward from SY13/14 in an amount of approximately $100,000. (NOTE: The actual carry-forward amount will be known in the Fall following completion of all approved planned activities.) The SY14/15 BASIC Title I Planning Allocation figure does not represent the Final Title I BASIC Allocations for SY14/15. That number will likely be provided in the Fall/Winter 2014.

As in previous years, this year’s Title I allocation will be divided on a per pupil basis between public and participating private schools serving eligible students who reside in EACS district boundaries. Additionally, based upon the Planning Allocation, participating institutions serving neglected and/or delinquent students will receive a specific amount (to be determined by the I-DOE) that will be distributed on a per pupil basis to those eligible institutions.

In EACS, as approved by the I-DOE, Title I funding provides for placement of supplemental educational professionals (salary, benefits, professional development (including training and supplies related directly to the professional development) as well as for parent involvement at Title I buildings (listed above). When approved, Title I may provide these supplemental program components at Title I-recipient schools to benefit Title I eligible students. At the eligible and participating nonpublic schools as well as at the institutions serving neglected and/or delinquent students, Title I funding generally provides after-school tutors, teachers, program materials and/or equipment— all with the express purpose to benefit eligible EACS students (based upon residence address).

East Allen County Schools respectfully requests authorization to request and receive, if approved, the SY14/15 Title I EACS Allocation from the State of Indiana’s Department of Education. The application is due before July 1, 2014 for the benefit of eligible students in SY14/15.
ACTION AGENDA
June 17, 2014

Board Agenda Item 14-0617-4.2

APPROVE APPLICATION AND RECEIPT OF FUNDS FOR SECTION 619 OF PART B, IDEA FUNDING

Background:

East Allen County Schools (EACS) is eligible to request and receive $70,290 through Section 619 of Part B, IDEA funding through the Indiana Department of Education to provide services to students with disabilities aged 3-5 years old.

Recommendation:

That the Board of School Trustees approves the application and receipt of Section 619 of Part B, IDEA grant funds.

Kenneth H. Folks
Superintendent of Schools

Prepared: Rose Fritzingher
Approved: Connie Brown
Budget:
Legal:
~ ABSTRACT for Section 619 of Part B, IDEA funding ~

Funds Allocated by the
Indiana Department of Education

Section 619 of Part B, IDEA funding is available to all school districts throughout Indiana. East Allen County Schools requests authorization to request and, if approved, receive funding in an amount of $70,290 for the 27-month period July 1, 2014 (or when the application is submitted – whichever date is later) through September 30, 2016. The primary objective of the grant is to establish new programs, enhance existing programs, provide related services, purchase materials, supplies, and/or equipment, hire needed staff, or provide summer school programs, or extended school year programs for preschool students with disabilities from age three to five years old.

East Allen County Schools receives these funds to benefit our students. All benefits derived from the use of these funds must be used exclusively for three to five year old students with disabilities consistent with the priority requirements of Part B, IDEA.

This funding will be used for a portion of the salary / benefits to provide one teacher.

There are no matching requirements to obtain this funding. The allocated funds must be utilized within the 27-month period (July 1, 2014 through September 30, 2016).

This application is due on or before July 1, 2014. Funds may not be utilized before applying for these funds, and, in no instance, may an applicant utilize these funds prior to July 1, 2014.

East Allen County Schools respectfully requests authorization to request and receive, if approved, the Section 619 of Part B, IDEA allocation for East Allen County Schools from the State of Indiana’s Department of Education.
ACTION AGENDA

June 17, 2014

Board Agenda Item 14-0617-4.3

APPROVE APPLICATION AND RECEIPT OF FUNDS FOR
611, PART B SPECIAL EDUCATION GRANT FUNDING

Background:

East Allen County Schools (EACS) is eligible to request and receive $2,069,747 through 611, Part B funding through the Indiana Department of Education to provide services to students with disabilities aged 3-21 years old for the 27-month period beginning July 1, 2014 through September 30, 2016. The purpose of these funds is to provide supplemental assistance to our students with disabilities.

Recommendation:

That the Board of School Trustees approves the application and receipt of 611, Part B Special Education grant funds.

______________________________
Kenneth H. Folks
Superintendent of Schools

Prepared: Rose Fritzheimer
Approved: Connie Brown
Budget: 
Legal:
ABSTRACT for 611, Part B

funding
allocated by the
Indiana Department of Education
Center for School Improvement and Performance

East Allen County Schools is eligible to request funding through FY2015 611, Part B funding. East Allen County Schools requests authorization to request and, if approved, receive funding in an amount of $2,069,747 for the 27-month period beginning July 1, 2014.

The primary objective of the grant is to establish new programs, enhance existing programs, provide related services, purchase materials, supplies, and/or equipment and/or hire needed staff for students with disabilities ages three through 21.

These funds provide services for East Allen County Schools based on our child count. These monies will be used to support staff as they address the needs of students with disabilities.

EACS will use these funds to provide:

Teachers
Speech Language Pathologists
Substitutes
Paraprofessionals, Interpreters and Job Coaches
Occupational Therapists
Physical Therapists
Fixed charges / benefits for all positions
Materials and supplies
In-service training
Contracted services

This is an allocation to school districts that have students with disabilities. There are no matching requirements to obtain this funding. The allocated funds must be utilized within the 27-month period (July 1, 2014 through September 30, 2016).

This application is due on or before July 1, 2014. An applicant is not permitted to utilize these funds before applying for these funds, and, in no instance, may an applicant utilize these funds prior to July 1, 2014.

East Allen County Schools respectfully requests authorization to request and receive, if approved, the 611, Part B EACS allocation from the State of Indiana’s Department of Education.
ACTION AGENDA

June 17, 2014

Board Agenda Item 14-0617-4.4

SUBSCRIPTION RENEWAL FOR SHOWBIE PRO

Background:

EACS's Technology Department requests the purchase of a one-year subscription to Showbie Pro for 400 teachers.

EACS teachers and students are using the Showbie application to send and receive documents smoothly and easily, anywhere and anytime, over the Internet. Showbie Pro allows teachers or students to hand-write, type, attach images, attach voice notes, or attach text notes to a digital document, and then send it instantly over the Internet. The document is received immediately, and then can be opened, graded, edited, highlighted, added to, or otherwise written upon, including adding images, voice notes, or text notes and then instantly sent back. Showbie has become the preferred application of many EACS teachers and students for paperless assignments and notes. Please see the attached quote.

Recommendation:

That the East Allen County School Board of School Trustees approves the one-year subscription renewal to Showbie Pro for 400 teachers.

Kenneth H. Folks
Superintendent of Schools

Prepared: Keith Madsen
Approved: Marilyn Hissong
Budget: 
Legal: 

QUOTE

East Allen County Schools
Attention: Keith Madsen
1240 State Road 930 East. IN
NEW HAVEN IN 46774
UNITED STATES

Quote Date
21 May 2014

Showbie Inc.
Suite 105
9650 20th Avenue N.W.
EDMONTON AB T6N 1G1
CANADA

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<th>Amount USD</th>
<th>Discount %</th>
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<td>14,400.00</td>
<td>30%</td>
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Quote Expiry Date: 30 Jun 2014

TO ACCEPT THIS QUOTE

1. Email sales@showbie.com. Reply to your Showbie Pro Quote email message or email us directly at sales@showbie.com

2. Phone (866) 774-4366 or +1 (415) 671-6501. Please leave a message if we are busy.

3. Fax or email us a PO to (866) 925-3904

PAYING FOR SHOWBIE PRO

1. Once you accept this Quote, we will email you an Invoice.

2. Payment for your Showbie Pro invoice is NET 30 and can be made by Credit Card, PO, Check, Money Order or Wire Transfer. Details will follow in the invoice.

HAVE A QUESTION?

Call (866) 774-4366

Email sales@showbie.com
Discussion/Action Items
WOODLAN K-12 PROJECT - CHANGE ORDER #14  
DOWN SPOUT CONNECTION TO STORM DRAIN  

Background: 
This change order for the Woodlan K-12 Project is to connect three (3) down spouts to the storm drain in the new playground area. This change order is an increase in the contract value of $3,377.26. 

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

Prepared:  Doug Roemer  
Approved:  Kirby Stahly  
Budget:  Construction - Contingency  
Currently estimated at $448,282  
Legal:  

Kenneth H. Folks  
Superintendent of Schools
Change Order

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

CHANGE ORDER NUMBER: 014
DATE: June 12, 2014
OWNER: ☑

ARCHITECT: ☑

CONTRACTOR: ☑

TO CONTRACTOR (Name and address): W.A. Sheets & Sons, Inc.
1336 Polk Street
Fort Wayne, Indiana 46808

ARCHITECT'S PROJECT NUMBER: 212-048.1
FIELD: ☑

CONTRACT DATE: 11/14/12
OTHER: ☑

CONTRACT FOR: General Construction

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

Per the Owner's request, the roof drainage at the playground area is to be connected to the storm sewer.

The original Contract Sum was $8,587,289.00
The net change by previously authorized Change Orders $150,002.62
The Contract Sum prior to this Change Order was $8,737,291.62
The Contract Sum will be increased by this Change Order in the amount of $3,377.26
The new Contract Sum including this Change Order will be $8,740,668.88

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2014

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

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

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

W.A. Sheets & Sons, Inc.
CONTRACTOR (Firm name)
1336 Polk Street
Fort Wayne, Indiana 46808

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

ADDRESS

BY (Signature)
Jack Pardue
(Typed name)
June 12, 2014
DATE

BY (Signature)

(Typed name)

DATE

(By Signature)
Information

Items
The major additions to the Handbook for 2014-2015 School Year Edition are the following sections regarding bus evacuations and seat belt instruction. We also added page numbers to the table of contents.

There were several grammatical changes also.

VII. BUS EVACUATION DRILLS

A) A school bus driver operating a school bus shall at least once a semester conduct a school bus passenger evacuation drill.

B) All school bus passenger evacuation drills shall meet the following minimum standards:

(1) Be completed in two (2) minutes or less.

(2) Be conducted within forty-five (45) school days of the beginning date of each semester.

(3) Use only emergency exit doors for the drill.

C) At the completion of each school year, the bus passenger evacuation drills for each district or private school shall have included the following:

(1) The use of all emergency exit doors.

(2) One (1) drill in the morning and one (1) drill in the afternoon.

(3) One (1) drill with the school bus driver not participating.

VIII. SEAT BELT INSTRUCTION

A) A school bus driver operating a school bus that is equipped with safety belts, not including the driver’s seat belt, shall at least once a semester provide instruction to the passengers on the school bus on the proper fastening of the safety belt.

B) The instruction shall include the following:

(1) Proper position of the safety belt when fastened.

(2) How tight the safety belt should be when fastened.

(3) Improper safety belt placement.

(4) Requirements for use of safety belts.

(5) Consequences of failure to use or improperly using safety belts.

C) Documentation of the completed training for each bus shall be reported to the Director of Transportation.

D) Documentation of the completed training for each district or private school shall be reported to the department of education by June 1 of each year. (State School Bus Committee; 575 IAC 1-10-1)
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I. ABOUT THIS HANDBOOK

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

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

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

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

II. RESPONSIBILITIES OF THE BUS DRIVER

A. General Instructions

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

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

B. Out of service criteria for school buses

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

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

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

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

Parking Brake
Does not hold bus.

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

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

Floor
Floor sags or buckles when stood on.

Headlights
Both lamps are inoperative either on low or high beam.

Mirrors
1. Mirrors are cracked, broken or missing.
2. Mountings are broken or bent enough to prevent proper adjustment.

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

Step Well
Any part of step well is rusted through.
**Stop Arm**
1. Any stop arm light is inoperative.
2. Lights do not flash.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. All school bus drivers shall stop at preferential highway intersections.

9. No bus shall be backed on any school ground, playground, or loading area unless such backing is properly supervised by an adult.

**Backing a school bus is strongly discouraged. You should back your bus only when you have no other safe way to move the vehicle. Never back a bus when students are outside of the bus.**

10. In case of an accident when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting flares, flags, and other warning devices, controlling traffic, and must always keep in mind that his first responsibility is to his passengers. The Transportation Office should be contacted as soon as possible.
11. After an accident, a driver may not release any students to another bus or parent, until the emergency personnel, Director of Transportation or a School Administrator has cleared and released them.

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

A. Railroad Crossing Procedures

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

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

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

Drivers should spend time training their students to be quiet at all crossings to assist in hearing an approaching train.
FAQ's
If the crossing gates are down and no train is approaching what do I do?
Answer: Driver is to use their two way radio and call the office and say that the crossing gates are down at (location). The office will reply that they are not to go around the crossing gates unless there is a train official or police official directing traffic through the gates. The driver is to be instructed to wait until someone from the transportation office (usually the Director) arrives on the scene to assist them in backing and turning around.
Never is the driver to use students in backing (unless there is eminent danger). An adult on the scene can assist them, but use extreme caution; they may not understand how a bus reacts to certain conditions.

If the red lights are flashing at the tracks but no train is visible can I proceed through the crossing?
Answer: Driver is to call the office and say that the lights are flashing at (location) and no train is coming. Office should reply double check for the train and if no train is approaching you may proceed with caution.

B. BUS STOP PROCEDURES FOR LOADING AND UNLOADING STUDENTS.
1. Approximately 200 feet from the stop, activate student amber warning lights.
2. Observe traffic in mirrors (front, side and rear) making sure that it is slowing. (Also check for pedestrians and other hazards.
3. Stop bus approximately 10 feet from designated stop. Open service door which activates the stop arm. Place the bus in neutral and set the parking brake.
4. Observe traffic in mirrors, (front, side and rear) making sure that it has stopped completely.
5. Loading: Stopping 10 feet before the stop forces the students to come to you. Watch your mirrors for lingering students and hazards. Motion students to load when it is safe. Students must be seated before bus is moved.
6. Unloading: Stopping approximately 10 feet from the stop makes the students move 10 feet from the bus. Remind students to remain seated until the bus comes to a complete stop. Count students, those going right need to move 10 feet from the bus, and those students going left need to move 10 feet forward of the bus and wait for the driver to check mirrors again and signal that it is safe to cross.
7. When the last student has crossed the curb or entered the bus safely, put the bus in drive, and release the parking brake, checking the mirrors for any hazards or lingering students. When it is safe you may close the service door and pull away.
8. The ‘STOP’ sign shall be displayed only when the bus is completely stopped on the traveled portion of the highway to load or unload passengers. While off the traveled portion of the highway, the stop arm shall not be used and warning lights shall not be operated. Hazards lights are to be used.

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

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

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

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

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

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

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

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

6) No cleats are to be worn on buses.

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

8) State law prohibits anything in the aisle.

D. ADDITIONAL SAFETY RULES FOR SPECIAL NEEDS DRIVERS

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

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

1. The driver is responsible for securing all wheelchairs.

2. Drivers, not parents, teachers, or aides, must secure all students in seats and secure harness connections.

3. All students must wear seat belts.
4. Only drivers, teachers, staff, and parents are allowed to run the lift.
5. All student information must be kept totally confidential.
6. Driver’s student medical book must be kept up to date.
7. Students cannot be unhooked prior to unloading.
8. All special needs drivers must know how to use the blanket and strap cutter for emergency situations.
9. No students should be left at their stop unless a parent, guardian or responsible adult is present to receive them.
10. When parents aren’t home the school should be notified that you are bringing the student back to the school.

E. BUS ASSIGNMENTS
1. A student should ride an assigned school bus every day, both morning and afternoon, unless the parent or a responsible adult provides transportation.
2. A student may ride only on an assigned bus. If a valid reason necessitates a change of bus assignment, such change must be approved by the building principal and/or the Director of Transportation.
3. A student may not ride a bus for non-school related activities such as scouts, babysitting, visiting friends, shopping, etc. Emergency requests will be extended consideration by the principal and/or the Director of Transportation.
4. To allow a student to ride home on your bus who doesn’t normally ride your bus, the student must have a signed note from the principal. A student can only ride another bus in emergency situations only.
5. Once a student has boarded your bus the student is not allowed to get back off your bus.
6. Drivers must have assigned student seating. Students are to remain in their assigned seats until their stop is reached. As stops are being made students should still remain in their assigned seats and not move out of their seats to move forward or backwards in the bus.
7. Drivers shall not deviate from their scheduled route unless under emergency situation and the office is called.
8. A student must board and leave the bus at the assigned bus stop unless the principal and/or the Director of Transportation approve a parent’s, or guardian’s, written request for a permanent change. Students will be expected to walk a reasonable distance to established bus stops on any established routes.
9. While waiting for the bus, a student must stand well back from the edge of the road, completely out of the way of all traffic. There must be no scuffling or disorderly conduct at the bus stop.
10. A student must be at the bus stop 5 minutes prior to the time when the bus is scheduled to arrive. Regulations specify that a driver will stop at an assigned bus stop but need not wait for a passenger who is late.
11. A driver is not allowed to tell a student to get off his bus other than at the student’s designated stop.
12. The turn signals shall be turned on at least two hundred (200) feet before turning from the highway to warn approaching traffic of intentions of the bus driver.
13. The strobe light must operate only when the bus transports students during periods of reduced visibility caused by conditions other than darkness.
14. Doors must be shut at all times while the bus is motion.
15. A driver cannot restrict the opening of school bus windows or doors with any type of securement, such as: tape, bungee cord, etc.
16. Every school bus driver shall be at the school building ready for passengers at least five minutes before dismissal time of that school.
17. A driver cannot pass another bus while that bus is loading or unloading students.
18. State law prohibits any object to block the doors or aisles of a school bus.
19. No school bus, designated as such under any previously enacted law, or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose, or for any purpose other than that for which it is under contract, except that such school bus may be used for group movements to and from athletic games, contests, or school functions under the direct auspices of the public schools or for such purposes as may be approved by the Superintendent.
20. East Allen County School Corporation’s School Bus Idling Policy must be followed at all times.
21. Any school bus driver who operates a bus while under the influence of intoxicating beverages or drugs will be suspended and recommended to the School Board for discharge.
22. Use of tobacco is prohibited on the school bus or on school property.
23. It is the driver’s responsibility to shut the school bus windows. Drivers are not to allow students to stand and move around to close the school bus windows. The driver may request the student to shut the window in the seat he is seating in.
24. All windows of the bus are only to be lowered to the half open position.
25. If a driver wishes to distribute food or drink items to students, these should be distributed to the students as they exit the bus on the evening route.
26. All East Allen County School Corporation buses will drive with their headlights on at all times.

IV. QUALIFICATIONS

A. APPLICATION TO DRIVE
Persons interested in being a bus driver for the East Allen County Schools shall make application on the proper application form. This form is available at the Human Resources Office or on line. After the application is completed, it will be kept on file in the Human Resources office. Applicants must be able to obtain a Commercial Driver’s License and pass the required physical. Drivers hired will be chosen from those having made official application. Having an application on file does not guarantee a job.

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

C. DRIVER’S LICENSE
All drivers are required to hold a valid Indiana Commercial Driver’s License at all times while operating the bus.

D. PHYSICAL EXAMINATION
Bus drivers must have a physical examination every two years or sooner if required by the federal government. Physical examination forms will be furnished by Parkview Occupational Health. A Medical Authorization Form and a Physical Fitness Certificate must be picked up in the Transportation Office before going to Parkview Occupational Health for your exam. A copy of the completed physical form must be on file in the Transportation Office and the driver must have a copy in his/her possession when driving the bus. Drivers must go to EACS designated physician.
Drivers traveling the State Line Road or driving interstate trips must have a Commercial Driver’s License with the Department of Transportation physical.

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

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

G. GENERAL PROCEDURES AND POLICIES
1. Buses parked at the bullpens cannot be taken home between routes.
2. All drivers must pre-trip their buses for every route and trip.
3. Drivers cannot change students on routes with another driver or change parking positions. All changes must go through the transportation office.
4. All drivers are required to wear photo identification while driving a bus route.
5. All student information is to be kept confidential.
6. It is the driver’s responsibility to sign, date and turn in his/her time cards on time.
7. Drivers are not to start other driver’s buses.
8. Drivers are not allowed to drive their personal cars into the bullpens to start buses or park their personal vehicles in the bullpens during the day. You can park your car in the bullpens in the afternoons only if you are leaving for a field trip right after your route and will be returning from the trip after dark.
9. Drivers are not allowed to use cell phones on the bus at any time. Cell phones must be turned off while operating a school bus. In an emergency situation where there is no other means of communication a driver may use their cell phone to contact the office, transportation emergency numbers or emergency personnel.
10. As a result of several incidents of leaving a student on a bus, the following procedures will be implemented immediately.

Effective March 25, 2003, anyone employed by EACS shall do the following upon completion of any route, supplemental, field trip, shuttle, etc.:

“All drivers must do a walk-through on their bus before abandoning their bus in the AM and the PM each day and after each run, supplemental route, field trip, or shuttle.” Drivers need to be sure that no students or valuable articles have been left aboard the bus.

Upon shutting your bus off, but before exiting the bus or going on your next route, you shall walk to the rear of you bus, checking each and every seat, as well as the floor area for any students left on the bus. This procedure will be done at the schools in the AM and after every route in the PM at school or at your home. Once you have determined that your bus is free from any passengers, you may then exit your vehicle.
At no time shall you exit your bus without following the described procedures.

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

11. All drivers need to inform the schools if they are going to be late.
12. Drivers should be considerate and stop and wait a reasonable length of time for students in inclement weather.
13. Two way radios must be kept on and volume must be high enough for you to hear at all times.
14. If you have a seatbelt in your bus, any student that sits in that seat must have it fastened or the seat must remain empty.
15. It is the driver’s responsibility to call a substitute driver if needed. The office will do it in an emergency only.
16. If drivers miss their route pick on bid day, they will go to the end of the seniority list for that year’s route picks.
17. Drivers must not block garage doors.
18. The following radio stations are NOT allowed to be played on the bus 92.3, 96.3, 98.9, 102.3, 107.9. From time to time these radio stations may be changed.
19. A driver is never allowed to leave his bus if students are on board except for loading and unloading special needs students. Or in an emergency situation that
would require the driver to place flares or other signs to signal a problem to oncoming traffic.
20. The two-way radio stations are for emergency information only.
21. Drivers must turn off their bus and take their keys when leaving the bus or walking to the back of the bus to correct student behavior.
22. All accidents, minor collisions and close calls must be reported to the Director of Transportation immediately. Drivers incidents will be reviewed.
23. Drivers must carry at all times, the Indiana State License, Indiana School Bus State Certification Card, and the DOT Medical Examiners Certificate.
24. Drivers should show up early on inclement weather days to clean their buses of ice, snow, frost, to insure full visibility.
25. Drivers must clear all steps of ice and snow to avoid injuries.
26. Drivers may be terminated from employment if they use more days off than allotted.
27. It is the responsibility of the driver to clean and refuel any spare bus they use.
28. Drivers are to call the school when parents are not home to return the students back to school.
29. Drivers must report any personally received traffic violations and at fault accidents pursuant to CDL State Law immediately to the Director of Transportation.
30. All drivers must engage the emergency brake while pressing on the brake pedal when loading and unloading students.
31. Yield signs should be considered stop signs in additions.

V. CDL Drivers Controlled Substance and Alcohol Policy

Section 1. General. It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems which can be treated, and to place all employees holding a Commercial Driver's License in compliance with the Federal Highway Administration's Controlled Substance and Alcohol Use Testing laws, (Federal Law 49 CFR 40 & 382).
This policy applies to all East Allen County Schools corporation employees who are required to hold a Commercial Driver’s License (CDL) to perform their job function. The use, possession, sale, purchase or transfer of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours,
four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off duty use of drugs and alcohol is prohibited to the extent it affects an employee’s attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for disciplinary action not excluding termination as an employee for the school corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, employees are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the employee, co-workers, and the school corporation that the employee take sick or vacation days or, if necessary, unpaid leave within the school corporation’s leave policies.

CDL drivers have a duty to check/advise their physicians that they drive a CMV (school bus) that requires a CDL and get a determination if medication will affect abilities to drive safely.

Section 2. Termination. East Allen County Schools reserves the right to terminate any employee who violates the school corporation’s Controlled Substance and Alcohol Policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to school corporation disciplinary action, up to and including termination. Employees who test positive to a controlled substance or to breathe alcohol in excess of .02% will immediately be suspended with pay pending a disciplinary hearing. This disciplinary hearing will be scheduled within one (1) week of the positive test result. If the hearing confirms a violation of policy occurred, the employee will be subject to the following disciplinary action:

1. First offense violation of controlled substance provision of the policy: the employee shall be terminated and referred to a substance abuse professional for his/her voluntary treatment.
2. First offense violation of the alcohol provision of the policy: the employee who tests .02% or greater but less than .04% shall be suspended without pay until released by a substance abuse professional who will make recommendations for necessary treatment. (Federal law requires that the employee is taken out of a safety sensitive function for 24 hours.)

The employee shall assume all expenses for referral to a substance abuse professional and treatment as it relates to the disciplinary action. A list of names and phone numbers will be provided to the employee as is required by Federal Law 49 CFR 40 & 382.
A substitute employee shall be placed into the vacated position until the employee has met all the requirements established by the substance abuse professional and agrees to the provisions outlined in the Federal Law (49 CFR) as it relates to follow-up testing. Failure of the employee to meet any of the recommendations and/or requirements of the program established by the substance abuse professional shall result in the employee’s immediate termination.

3. First offense violation of the alcohol provision of the policy, the employee whose breath alcohol test is .04% or greater shall be terminated and referred to a substance abuse professional for his/her voluntary treatment.

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

Section 3. Confidentiality. Any information concerning an employee’s drug or alcohol abuse will be available only to members of the administration whom the school corporation believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the school corporation to any other employer, organization or individual without the employee’s written consent.

Section 4. Alcohol and Controlled Substance Testing for Commercial Drivers

License (CDL) Employees. East Allen County Schools recognizes the critical and growing problem alcohol and controlled substance abuse poses to the transportation of its students. It is the policy of the school corporation to provide and maintain a safe, healthy and productive work environment for our drivers. This policy applies to all drivers and applicants for driver positions for the school corporation who must have a Commercial Driver’s License (CDL) to operate school vehicles.

All such drivers have the responsibility to report for work and perform their jobs in a fit mental and physical condition. The nature of school transportation is such that any unnecessary risk could affect our students and the public as a whole. This policy was developed to ensure not only the students’ and employees’ safety, but the general public’s as well.

East Allen County Schools will provide all CDL employers with training materials described in Federal Law 49 CFR 382.601 before subjecting drivers to required drug & alcohol testing. Drivers will be required to sign a certificate showing that they received their materials.
All CDL drivers working for East Allen County Schools will be expected to report to management or police a suspected drug or alcohol problem which would put anyone at risk, or be a violation of law. East Allen County Schools will keep all records relating to this drug and alcohol testing policy in accordance to Federal Law 49 CFR 382.401. Questions about this policy and drug/alcohol testing can be directed to the Superintendent or Director of Transportation. The Director of Transportation is authorized to implement this policy and program, including a periodic review of the program to address any problems, changes, and/or revisions of it, maintenance of all records required by the federal regulations, and determination of how the program will be accomplished, whether in-house, contracted, or by consortium. The Director of Transportation is responsible for communicating this policy to all drivers and is accountable for its consistent enforcement. The Director of Transportation is designated to answer questions about this policy and all other matters involved in alcohol and controlled substance testing of CDL drivers.

Section 5. Testing of Drivers. All drivers will be tested for alcohol and drug abuse in accordance with the approved procedures when directed by the Director of Transportation.

Drivers will be tested under the following guidelines:

1. Pre-employment.
   Under no circumstances will an individual be placed on the payroll without successful completion of an alcohol and drug test. Any individual who refuses to submit to a drug test, has a detectable amount of alcohol in his/her system, or has a positive controlled substance test result will not be considered for employment with the school corporation.

2. Random.
   A minimum rate of 50% of drivers shall be tested annually for drugs and 25% of drivers shall be tested annually for alcohol. Random drug and alcohol testing may be combined. For example, when testing at 50% drug random rate and 25% alcohol random rate, half of the randomly selected drivers chosen for testing could be tested for both drugs and alcohol, while the rest could be tested only for drugs. Random testing selection:
   A. Employee remains in pool.
   B. Use valid random selection.
C. Test at least once each quarter.
D. Do not announce dates of testing.
E. Test 50% of drivers for drugs and 25% of drivers for alcohol.

3. Post-Accident.

Drivers are required to submit to drug and alcohol testing as soon as possible following a D.O.T. accident which involves the loss of human life or the driver receives a citation under State or local law for a moving traffic violation arising from the accident.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the school corporation to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If a driver is seriously injured and cannot submit to testing at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet requirements for post-accident testing if the results are obtained by the school corporation.

Actions to take in a post-accident testing situation:
A. Treat injuries.
B. Work with law enforcement.
C. Explain the need for testing.
D. Work with medical facility.
E. Collect specimens promptly.
F. Document events.

4. Reasonable Suspicion.

The school corporation is required to test for the use of alcohol and controlled substances upon “reasonable suspicion.” Reasonable suspicion is defined to mean that the school corporation believes the behavior, speech, body odor, or appearance of a driver while
on duty are indicative of the use of alcohol and/or controlled substances. The conduct must be witnessed by a supervisor or the Director of Transportation, if so trained. The mere possession of alcohol does not constitute a need for an alcohol test. The witness must have received training in the detection of probable alcohol and drug use by observing a person’s behavior. If it is at all possible, the witness should not conduct the alcohol test in order to protect the driver.

Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the work day of the driver. A written record shall be made of the observations leading to an alcohol and/or controlled substance test. This record is to be signed by the supervisor who made the observations.

If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the witness shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, all attempts to administer the test shall cease. A record shall be prepared and maintained stating why the alcohol test was not administered.

**Guide to successful reasonable suspicion testing includes:**

A. Focus on safety.
B. Verify reasonable suspicion.
C. Isolate and inform the employee.
D. Inquire and observe the employee.
E. Review the findings.
F. Transport the employee to a testing site.
G. Document events.

**VI. SCHOOL BUS DISCIPLINE FOR STUDENTS**

Approximately 9,000 youngsters are transported by East Allen County Schools buses twice each day of the school year. Due to the number of youngsters involved, it is reasonable to assume that occasionally there will be problems arising which will call for disciplinary action. Bus drivers must exercise good judgment in disciplining students. The driver shall keep order and maintain discipline among the children while in the bus or along the route, shall treat all children in a civil manner, shall see that no child is imposed upon or mistreated while in his charge, and shall exercise every care for the safety of the children under his charge.
The following rules have been established to promote the safety of students on their way to and from school. Where exceptions to any of these rules are necessary, they will be approved only after a verbal and written request from the parent or a responsible adult has been made and permission granted by the school principal and/or the Director of Transportation. A request from a student will not be granted.

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

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

1. When the number of students warrants, students must sit three to a seat. The driver must assign students to specific seats.
2. Once on the bus, a student is to take a seat immediately and remain orderly. No school bus shall be moved until all children are beyond the white line and seated. Departing students must remain seated until the bus comes to a full stop.
3. Pupils shall not stand or move from place to place during the trip.
4. Loud, boisterous, or profane language and indecent conduct shall not be tolerated.
5. Pupils shall not be allowed to tease, hit, or trip other students.
6. Windows or doors shall only be opened or closed with permission of the driver and windows may not be lowered more than half way down.
7. There will be no eating or drinking on the bus on regular routes.

B. FORMS OF DISCIPLINE

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

C. **DISCIPLINE PROCEDURES**
1. Drivers should follow the progression on the Tr-25 unless a serious violation occurs or minor violations result at the same disciplinary level.
2. Drivers must give one day notice to elementary parents when suspending the students riding privileges.
3. All suspension over 1 day must be approved by the Director of Transportation or Building Principal/Designee.
3. Drivers may have to take students home in the afternoon if they have been suspended and rode the bus in the morning.
4. Drivers must turn in disciplinary slips on students to the school and transportation office on the same day as they are written or the next morning.
5. Drivers are discouraged in giving group punishments.
6. Drivers are not allowed to use the punishment of keeping all windows shut in extreme heat.

VII. **RESPONSE TO BULLYING**
It is the policy of East Allen County Schools to educate its students in a safe environment that is free from bullying. Indiana law defines bullying as overt, repeated acts or gestures, including:
1. Verbal or written communications transmitted;
2. Physical acts committed; or
3. Any other behaviors committed;
By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.  
It shall be a violation of this policy for any student to bully another student:
1. On school grounds immediately before, during, or immediately afterschool hours;
2. At any time when the school bus is being used by a school group;
3. Off school grounds at a school activity, function or event;
4. When traveling to or from school or a school activity, function or event;
5. When using property or equipment provided by the school.

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

VIII. BUS EVACUATION DRILLS
A) A school bus driver operating a school bus shall at least once a semester conduct a school bus passenger evacuation drill.
B) All school bus passenger evacuation drills shall meet the following minimum standards:
   1) Be completed in two (2) minutes or less.
   2) Be conducted within forty-five (45) school days of the beginning date of each semester.
   3) Use only emergency exit doors for the drill.
C) At the completion of each school year, the bus passenger evacuation drills for each district or private school shall have included the following:
   1) The use of all emergency exit doors.
   2) One (1) drill in the morning and one (1) drill in the afternoon.
   3) One (1) drill with the school bus driver not participating.

Some points to cover in the drills are:
1. Students should leave all items on the bus; coats which are being worn, may be taken with them.
2. Identify a place for assembling your students after exiting the bus.
3. Drivers are to teach their students about emergency procedures before an emergency situation occurs. A great time to do this is if you have some down time at the school when you drop students off.
4. Train and assign two students to assist students as they exit the rear of the bus.
5. Train a responsible student on how to use the two-way radio.
6. Students are to be quiet and orderly. Emphasize the need for cooperation.
7. Reload your students and answer any questions.
IX. SEAT BELT INSTRUCTION

A.) A school bus driver operating a school bus that is equipped with safety belts, not including the driver's seat belt, shall at least once a semester provide instruction to the passengers on the school bus on the proper fastening of the safety belt.

B.) The instruction shall include the following:
   (1) Proper position of the safety belt when fastened.
   (2) How tight the safety belt should be when fastened.
   (3) Improper safety belt placement.
   (4) Requirements for use of safety belts.
   (5) Consequences of failure to use or improperly using safety belts.

C.) Documentation of the completed training for each bus shall be reported to the Director of Transportation.

D.) The Director is to provide documentation of the completed training to the department of education by June 1 of each year. (State School Bus Committee; 575 IAC 1-10-1)

X. SEVERE WEATHER INFORMATION AND PROCEDURES

TYPES OF ANNOUNCEMENTS

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

SEVERE WEATHER WARNING — will be broadcast when a tornado has been detected. The WARNING will tell you the last known location of the tornado, and if possible, its speed and direction of movement. Persons close to the tornado should take cover immediately. Those farther away should take cover if a tornado or threatening conditions approach. If a WARNING has been issued in your area during school dismissal time, it is strongly advised that students be retained in school in the designated safe areas of the buildings.
A. PROCEDURES PRIOR TO EMERGENCY - BUS DRIVERS
1. If severe weather disturbances are threatening near school dismissal time, consideration might be given, in cooperation with school administrators, to retain students in safe areas at school or other nearby buildings until the threat has diminished.
2. Investigate and become thoroughly familiar with all roads adjoining regular routes in the event they would be needed to seek shelter.
3. Determine any buildings, homes with basements, ditches, hills, culverts, or other places along routes where children might be evacuated and provided safety.
4. Discuss with students the procedures you expect to be followed under tornado emergencies.

XI. EARTHQUAKE PREPAREDNESS
A. The driver should take charge immediately and give instructions in a firm, calm voice.
B. During the quake, do not rush through or outside of a building, thus exposing yourself to falling debris, live wires, etc.
C. If inside a building, take cover under desks, tables, or other heavy furniture. Stay away from windows, light fixtures, or other suspended objects. Do not seek protection in gymnasiums or similar rooms which have large, non-supported ceiling areas. After the quake, evacuate the building and move to a safe, outdoor area until the building has been declared safe.
D. If outdoors, move away from buildings. Avoid utility poles and overhead wires. Do not touch wires that have fallen. Do not light flares or fires because of danger of escaping gas. Do not enter a building unless it has been declared safe by competent personnel.
E. If you are driving during the quake, stop your bus in a safe location. Instructions will be given over your bus radio or please follow these procedures:
1. If you have sustained injuries to persons on your bus, seek medical assistance and call the office as soon as possible. Record the names of all students and if transported, where they were taken.
2. If your bus is damaged or roadways are unsafe or blocked, call the office as soon as possible, giving the names of all students on your bus. Keep children in a group. If parents or authorized emergency personnel take students, please record the names of students and who is taking them.
XII. SCHOOL BUS ACCIDENT PROCEDURES
In the event of an accident involving a school bus, the following procedures shall be observed:

1. The driver shall call the Transportation Office with the following information:
   a. Bus number and driver’s name
   b. Location of incident
   c. Number and type of vehicle involved (car, semi, pick-up, train, etc.)
   d. Number and type of suspected injuries (conscious or unconscious, severe bleeding, pinned, etc.)
2. Personnel from the Transportation Office shall call 911 and give the following data:
   a. Location of incident
   b. Name of school system
   c. Bus number and bus driver’s name
   d. Number and type of suspected injuries
   e. Number and type of vehicles involved
3. Drivers shall keep all students on board the bus unless the bus is in danger of fire, tipping over, etc.
4. An additional bus for transporting of pupils may be sent by the Transportation Office but may not be used until all students have been released from the accident site by emergency personnel or school administrator.
5. Injured students shall be transported to the hospital, either by ambulance or by another bus. Names of students and destination should be reported to the Transportation Office, which will contact parents.
6. Uninjured students shall not be released at the scene of the accident for continuing transportation unless cleared by the Police, Fire personnel, Director of Transportation, Principal, Assistant Superintendent of Administrative Services, or the Superintendent.
7. If there are injuries or if there is a chance that the accident was caused by bus mechanical problems, the State Police shall be contacted by the Transportation Office.
8. Names of all students and their seating positions need to be recorded on the official form and reported to the Transportation Office.
9. Names of students continuing to school shall be given to the principal. Where appropriate, he will contact their parents.
10. For students continuing to their homes, where appropriate, their parents will be contacted by the Transportation Office.
11. The following information should be recorded regarding the driver of the other vehicle:
   a. Driver’s name, address, license number.
12. Drivers are not to get off the bus for any reason except to put out reflectors if needed or for an emergency evacuation.
13. Drivers do not have the authority to release students to parents until the accident scene has been released by the police department or The Director of Transportation or his/her designee
14. Drivers must keep the aisle of a bus clear of obstruction per state law.

XIII. SCHOOL BUS DRIVER’S DRESS CODE

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

Clothing: Employees should wear clothing that is neat in appearance, clean, and in conformance with normal workday standards. Examples of clothing that are not allowed are: halter tops, tank tops, tube tops, backless dresses, shorts that are cut more than 3” above the knee. Biker shorts, undergarment type T-shirts, or anything revealing. Remember that you are setting an example for our students.

Hygiene: It is important that each employee appropriately prepare themselves for their workday. Being bathed and properly groomed in this highly visible position cannot be stressed enough; as you are the first representative of EACS that our student riders experience. You must make it a priority to properly present yourself each working day.
XIV. ICE CREAM TRUCK PROCEDURES

All bus drivers are to use extreme caution when passing an ice cream truck that is stopped with its caution arm out. When approaching you must be aware of children coming from all directions. Buses are to stop and look for these children and/or adults. If you are clear you may proceed very slowly being sure to continually monitor your outside mirrors and also the front of the bus. Please remember to use patience and not be in a hurry when dealing with this situation, children’s lives are at stake.
Discussion Items
ACTION AGENDA
June 17, 2014

Board Agenda Item 5.2

EMPLOYEE HANDBOOK

Background:
Human Resources has historically distributed an Employee Handbook to existing and new employees. The original Employee Handbook was created in 2002 and 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 as updated to be distributed to new and existing employees

Kenneth H. Folks
Superintendent of Schools

Prepared: Amanda Ricketts
Approved: __________________________
Budget: __________________________
Legal: __________________________
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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 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 Resource 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. This section of the handbook establishes standards and values by which all EACS employees will conduct themselves in order to ensure the highest possible integrity and trust to students and communities which our district serves. All EACS employees must treat others with respect, courtesy and dignity and conduct themselves in a professional and cooperative manner at all times while representing EACS.

Code of Conduct
As an employee of EACS, I will strive to:

1. Focus on our students
   a. Understand that I serve as a role model to my students and will conduct myself as such
   b. I will respect student privacy and maintain confidentiality with student information
   c. Make every effort to address their needs and wants while promoting a positive attitude
   d. Display compassion for students and recognize individuality.

2. Conduct myself professionally
a. Take responsibility for my work and follow through with all tasks assigned to me
b. Show respect by active listening and being considerate
c. Support and recognize positive qualities of EACS as a district, fellow employees and administration
d. Hold in confidence all private information and interactions
e. Understand that I still represent EACS when in public

3. Recognize and reward contributions of others
   a. Treat everyone with respect, this includes students, fellow employees, parents, administration and visitors
   b. Respect diversity
   c. Value the contributions of all EACS team members
   d. Recognize and encourage positive behaviors

4. Perform with excellence
   a. Perform my job with excellence
   b. Seek out learning opportunities to enhance my skills and ability to serve my students
   c. Share my knowledge with fellow employees
   d. Embrace change and strive for improvement
   e. Ask for help if a concern is beyond my knowledge or ability
   f. Use resources (time, personnel, equipment) wisely
   g. Be a positive member of my team

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 Resource 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.

**Unacceptable Behaviors**

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. The following behaviors are considered unacceptable behaviors:
• 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 without a prescription is prohibited;
• Gambling on EACS premises;
• Engaging in acts that endanger oneself, 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 excessively obscene or abusive language in the presence of students at school functions;
• 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;
• Unprofessional 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 of employees, students, or visitors.

EACS strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment.

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 Resource 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.

**Staff Social Media Guidelines**

**Section 1. General.**

The District supports the use of online social media to facilitate District programs, departments and school sites in building a more successful parent, community, student and employee network. This document contains District’s guidelines regarding the use of online social media.

**Section 2. Definitions.**
Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+, Tumblr, and Flickr.

Section 3. Expectations.

EACS respects the right of employees to use social media and networking sites, message boards and forums, as well as personal websites and blogs, but it is important that employees’ personal use of these sites does not damage the reputation of EACS, its employees, its students or their families. Because readers of social media networks may view the employee as a representative of the schools and the District, EACS requires employees to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers and communities on any social media networks:

A. An employee’s work related use of any social media network and an employee’s work related postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable District policies. Employees must be respectful and professional in all communications (by word, image or other means). Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity, sexual harassment, or bullying.

B. Employees should not use their EACS e-mail address for communications on public social media networks that have not been approved by the District.

C. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent’s designee.

D. When authorized as a spokesperson for the District, employees must disclose their employment relationship with the District.

E. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.

F. Employees may not use or post the District logo on any social media network without permission from the Superintendent, or designee.
G. Employees may not post images on any social media network of co-workers without the co-workers’ consent.

H. Employees may not post images of students on any social media network without written parental consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.

I. Employees may not post any nonpublic images of the District premises and property, including floor plans.

J. The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District.

K. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online. Employees are strongly discouraged from including current, minor students as “friends,” “followers,” or any other similar terminology used by various sites without written permission from the students’ parents. Employees are also required to follow all applicable privacy laws when referencing students or posting photos and video of students on private or EACS-affiliated social media accounts. Though it may seem appropriate to celebrate or publicly recognize student successes, posting identifying information or media is prohibited.

**Fraternization**

Section 1. General.

EACS expects all employees to maintain professional behavior in the workplace. To avoid potential conflicts and misunderstandings, and to minimize the risk of violating any laws, policies, or administrative guidelines, all personnel of East Allen County Schools need to be aware of potential ramifications from dating or otherwise engaging in romantic or sexual relationships with other employees.

Section 2. Criteria for Identification.

If you have, or develop, a familial or intimate personal relationship with another employee who has immediate or successively higher supervisory authority over you, or over whom you have immediate or successively higher supervisory authority, you must immediately bring your relationship to the attention of the Human Resource Director.
The Human Resource Director, and anyone having a familial or intimate relationship with the Human Resource Director, must immediately bring that relationship to the attention of the Superintendent. The Superintendent, and anyone having a familial or intimate relationship with the Superintendent, must immediately bring that relationship to the attention of the Board of School Trustees.

**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 Resource 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 Human Resource Director 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.

**Employee ID Badges**
East Allen County Schools is committed to providing a safe and secure environment for our students and employees. Employee ID badges are an important part of employee work attire because they allow students, parents, coworkers, and the community to identify who employees are. It is the expectation of the District that employees clearly display their ID badge during the contract school day.

Within the first two days of employment, new employees should contact Linda Wolford (ext 2005) to schedule an appointment to get an ID badge.

*Note - ID badges that are lost will be replaced at the employee’s expense of $5. Upon separation from employment, employees are required to return the Identification Badge.

**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 Human Resource Director 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 18 pay periods. Section 125 medical reimbursements, child care, and Health Saving Accounts (HSA) 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 (FML)
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 Resource 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)
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.

Signature of Employee____________________________________ Date___________________

Printed Name of Employee________________________________________________________

East Allen County Schools Representative_____________________________ Date___________
ACTION AGENDA

July 15, 2014

Board Agenda Item 5.3

BUS PURCHASE JUNE 2014 FROM STATE CIESC BID

Background:
The purchase and replacement of buses is advertised and adopted annually per IC 20-46-5-6. School districts can advertise and conduct their own bids, or may access the bids already conducted and contracted by a state agency and made available to political subdivisions. EACS reviewed prices on the CIESC and IAESC state bid sites. Both offer stock bus prices as well as unique bids. IAESC has the best pricing for the stock buses we wish to purchase. We recommend the purchase of (2) 78 passenger buses model 2015, (1) 78 passenger bus model 2014, (1) 81 passenger bus model 2014, and (2) 48 passenger buses model 2015. Bus specs and options for all vendors were reviewed by Mr. Falkner. The stock buses offered by Kerlin Bus Sales (Thomas/Cummins) including added options and the allowance for trades was lowest responsible and responsive bid in comparing all vendors and both bid sites.

Recommendation:
That the Board of School Trustees approves the purchase of 6 total buses (3)-78 passenger, (1)-81 passenger, and (2)-48 passenger) using the IAESC bid site stock buses offered by Kerlin Bus Sales. The stock bus purchase plus additional options; GPS, warranty, parts, cameras, crossing gate & stop arm, less trade-in buses is $583,855 total to Kerlin Bus Sales.

Kenneth H. Folks
Superintendent of Schools

Prepared: Lois Goeglein
Approved: Kirby Staehly
Budget: Bus Replacement Fund (042)
Legal: IC 20-46-5-6 and IC 5-22-10-15
Price for stock units equipped to EACS standards:
Kerlin Bus Sales

(2) 2015 model year 48 Pass Lift Buses $211,452.00
(1) 2014 Model Year 78 Pass Bus $96,744.00
(1) 2014 Model Year 81 Pass Bus $96,775.00
(2) 2015 Modal Year 78 Pass. Buses $195,684.00

Price $600,655.00
Trade allowance $16,800.00
Final Price $583,855.00

I recommend that we purchase the stock units from Kerlin Bus Sales.

Mel Falkner
Director of Transportation
June 11, 2014

East Allen County Schools
1240 State Road 930 East
New Haven, IN 46774

Dear Louise,

The attached documents are off the IAESC school bus purchase procurement for Kerlin Bus Sales and Leasing stock units. These stocks include the front crossing arm and rear stop arm as noted on the documents, which your school requires.

If you have any questions, please give me a call at 1-800-331-8942.

Sincerely,

Clifford Zehr
President
Kerlin Bus Sales & Leasing, Inc.
<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>2014 Thomas Safe-T-Liner C2, 78 Passenger Size (Stock AB-78P (1))</strong></td>
<td>82,665.00</td>
<td>82,665.00</td>
<td>**</td>
</tr>
<tr>
<td>1</td>
<td>10 Years/200K Miles Engine EXC Warranty</td>
<td>4,050.00</td>
<td>4,050.00</td>
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</tr>
<tr>
<td>1</td>
<td>GPS Allowance</td>
<td>3,000.00</td>
<td>3,000.00</td>
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<tr>
<td>1</td>
<td>Parts &amp; Service Warranty Allowance</td>
<td>5,000.00</td>
<td>5,000.00</td>
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<tr>
<td>1</td>
<td>247 Zeus Camera Shipped Loose (4 cam)</td>
<td>2,029.00</td>
<td>2,029.00</td>
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<tr>
<td></td>
<td><strong>Total Stock AB-78P (1)</strong></td>
<td></td>
<td>96,744.00</td>
<td>**</td>
</tr>
<tr>
<td>1</td>
<td><strong>2014 Thomas Safe-T-Liner C2, 81 Passenger Size (Stock AB-81P (1))</strong></td>
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<td>**</td>
</tr>
<tr>
<td>1</td>
<td>10 Years/200K Miles Engine EXC Warranty</td>
<td>4,050.00</td>
<td>4,050.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>GPS Allowance</td>
<td>3,000.00</td>
<td>3,000.00</td>
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</tr>
<tr>
<td>1</td>
<td>Parts &amp; Service Warranty Allowance</td>
<td>5,000.00</td>
<td>5,000.00</td>
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</tr>
<tr>
<td>1</td>
<td>247 Zeus Camera Shipped Loose (4 cam)</td>
<td>2,029.00</td>
<td>2,029.00</td>
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<tr>
<td></td>
<td><strong>Total Stock AB-81P (1)</strong></td>
<td></td>
<td>96,775.00</td>
<td>**</td>
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<tr>
<td>2</td>
<td><strong>2015 Thomas Safe-T-Liner C2, 78 Passenger Size (Stock AB-78P (2))</strong></td>
<td>83,763.00</td>
<td>195,684.00</td>
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<tr>
<td>2</td>
<td>10 Years/200K Miles Engine EXC Warranty</td>
<td>4,050.00</td>
<td>8,100.00</td>
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</tr>
<tr>
<td>2</td>
<td>GPS Allowance</td>
<td>3,000.00</td>
<td>6,000.00</td>
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<tr>
<td>2</td>
<td>Parts &amp; Service Warranty Allowance</td>
<td>5,000.00</td>
<td>10,000.00</td>
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<tr>
<td>2</td>
<td>247 Zeus Camera Shipped Loose (4 cam)</td>
<td>2,029.00</td>
<td>4,058.00</td>
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<td></td>
<td><strong>Total Stock AB-78P (2)</strong></td>
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<td>195,684.00</td>
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<td></td>
<td><strong>2015 Thomas Safe-T-Liner C2, 48 Passenger Size w/Wheelchair Lift &amp; Facilities (Stock AB-48Lift (1))</strong></td>
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<td>211,452.00</td>
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<td>10 Years/200K Miles Engine EXC Warranty</td>
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<td>8,100.00</td>
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<tr>
<td>2</td>
<td>GPS Allowance</td>
<td>3,000.00</td>
<td>6,000.00</td>
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<tr>
<td>2</td>
<td>Parts &amp; Service Warranty Allowance</td>
<td>5,000.00</td>
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<td>2</td>
<td>247 Zeus Camera Shipped Loose (4-cam)</td>
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<td>4,058.00</td>
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<td></td>
<td><strong>Total Stock AB-48Lift (1)</strong></td>
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<td>211,452.00</td>
<td>**</td>
</tr>
<tr>
<td></td>
<td><strong>Total for all units</strong></td>
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<td>600,655.00</td>
<td>**</td>
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<td></td>
<td><strong>Less: Trades</strong></td>
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<tr>
<td>3</td>
<td>#91,72 and 79 - 2000 Bluebird EF miles 136,000 to 149,000</td>
<td>3,500</td>
<td>10,500</td>
<td>10,500.00</td>
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<tr>
<td>3</td>
<td>77,78 and 95 - 2000 Internation Bird, miles 177,000 to 208,000</td>
<td>2,100.00</td>
<td>6,300.00</td>
<td>6,300.00</td>
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<tr>
<td></td>
<td><strong>Total for all 6 trade in buses</strong></td>
<td></td>
<td></td>
<td>16,800.00</td>
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<tr>
<td></td>
<td><strong>Total for all units after trade in discount</strong></td>
<td></td>
<td></td>
<td>583,855.00</td>
</tr>
</tbody>
</table>

** additional $750 each to add crossing arm and stop arm as required by EACS**
<table>
<thead>
<tr>
<th>Bus Build (required)</th>
<th>Qty</th>
<th>MacAllister</th>
<th>Kerlin</th>
<th>Midwest Notes</th>
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<tbody>
<tr>
<td>14 Passenger, MicroBird GS-MHSAB, Ford Gas, Stock #12-141</td>
<td>1</td>
<td>$46,887.00</td>
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<td>14 Passenger, MicroBird GS-MHSAB, Ford Gas, Stock #12-24038</td>
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<td>$34,775.00</td>
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<td>14 Passenger, MicroBird GS-MHSAB, Ford Gas, Stock #12-24039</td>
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<td>14 Passenger, Thomas MyBus, 4.8L Gasoline, Stock #MB139WB-14P (Bench) Air Conditioning, Bench Seats, MHSAB</td>
<td>1</td>
<td>$42,436.00</td>
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<tr>
<td>14 Passenger, Thomas MyBus, 6.0L Gasoline, Stock #MB155WB-14P (Activity) Air Conditioning, Split High Back Activity Type Seats, MHSAB</td>
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<td>$44,776.00</td>
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<td>14 Passenger, Thomas MyBus, 6.0L Gasoline, Stock #MB159WB-14P (Xchange) Air Conditioning, Safeguard Xchange Seats, MHSAB</td>
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<td>22 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-66F (1) Air Brakes, Cummins ISB 240HP Engine</td>
<td>2</td>
<td>$91,577.00</td>
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<tr>
<td>56 Passenger, Blue Bird Vision BBCV, Cummins 220hp, Stock #79216 Air Rear Suspension, Luggage, Air Brake</td>
<td>6</td>
<td>$74,171.00</td>
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<tr>
<td>56 Passenger, Blue Bird Vision BBCV, Cummins 220hp, Stock #79216 Air Rear Suspension, Luggage, Air Brake</td>
<td>6</td>
<td>$74,171.00</td>
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<tr>
<td>56 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-66F (1) Air Brakes, Cummins ISB 240HP Engine</td>
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<td>$79,286.00</td>
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<td>56 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-66F (2) Air Brakes, Cummins ISB 240HP Engine</td>
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<td>$79,217.00</td>
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<td>56 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-66F (3) Air Brakes, Cummins ISB 240HP Engine</td>
<td>56</td>
<td>$81,017.00</td>
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<tr>
<td>69 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #HYD-66F (1) Hydraulic Brakes, Cummins ISB 240HP Engine</td>
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<td>72 Passenger, Blue Bird Vision BBCV, Cummins 220hp, Stock #60533 Rear Spring Suspension, Luggage, Hydraulic Brake</td>
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<td>$75,482.00</td>
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<tr>
<td>72 Passenger, Blue Bird Vision BBCV, Ford V-10 LP, Stock #30777 Air Brake; Baseboard Heat; Air Brake</td>
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<td>$90,982.00</td>
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<td>72 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-72P (1) Air Brakes, Cummins ISB 240HP Engine</td>
<td>72</td>
<td>$80,163.00</td>
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<td>72 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-72P (1) Air Brakes, Cummins ISB 240HP Engine</td>
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<td>$81,254.00</td>
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<tr>
<td>72 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AD-72P (1) Air Disc Brakes, Cummins ISB 240HP Engine</td>
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<td>$82,914.00</td>
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<tr>
<td>72 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #HYD-72P (1) Hydraulic Brakes, Cummins ISB 240HP</td>
<td>72</td>
<td>$79,905.00</td>
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<td></td>
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<tr>
<td>Select Item</td>
<td>Engine</td>
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<td></td>
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<tr>
<td>78 Passenger, Blue Bird Vision BBCV, Cummins 220hp, Stock #BB-2466</td>
<td>$84,882.00</td>
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<tr>
<td>78 Passenger, Blue Bird Vision BBCV, Cummins 220hp, Stock #BB-2468</td>
<td>$84,882.00</td>
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<tr>
<td>78 Passenger, Blue Bird Vision BBCV, Cummins 210hp, Stock #BB-2480</td>
<td>$84,882.00</td>
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<tr>
<td>78 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-78P (1) Air Brakes, Cummins ISB 240HP Engine</td>
<td>$81,915.00</td>
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<tr>
<td>78 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-78P (2) Air Brakes, Cummins ISB 240HP Engine</td>
<td>$83,693.00</td>
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<tr>
<td>78 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-78P (3) Air Brakes, Cummins ISB 240HP Engine</td>
<td>$83,179.00</td>
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<td>78 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #HYD-78P (1) Hydraulic Brakes, Cummins ISB 240HP Engine</td>
<td>$81,463.00</td>
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<tr>
<td>91 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-81P (1) Air Brakes, Cummins ISB 240HP Engine</td>
<td>$81,946.00</td>
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<td></td>
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<tr>
<td>91 Passenger, Thomas Safe-T-Liner C2, Cummins ISB-240HP, Stock #AB-81P (2) Air Brakes, Cummins ISB 240HP Engine</td>
<td>$83,303.00</td>
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<tr>
<td>78 Passenger, Blue Bird Vision BBCV, Cummins 210hp, Stock #BB-2481</td>
<td>$105,319.00</td>
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<tr>
<td>78 Passenger, Thomas Safe-T-Liner HDX, Cummins ISB-240HP, Stock #ABRE-78P (1) Air Brakes, Cummins ISB 240HP Engine</td>
<td>$105,092.00</td>
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<tr>
<td>78 Passenger, Thomas Safe-T-Liner HDX, Cummins ISB-280HP, Stock #ABRE-78P (Pre-Owmed) Pre-Owmed School Bus, Air Brakes, Cummins ISB 280HP Engine</td>
<td>$99,950.00</td>
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<tr>
<td>84 Passenger, Thomas Safe-T-Liner HDX, Cummins ISB-280HP, Stock #ABRE-84P (1) Air Brakes, Cummins ISB 280HP Engine</td>
<td>$109,718.00</td>
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</tr>
</tbody>
</table>

Add Dealer Option Line

Save Bus Build For Later  Save and continue to add to Requisition »
To: Kirby Stahly  
From: Mel Falkner  
Date: 6/06/2014  
Re: Bus purchase Recommendation  

Mr. Kirby Stahly,  

My recommendation for this bus purchase cycle is that we purchase 2 Special Needs Lift Buses, 3 (78) Passenger buses and 1 (81) Passenger bus from Kerlin Bus Sales.  

They have these units listed as stock units and are the lowest bidder.  

I have compared both on line Bid Sites; CIESC and IAESC. IAESC had the lowest prices for the stock units the fit our needs.  

As of this time I am still requesting that we not purchase buses from Midwest transit due to continuing reliability issues and part supplies are still very hard to find for repairs.  

The final tallies for Kerlin Bus Sales and MacAllisters are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>MacAllisters</th>
<th>Kerlin</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) 48 Pass Lift Buses</td>
<td>$215,510.00</td>
<td>$221,122.00</td>
</tr>
<tr>
<td>(4) 78 Pass Buses</td>
<td>$400,332.00</td>
<td>$404,708.00</td>
</tr>
<tr>
<td>Total Price</td>
<td>$615,842.00</td>
<td>$625,830.00</td>
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<tr>
<td>Trade in totals</td>
<td>$25,500.00</td>
<td>$16,800.00</td>
</tr>
<tr>
<td>Total Price for Buses</td>
<td>$590,342.00</td>
<td>$609,030.00</td>
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</table>
2015 BUDGET SCHEDULE

Background:
A schedule has been developed for the Board of School Trustees to consider for the development and approval of the 2015 Budget. The schedule lists the primary dates for budget review and approval.

Recommendation:
That the Board of School Trustees authorizes East Allen County Schools to utilize the 2015 Budget Schedule for when budget reviews and approval occurs.

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: 2015 Budget Schedule
Legal: IC 6-1.1-17

Kenneth H. Folks
Superintendent of Schools
East Allen County Schools  
2015 Budget Schedule

April 28, 2014  
CPF Budget Request Forms sent to Building Principals

May 9, 2014  
Completed CPF Request Forms due to the Business Office

May 13 – June 16, 2014  
Director of Maintenance and Asst. Supt of Admin Svcs visit each building to review CPF Requests and address any other concerns

June 25, 2014  
Department of Education School Budget Workshop for 2015

July 8, 2014  
Internal Review of CPF Plan and Bus Replacement Plan

**July 15, 2014**  
**School Board Budget Information to review Capital Projects Plan and School Bus Replacement Plan**

August 4, 2014  
Review of 2015 Budget by the Superintendent

August 19, 2014  
**School Board Budget Work Session to review all Budget Funds (i.e. General, Debt Service, Pension Debt, Capital Projects, Transportation, Bus Replacement, Art Institute and Budget Summaries).** Permission will also be sought at this Meeting to advertise the 2015 Budget on August 29th and September 5th.

August ??, 2014  
Department of Local Government Finance Budget Workshop for Allen County

August 29, 2014  
Advertise Form No. 3 and Bus Replacement Plan. Date of 1st publication of the 2015 Budget. Form No. 3 includes: top-level summary of the seven funds; comparison of taxes collected and to be collected; estimate of funds to be raised; and capital projects 3-year plan. (The last date for the first publication is 10 days before the date fixed for the public hearing.)

September 1, 2014  
Last day to submit proposed budget, tax levy, and tax rate to Allen County Auditor for non-binding review.

September 5, 2014  
Advertise Form No. 3 and Bus Replacement Plan. Date of 2nd publication of the 2015 Budget.

September 16, 2014  
**Public Hearing on the 2015 Budget.** A review of the 2015 Budget that has been provided to the Board and available for members of the public. (This date can be no later than 10 days prior to the adopting date and must be at least ten days after the first publication.)
School Board Adoption of the 2015 Budget and Adoption of the Capital Projects Plan and Bus Replacement Plan. This adoption includes all of the funds that require Board approval.

Submit East Allen’s Annual Budget (all of the state forms), Capital Projects Fund, and Bus Replacement Plan via Gateway to the Department of Local Government Finance and Allen County Auditor’s Office. Request Certificate of No Objection Petitions to CPF from County Auditor.

Advertise CPF Adoption (Do within two weeks of budget adoption).

Department of Local Government Finance Allen County Budget Hearing

Department of Local Government Finance Certification of 2015 Budget

Important State Calendar Dates (per current Indiana Code):
- Last date to submit proposed budgets, rates, and levies to County Fiscal Body for non-binding review: September 1st [IC 6-1.1-17-3.5] September 13th [IC 6-1.1-17-3] September 20th [IC 6-1.1-17-3] October 22nd [IC 6-1.1-17-5]
- Last date for first publication:
- Last date for second publication:
- Last date for Public Hearing:
- Last date to adopt CPF Plan & Bus Replacement Plan: November 1st [IC 20-46-6-8.1 & IC 20-46-5-6.1]
- Last date for adoption of Budgets: November 1st [IC 6-1.1-17-5(a)]
ACTION AGENDA

June 24, 2014 Board Agenda Item 5.5

GENERAL OBLIGATION [GO] BOND PROJECT - CEDARVILLE EXTERIOR DOORS FOR KINDERGARTEN CLASSROOMS

Background:
The Board of School Trustees had previously approved EACS to proceed with the first group of projects which consisted of: 1. Roofing Projects (New Haven Intermediate, Cedarville Elementary and Service Center); 2. Boiler Project (Leo Jr./Sr. High); 3. Elevators (New Haven High and New Haven Middle); 4. Fire Alarm (New Haven Middle); 5. Asphalt (Leo Jr./Sr. High); 6. Window Replacement (Southwick Elementary); 7. Exterior Lighting (Southwick Elementary); and 8. Camera System Upgrade (New Haven High and Leo Jr./Sr. High). Administration is requesting that EACS proceed with the replacement of Kindergarten Exterior Doors (Qty 4) at Cedarville Elementary School at a cost of less than $12,000.

Recommendation:
That the Board of School Trustees authorizes administration to proceed with the replacement of the Kindergarten Exterior Doors (Qty 4) at Cedarville Elementary School.

Kenneth H. Folks
Superintendent of Schools

Prepared: Doug Roemer
Approved: Kirby Stahly
Budget: 
Legal: IC 6-1.1-20
RESOLUTION - HERITAGE ELEMENTARY SCHOOL IS NO LONGER NEEDED FOR SCHOOL PURPOSES

Background:
The Heritage K-12 Campus Plan includes the closure of Heritage Elementary School and the Plan for the district does not have an educational need for Heritage Elementary School. This resolution is for the School Board to make its initial formal determination that the Heritage Elementary School is no longer needed for school purposes and the district can proceed with the legal process to dispose of the property.

Recommendation:
That the Board of School Trustees approves the attached Resolution that East Allen County Schools no longer needs Heritage Elementary School for school purposes.

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: 
Legal: I.C. 20-26-7-1 & 36-1-11

Kenneth H. Folks
Superintendent of Schools
RESOLUTION

INITIAL DETERMINATION THAT HERITAGE ELEMENTARY SCHOOL & PROPERTY IS NO LONGER NEEDED FOR SCHOOL PURPOSES

WHEREAS, East Allen County Schools owns the Heritage Elementary School including approximately thirteen (13) acres of land in Madison Township in Allen County Indiana; and

WHEREAS, Indiana Code [IC 20-26-7-1] authorizes the governing body of a school corporation to sell or exchange property no longer needed for school purposes in accordance with provisions of IC 20-26-7-1 and 36-1-11 after two years or if a waiver is granted; and

WHEREAS, East Allen County Schools closed Heritage Elementary School at the completion of the 2013-2014 school year in accordance with the implementation of the K-12 Campus at Heritage.

NOW THEREFORE IT IS RESOLVED AND AGREED by the Board of School Trustees for East Allen County School Corporation that this property is no longer needed for school purposes and to proceed with the legal process to sell or exchange the property.

EAST ALLEN COUNTY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES

By __________________________ President
(Neil S. Reynolds)

By __________________________ Vice-President
(Christopher T. Baker)

By __________________________ Member
(Terry Jo Lightfoot)

By __________________________ Member
(William D. Hartman)

By __________________________ Secretary
(Stephen L. Terry)

By __________________________ Member
(Robert L. Nelson)

By __________________________ Member
(Arden L. Hoffman)

Adopted this ___ day of ____________ 2014
RESOLUTION - WOODLAN PRIMARY SCHOOL IS NO LONGER NEEDED FOR SCHOOL PURPOSES

Background:
The Woodlan K-12 Campus Plan includes the closure of Woodlan Primary School and the Plan for the district does not have an educational need for Woodlan Primary School. This resolution is for the School Board to make its initial formal determination that the Woodlan Primary School is no longer needed for school purposes and the district can proceed with the legal process to dispose of the property.

Recommendation:
That the Board of School Trustees approves the attached Resolution that East Allen County Schools no longer needs Woodlan Primary School for school purposes.

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: 
Legal: I.C. 20-26-7-1 & 36-1-11
RESOLUTION

INITIAL DETERMINATION THAT WOODLAN PRIMARY SCHOOL & PROPERTY IS NO LONGER NEEDED FOR SCHOOL PURPOSES

WHEREAS, East Allen County Schools owns the Woodlan Primary School including approximately thirteen (13) acres of land in Maumee Township in Allen County Indiana; and

WHEREAS, Indiana Code [IC 20-26-7-1] authorizes the governing body of a school corporation to sell or exchange property no longer needed for school purposes in accordance with provisions of IC 20-26-7-1 and 36-1-11 after two years or if a waiver is granted; and

WHEREAS, East Allen County Schools closed Woodlan Primary School at the completion of the 2013-2014 school year in accordance with the implementation of the K-12 Campus at Woodlan.

NOW THEREFORE IT IS RESOLVED AND AGREED by the Board of School Trustees for East Allen County School Corporation that this property is no longer needed for school purposes and to proceed with the legal process to sell or exchange the property.

EAST ALLEN COUNTY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES

By ___________________________ President
(Neil S. Reynolds)

By ___________________________ Vice-President
(Christopher T. Baker)

By ___________________________ Member
(Terry Jo Lightfoot)

By ___________________________ Member
(William D. Hartman)

By ___________________________ Secretary
(Stephen L. Terry)

By ___________________________ Member
(Robert L. Nelson)

By ___________________________ Member
(Arden L. Hoffman)

Adopted this ___ day of ________________ 2014
ACTION AGENDA

July 15, 2014

Board Agenda Item 5.8

---

CONTRACT WITH STAR AUTISM SUPPORT FOR
STAR/LINKS CURRICULUM TRAINING

**Background:**

EACS Special Services Department contracted with STAR Autism Support to train our first cohort of teachers in 2013-14 as Phase One of a three year plan to improve our instruction of students with Autism Spectrum Disorder and become the first district established as a training site in northern Indiana. STAR is a research-based curriculum (preK - 12) that follows a train-the-trainer model with 2 days initial pull-out training for 2014-15 and follow-up coaching within each teacher's classroom for guided practice. Once trained and certified in this curriculum, EACS classrooms will be established as training sites for training additional staff.

**Recommendation:**

That the EACS Board of School Trustees approve the contract with STAR Autism Support for curriculum training, as presented, to be paid from the 2013 IDEOE Dept. of Special Education Technical Assistance Grant.

---

Kenneth H. Folks
Superintendent of Schools

Prepared: Connie Brown
Approved: Dr. Kenneth Folks
Budget:
Legal:
AGREEMENT

This Agreement is entered into this 1st day of July, 2014, by and between the East Allen County Schools and

Name: STAR Autism Support
Address: 6663 SW Beaverton Hillsdale Hwy #119, Portland, OR, 97225
Social Security Number:

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

1. STAR Autism Support will perform certain services for and on behalf of the East Allen County Schools. These services are described as 2 days of on-site training for identified teachers and will be performed on the following dates: Training dates: 8/5/14 and 8/6/14

2. In return for the services described above, the East Allen County Schools agrees to pay the person performing the services as follows:

   Trainer Cost: $1,100 Travel Cost: $2,300

   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: 529 - 12900 - 319 - 001

EACS Employee Administering This Agreement: Connie J Brown

PERSON OR FIRM PROVIDING SERVICES

Date of Signature

Signature

Title

EACS PI-15 E
5/06 (R)
CONTRACTS WITH ANTHONY ENGLAND AND GEORGE VAN HORN FOR POSITIVE BEHAVIOR INTERVENTION STRATEGIES (PBIS) TRAINING

Background:

I-DOE requires school districts that have been cited for Significant Disproportionality to expend 15% of Part B grant dollars to provide professional development to address the issue. EACS has trained ALL schools in PBIS Universal. The next step is to provide training to support the implementation of Targeted behavior interventions within the PBIS framework. Mr. England and Mr. Van Horn are qualified PBIS trainers. Their services will ensure that 10 EACS schools will be trained to implement Targeted behavior interventions within the PBIS framework by the end of the 2014-15 school year.

Recommendation:

That the EACS Board of School Trustees approves the contracts with Anthony England and George Van Horn for PBIS Tier 2/Tier 3 training, as presented, to be paid from a portion of the 2012 Part B grant.

Kenneth H. Folks
Superintendent of Schools

Prepared: Connie Brown
Approved: Dr. Kenneth Folks
Budget:
Legal:
This Agreement is entered into this 29th day of August, 2019, by and between the East Allen County Schools and

Tony England
763 E 200 N, Warsaw, IN 46582

In consideration of the mutual covenants contained herein, the parties agree as follows:
1. Tony England will perform certain services for and on behalf of the East Allen County Schools. These services are described as 6 days of PP13 Universal training for Cohort 3 (K-8 EACS schools) at $1,100 per day (travel expenses included), and will be performed on the following dates: to be determined. Services to be performed at the following location:

2. In return for the services described above, East Allen County Schools agrees to pay the person performing the services as follows: $6,600 (see description above). This rate is not subject to any other contract between two parties and the rate/amount includes all expenses and materials to perform the specified services.

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 that 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 performing at times other than during their regularly scheduled working hours.

6. Persons performing services to this Agreement will submit all claim forms and other documents a 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: 527 21110 312 012

EACS Employee Administering This Agreement: Connie J. Brown

PERSON OR FIRM PROVIDING SERVICES
Date of Signature

Signature
Title

EACS FI-15 E
4/11 ©
EAST ALLEN COUNTY SCHOOLS  
1240 State Rd. 930 East, New Haven, Indiana 46774

AGREEMENT

This Agreement is entered into this 1st day of July, 2014, by and between the East Allen County Schools and

George Van Horn  
Name  
2525 Sycamore Street, Columbus, IN, 47201  
Address  
Social Security Number

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

1. George Van Horn will perform certain services for and on behalf of the East Allen County Schools. These services are described as 3 days of PBIS Tier 2/3 training for Cohorts 1 & 2 (10 EACS schools) at $1,100 per day (travel expenses included) and will be performed on the following dates: TBD August thru September 2014

2. In return for the services described above, the East Allen County Schools agrees to pay the person performing the services as follows: $3,300.00 (see description above). 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

PERSON OR FIRM PROVIDING SERVICES

Date of Signature

Signature

Title

Account Number: 527 - 21110 - 312 - 012

EACS Employee Administering This Agreement: Connie J Brown

EACS Fi-15 E
5/06 (R)
ACTION AGENDA

July 15, 2014

Board Agenda Item 5.10

__________________________________________

CONTRACT WITH SPEECH TREE CORPORATION: IEP THERAPY TO PROVIDE SPEECH THERAPY

Background:

East Allen County Schools has need of a fully certified speech therapist to provide special education services in the form of speech and language therapy during the medical leave of an employee, anticipated to end September 23, 2014. East Allen County Schools has been unable to secure a fully certified candidate to fulfill this need due to the shortage in the number of candidates available. After surveying several agencies, Speech Tree Corporation: IEP Therapy is the agency of choice as one of the only contracting agencies in Indiana and the agency with the most reasonable rates.

Recommendation:

That the Board of School Trustees approves the contract with IEP Therapy to provide speech therapy services for the duration of the medical leave of our employee.

__________________________________________

Kenneth H. Folks
Superintendent of Schools

<table>
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<tr>
<th>Prepared:</th>
<th>Connie Brown</th>
</tr>
</thead>
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<tr>
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<td>Legal:</td>
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</table>
EAST ALLEN COUNTY SCHOOLS
1240 State Rd. 930 East, New Haven, Indiana 46774

AGREEMENT

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

Speech Tree Corp: IEP Therapy, P.O. Box 4089, Carmel, IN 46082

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

1. IEP Therapy ___________________________ will perform certain services for and on behalf of the East Allen County Schools. These services are described as __________ and will be performed on the following dates: __________

2. In return for the services described above, the East Allen County Schools agrees to pay the person performing the services as follows: $67.50/hour __________ 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: 010 - 12510 - 314 - 012

PERSON OR FIRM PROVIDING SERVICES

Date of Signature ______________________________

Signature ______________________________

Title ______________________________

EACS Employee Administering This Agreement: ________________

EACS Fi-15 E
5/06 (R)
ACTION AGENDA

July 15, 2014

Board Agenda Item 5.11

PURCHASE OF NEW COMPUTERS FOR STAFF IN GRADE 7-12 BUILDINGS

Background:

EACS's Technology Department requests the purchase of 574 new computers to replace six-year-old staff desktop computers in all grade 7-12 buildings, including the Administration Building, the Service Center, Leo Junior/Senior High School, New Haven High School, Heritage Junior/Senior High School, Woodlan Junior Senior High School, East Allen University, Paul Harding Junior High School, New Haven Middle School, Park Hill Center, and East Allen Alternative School. The EACS technology department recommends purchasing computers from Hewlett-Packard (HP), with the staff computers being $626 apiece and the CAD computers being $1,033 apiece. The total cost of this purchase is $482,076. This will be a phased-in purchase where $300,000 in funding is available, and the additional $182,076 in funds will be available from eRate by August or September of this year. The HP computers come with a 5-year warranty and meet state QPA pricing. Additionally, HP is an Indiana Preferred Vendor, and will reimburse EACS for technician repairs to the computer while under warranty. Please see attached quotes and presentation comparing quotes for staff computers in grade 7-12 schools.

Recommendation:

That the East Allen County Schools Board of School Trustees approves the purchase of new staff computers in all grade 7-12 buildings.

Kenneth H. Folks
Superintendent of Schools

Prepared: Keith Madsen

Approved: Marilyn Hissong

Budget: eRate funds

Legal:
### Comparison of quotes for staff computers in grades 7-12

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<th>Apple</th>
<th>DakTech</th>
<th>Dell</th>
<th>HP</th>
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<tr>
<td>Cost per staff computer (574)</td>
<td>$1,022</td>
<td>$718</td>
<td>$905</td>
<td>$626</td>
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<tr>
<td></td>
<td>(with accessory)</td>
<td></td>
<td></td>
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<tr>
<td>Cost per CAD computer (128)</td>
<td>$1,226</td>
<td>$998</td>
<td>$1083</td>
<td>$1,033</td>
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<tr>
<td></td>
<td>(all software not compatible)</td>
<td></td>
<td></td>
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<tr>
<td>Total cost for all grade 7-12 staff (574)</td>
<td>$586,628</td>
<td>$412,132</td>
<td>$518,896</td>
<td>$359,324</td>
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<td>Total cost for all CAD machines (128)</td>
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<td>$127,744</td>
<td>$230,784</td>
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<tr>
<td></td>
<td>(all software not compatible)</td>
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<tr>
<td>Total cost for all machines</td>
<td>$743,556</td>
<td>$539,876</td>
<td>$749,680</td>
<td>$482,076</td>
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<td>Warranty length</td>
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<td>7 years</td>
<td>5 years</td>
<td>5 years</td>
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<td>Estimated time to replace hard drive</td>
<td>2 weeks based upon shipping time</td>
<td>30 minutes</td>
<td>25 minutes</td>
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<td>State QPA (Quality Purchase Agreement) Pricing</td>
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<td>No</td>
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<td>State of Indiana Preferred Vendor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Repair Reimbursement for techs</td>
<td>Yes</td>
<td>No</td>
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Apple Inc. Education Price Quote

Customer: Keith Madsen
EAST ALLEN COUNTY SCHOOLS
Phone: 2604460100 x 3125
e-mail: kmadsen@eacs.k12.in.us

Apple Inc:
Tracy Ingersoll
1 Infinite Loop
MS: 111-HOM
Cupertino, CA 95014
Phone: 317-6887325
Fax:
e-mail: tingersoll@apple.com

Apple Quote: 2201547942
Quote Date: 29-May-2014
Quote Valid Until: 28-Jun-2014

Quote Comments:

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<td>MacBook Air 5-pack (13.3&quot;/1.4GHz i5/4GB/128GB flash storage/Intel HD Graphics 5000)</td>
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Edc List Price Total  255,475.00

- eWaste Fee / Recycling Fee  0.00

- -

Extended Total Price*  255,475.00

*In most cases Extended discounted Total price does not include Sales Tax
*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2201547942. Please contact your institution’s Authorized Purchaser to submit the above quote online at https://ecommerce.apple.com. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - If you are the Authorized Purchaser and need to register for access to the Apple Education Online Store, go to http://myaccess.apple.com. For registration assistance, call 1.800.800.2775, option 4, option 1.
- If you are unable to submit your order online, please send a copy of this quote with your Purchase Order via email to institutionorders@apple.com.
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. (“APPLE”) AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT austincontracts@apple.com.

B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION’S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
- APPLE INC. AS THE VENDOR
- BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
- PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
- PURCHASE ORDER NUMBER
- VALID SIGNATURE OF AN AUTHORIZED PURCHASER
- APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
- TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
- CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL

D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 28-Jun-2014 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.

- APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

E. THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.

F. UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.
East Allen County Schools i7 D81 CAD Workstation Quote # 140522.JS

Intel Core i7-4770 3.4Ghz w/8M cache® H81 Express Chipset-DDR3-1600 MHz memory
Integrated Intel HD Graphics-SATA Hard Drive or SSD-DVDRW Super Multi Drive
10/100/1000 Ethernet-7 Year Parts and Labor Warranty-Free Lifetime Tech Support

System Type: DakTech Discovery 61 Desktop
System Board: Asus H81 Chipset Socket H2 LGA-1155w/ethernet sound & video
Case: Black Convertible Micro ATX w/300 Watt PS Front USBs
Processors: Intel Core i7-4770 3.4Ghz w/8M cache
Memory: 16GB DDR3 DIMM 1600 Mhz (2-8GB)
Hard Drive: 500GB Seagate Serial ATA ** Free Imaging upon Request **
Controller: Onboard SATA controller
Video Cards: 2GB GeForce GT 620 Video Adapter ***DVI,VGA, HDMI connections**
Optical Drive Bay 1: DVDRW 24x Super Multi drive internal SATA
Sound Card: Integrated Intel High Definition Audio
Keyboard: Logitech 104 USB Black Keyboard & Mouse Combo
Operating System: Microsoft Windows 8 Professional 64 Bit (Load Windows 7 Professional 64 Bit)
Monitor (3 Year Warranty) 20 ASUS Wide Screen LED VE208T 1600x900 w/Speakers DVI/VGA
Network Cards: Integrated Intel 10/100/1000 Ethernet
Software: None
Warranty: 7 Year Parts & Labor Workstation Warranty Free Lifetime Tech Support

Configured price @ $998.00 each with free shipping.

Price includes:
Parts Closet ** qty 2 of the following: Memory, DVDRW, Power supply, Hard Drive**
Qty 1 Spare Hot Swap Computer ***

Barry Hegg
DakTech, Inc.
Regional Marketing Manager
888-761-8534 Fax 701-282-9690
bhegg@daktech.com
www.daktech.com

DakTech Computers Proudly assembled and supported in the USA
East Allen County Schools D81 Teacher Workstation Quote # 140522 JS

Intel Core i5-4570 3.2Ghz w/6M cache® H81 Express Chipset-DDR3-1600 MHz memory
Integrated Intel HD Graphics-SATA Hard Drive or SSD-DVDRW Super Multi Drive
10/100/1000 Ethernet-7 Year Parts and Labor Warranty-Free Lifetime Tech Support

System Type: DakTech Discovery 61 Desktop
System Board: Asus H81 Chipset Socket H2 LGA-1155w/ethernet sound & video
Case: Black Convertible Micro ATX w/300 Watt PS Front USBs
Processors: Intel Core i5-4570 3.2Ghz w/6M cache
Memory: 8GB DDR3 DIMM 1600 Mhz (2-4GB)
Hard Drive: 500GB Seagate Serial ATA ** Free Imaging upon Request **
Controller: Onboard SATA controller
Video Cards: Integrated Intel HD Graphics *** ***DVI, VGA, connections** Supports dual LCD
Optical Drive Bay 1: DVDRW 24x Super Multi drive internal SATA
Sound Card: Integrated Intel High Definition Audio
Keyboard: Logitech 104 USB Black Keyboard & Mouse Combo
Operating System: Microsoft Windows 8 Professional 64 Bit (Load Windows 7 Professional 64 Bit)
Monitor (3 Year Warranty) 20 ASUS Wide Screen LED VE208T 1600x900 w/Speakers DVI/VGANetwork Cards: Integrated Intel 10/100/1000 Ethernet
Software: None
Warranty: 7 Year Parts & Labor Workstation Warranty Free Lifetime Tech Support

Configured price @ $718.00 each with free shipping.

Price includes:
Parts Closet ** qty 2 of the following: Memory, DVDRW, Power supply, Hard Drive**
Qty 2 Spare Hot Swap Computers ***

Barry Hegg
DakTech, Inc.
Regional Marketing Manager
888-761-8534 Fax 701-282-9690
bhegg@daktech.com
www.daktech.com

DakTech Computers Proudly assembled and supported in the USA
**E-Quote Information**

E-Quote number: 1009775798119  
E-Quote name: 9010 PLTW no Mon 5yr War  
Description: 9010 PLTW no Mon 5yr War  
Customer Name: East Allen County Schools

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<td>9010 PLTW no Mon 5yr War</td>
<td>9010 PLTW no Mon 5yr War</td>
<td>Ken Sorg</td>
<td>(260) 446-0266</td>
<td>Keith Madsen</td>
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<tbody>
<tr>
<td>Tuesday, March 18, 2014</td>
<td></td>
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Premier Page Name: East Allen County Schools

Ship to Address: Bill to Address:

Description

OptiPlex 9020 Mini Tower “Build Your Own”

Date & Time: December 18, 2013 10:09 AM CST

**SYSTEM COMPONENTS**

OptiPlex 9020 Mini Tower “Build Your Own”  Qty  1

OptiPlex 9020 Minitower, Windows 7 Home Premium, 64-bit, English  Unit Price $1,082.97

Catalog Number: 26 CUBTO9020MTP

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<tr>
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<td>OptiPlex 9020 Minitower</td>
<td>9MTC</td>
<td>[210-AATM]</td>
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<p>| Operating System              | Windows 7 Home Premium, 64-bit, English         | 7HPN61E       | [421-5549] | 11   |</p>
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<td>500SG7</td>
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<td>USBOP</td>
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<tr>
<td>Documentation</td>
<td>No Quick Reference Guide</td>
<td>NOTSH</td>
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<td>Productivity Software</td>
<td>Microsoft® Office Trial</td>
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<tr>
<td>Hardware Support Services</td>
<td>5 Year Basic Hardware Service with 5 Year NBD Limited Onsite Service After Remote Diagnosis</td>
<td>U5OS</td>
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<td>Low Power Mode</td>
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<td>Cables - Multi select</td>
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<td>Canada Ship Options</td>
<td>US No Canada Ship Charge</td>
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View/Print Cart

East Allen County Schools

E-quote Number: 1017477367877
E-quote Name: TEACHER
Phone Number: (260) 446-0100 - 3136

Saved By: Jon M Stauffer
Phone Number: jstauffer@eacs.k12.in.us
Saved On: Tuesday, May 20, 2014
Saved On: Tuesday, May 20, 2014
Expires On: Monday, August 18, 2014
Expires On: Monday, August 18, 2014

Notes/Comments:

Additional Comments:

Premier Page Name: East Allen County Schools

Description

OptiPlex 7010 Small Form Factor – Preconfigured with Standard Lead Time

Date & Time: May 20, 2014 8:25 PM CST

SYSTEM COMPONENTS

OptiPlex 7010 Small Form Factor – Preconfigured with Standard Lead Time

Qty 1

OptiPlex 7010 Small Form Factor BTX Base, Windows 7 Professional English/French 64bit (Includes Windows 8.1 Pro License and Media)

Unit Price $904.47

Catalog Number: 26 CAO7010SFFW7P0087P

Module

OptiPlex 7010 SFF

Description

OptiPlex 7010 Small Form Factor BTX Base

Operating System (s)

Windows 7 Professional English/French 64bit (Includes Windows 8.1 Pro License and Media)

memory

8GB, NON-ECC, 1600MHZ DDR3,2DIMM

Keyboard

Dell KB212-B USB 104 Quiet Key Keyboard, English

Dell monitor

No Monitor Selected

Video Card

Intel Integrated Graphics

Driver

NO-WIRELESS

Boot Hard Drives

500GB 3.5 6.0Gb/s SATA with 16MB DataBurst Cache™

Mouse

Dell MS111 USB Optical Mouse

Network Card

No Bcom required

Removable Media Storage Device

8X Slimline DVD+/±RW
### Removable Media Storage Device
- 8X Slimline DVD+/-RW

### Speakers
- Internal Dell Business Audio Speaker

### Wireless
- NO-WIRELESS

### Power Cord
- System Power Cord (English)

### Documentation/Disks
- Safety/Environment and Regulatory Guide (English/French/Multi-language)

### Hardware Support Services
- 5 Year Basic Hardware Service with 5 Year NBD Limited Onsite Service After Remote Diagnosis

### Security Hardware
- No Bios Required

### Systems Management
- Intel® Standard Manageability

### Diagnostic CD / Diskette
- Resource DVD - contains Diagnostics and Drivers for Windows 7/8 systems

### PalmRest
- No PalmRest

### Setup and Features Information
- No Tech Sheet

### Mouse Pad
- No Mouse Pad

### Removable CD/DVD Drives
- No Optical Drive

### Canada Ship Options
- US No Canada Ship Charge

### Chassis Options
- OptiPlex 7010 SFF w/ Standard Power Supply

### E-Star
- No ESTAR Settings

### Processor
- Intel® Core™ i5-3470 Processor (Quad Core, 6MB Cache, 3.20GHz w/HD2500 Graphics)

### Encryption Software
- No DDPE Encryption Software

### Chassis intrusion switch
- Chassis intrusion switch option

### UPC Labels
- No UPC Label

### Thermals
- Heat Sink, Performance/Mainstream, Small Form Factor

### Packaging
- Shipping Material for System, Small Form Factor

### Multi Select Monitors
- Dell 20 Monitor - E2014H

### FGA Module
- LANSFF142H_008/NA/BTO

### DVI to VGA Adapter
- DP to DVI-SL Dongle

### Optical Software
- PowerDVD Software not included

### Additional Hard Drive
- No Additional Hard Drive

### Regulatory Label
- Regulatory Label

### CompuTrace Offerings + Stoptrack Label
- No CompuTrace Offering

### Processor Branding
- Intel Core i5 Desktop Sticker

### Productivity Software
- Microsoft® Office Trial

### Non-Microsoft Application
- Additional Software for Downgrade for Windows 7

### Software
Protect your new PC  
No Security Software

IEEE 1394  
NO ADD-IN CONTROLLER CARD, PCI

Operating System Media  
Windows 8.1 English OS Recovery - DVD

Dell Backup & Recovery  
Dell Backup and Recovery Basic (BC)

Speakers  
No External Speaker

TOTAL: $904.47

Total Price

Sub-total $904.47

Shipping & Handling $0.00

Tax --

Total Price

In the event that you are subject to a tax holiday, you will not be charged tax.

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Site Terms | Terms of Sale | Privacy | Feedback

snCM53
Dear Jonathan Stauffer,

Thank you for your recent interest in Hewlett-Packard Public Sector Sales. Award-winning Hewlett-Packard products are designed to deliver high-performance technology, powerful networking and legendary Hewlett-Packard quality - all at a value that your budget demands. From handheld PCs to Servers, Hewlett-Packard provides a single resource for complete solutions that meet all your computing needs. You can rely on Hewlett-Packard for the performance, uptime, and efficiency you need to keep your agency running smoothly and hassle-free. Every Hewlett-Packard product is designed and tested to provide industry-standard compatibility and investment protection. And, with special maintenance services, easy ordering and flexible financing, Hewlett-Packard makes buying the right solution for your organization easier and more convenient than ever.

Attached is the price quotation you requested. When submitting a purchase order directly to Hewlett-Packard, please be certain to include the requested information on the Ordering Information page attached to this quotation. Including the necessary information will ensure the accurate and timely processing of your order through Hewlett-Packard Public Sector. You may click here to view this quote and place an order online or fax in your purchase order at 800-825-2329.

- Please reference this contract: HP Standard Single Order terms and conditions.

- Unless the customer has another valid agreement with HP, this quotation is governed by HP’s Standard Single Order Terms and Conditions. A copy of these terms can be found on-line or can be requested from your Customer Service or Sales Representatives. All orders must reference this HP quotation for acceptance. No other terms or conditions shall apply.

- Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

If you should have questions regarding this quotation or need any other assistance, please contact your Public Sector sales representative.

Sincerely,

Steven Brickley

Inside Sales Representative

(800) 277-8988
Ordering Information

It's never been easier to place your direct orders with Hewlett-Packard. Now you can have fast, accurate service with special options designed to personalize, process and expedite your shipments with higher levels of accuracy. Ordering Hewlett-Packard products is as simple as picking up the phone, using the fax machine, or logging onto the Hewlett-Packard Public Sector website at http://welcome.hp.com/country/us/eng/solutions/pub_sector.html

Online ordering

With the Hewlett-Packard Online Store, you can create quotes with real-time pricing; place an order using a credit card or purchase order, keep up-to-date on the latest product promotions and pricing available on your contract, inquire about order status and view product/price information - all from your desktop PC. Click here to view this quote and place an order online.

Faxing Option

Faxing your order is convenient, too. Simply fill out your request on the customer purchase order and send to 1-800-825-2329. Your order will be promptly handled, and you can call a Customer Service Representative to confirm your order.

Personalized Telesales

To provide more personal service to you, our telephone sales and order administration representatives are assigned by territory. This means you can reach a dedicated government, education, or medical sales team every time you call - giving you added value by letting you grow personal relationships with representatives who know your product as well as your special terms and delivery requirements.

To request a quote, check product availability, and other related questions, call your Telesales Representative.

Order Accuracy

To ensure the accurate and timely processing of your order, please verify that your purchase order includes the following information:

- Bill-to address,
- Ship-to address,
- Purchase order number,
- Part number, description, and price,
- Contract # and name
- Reseller of choice
- Contact name, phone number, and email address,
- Special delivery requirements
- Requested delivery date
- Signature of authorized purchaser
- Please note that Hewlett Packard must be listed as the vendor.
- Sample/Editable PDF Purchase Order forms are available at these links -

Tax-Exempt Certificate Requirements

All tax-exempt accounts should have a tax-exempt certificate on file with Hewlett-Packard to avoid having sales tax added to their invoice. This certificate needs to be provided only once. If you are ordering for the first time, please include with your order or account application.

Free Configuration Services (excludes non-configure to order IPG product)

When you purchase Hewlett-Packard products through Public Sector, you become eligible for configuration of Hewlett-Packard hardware options and upgrades at NO extra cost. To request this free service, clearly state on your purchase order which options and upgrades you would like installed and list each configuration separately. Once an order is placed, in-stock items require 2-4 business days for installation.

HP Credit

Hewlett-Packard’s financing programs can help your agency purchase or lease HP solutions. To inquire more about a customized financial solution proposal call your Telesales Representative.

Order Tracking and Status

All orders are entered within 24 hours of receipt and are scheduled to ship on a first in first out basis. Orders are shipped within seven days of receipt provided all items are in stock and all necessary information has been properly included on your purchase order. (Remember that ship complete orders can be delayed if a particular item is not currently in stock.) To inquire about the status of your order, you may either check your order status online or call your corresponding Customer Service Representative.

Returned Merchandise

A return material authorization number (RMA) is required for all returns to be processed. Returns may be requested within 30 days of shipment. Please call your Public Sector Customer Service Representative in order to have an RMA assigned. Please have a copy of the packing slip available when you call.

Customer Relationship and Sales For Public Sector Sales

Fax: 800-825-2329
K-12 Education: 800-888-3224
Higher Ed: 877-480-4433
State & Local: 888-202-4682
## PRICE QUOTATION

**Quote Number:** 9537954

**Quote Date:** May 22, 2014

**Revised Date:** May 22, 2014

**Expires:** June 21, 2014

**Provided by:** Steven Brickley

**Contract:** STANDARD TERMS EDUCATION CUSTOMER (STD TERMS EDUCATION CUST)

---

**Product availability and product discontinuation is subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order. HP PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO NOT SHARE.**

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<thead>
<tr>
<th>Item</th>
<th>Part No.</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended</th>
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<tbody>
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<td>C8T90AV</td>
<td>-Configurable- HP ProDesk 600 G1 Tower Desktop PC - C8T90AV&lt;br&gt;Product - HP ProDesk 600 G1 Tower Desktop PC&lt;br&gt;Operating systems - Public K-12 Only - Win 8.1 Pro&lt;br&gt;MSNA downgr to Win7 Pro64 OS - MSNA - Restricted, No EZC&lt;br&gt;ENERGY STAR® label - None&lt;br&gt;Chipset - Intel® Q85 Express Chipset</td>
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<td>$914.00</td>
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<td>C8T30AV</td>
<td>Memory - 16GB DDR3-1600 DIMM (2x8GB) RAM</td>
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<td>C8T57AV</td>
<td>Hard drives - 500GB 7200 RPM 3.5 HDD</td>
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<td>E0N05AV#ABA</td>
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<td>C8N39AV</td>
<td>Mouse - HP USB Mouse</td>
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<td>D3W13AV#ABA</td>
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<td>C8N62AV</td>
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<td>2.</td>
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<td>HP EliteDisplay E201 20-inch LED Backlit Monitor&lt;br&gt;C9V73AA#ABA&lt;br&gt;Monitors - HP EliteDisplay E201 20-inch LED Backlit Monitor&lt;br&gt;Contrast ratio - 1000:1 Contrast Ratio&lt;br&gt;Brightness (typical) - 250 nits&lt;br&gt;Tilt - Tilt: –5° to +30°&lt;br&gt;Height adjustability range - Yes, 150mm adjustment range</td>
<td>1</td>
<td>$119.00</td>
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</tbody>
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**Note:** For detailed warranty information, please link to “URL” for more information [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo).

Sales taxes added where applicable. Freight is FOB Destination.
Product availability and product discontinuation is subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order. HP PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO NOT SHARE.

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<tr>
<th>Item</th>
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<th>Qty.</th>
<th>Unit Price</th>
<th>Extended</th>
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</table>

| SUB TOTAL : | $1,048.00 |

TOTAL PRICE : $1,048.00

To ensure the accurate and timely processing of your order, please include quote # 9537954 on your Purchase Order.

GET MORE FOR YOUR MONEY

Make the most of your budget and protect against technology obsolescence. Lease these HP products with a purchase price of $1,048.00 for 36 months for as little as $32.54 per month. At the end of the lease, send the equipment back to HP Financial Services and upgrade to new technology or purchase the equipment at its fair market value.*

GET MORE WITH HP FINANCIAL SERVICES

For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

Note: For detailed warranty information, please link to “URL” for more information. www.hp.com/go/specificwarrantyinfo.
Sales taxes added where applicable. Freight is FOB Destination.
## PRICE QUOTATION

**Quote Number:** 9537954

<table>
<thead>
<tr>
<th>Item</th>
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<th>Description</th>
<th>Qty.</th>
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* The monthly payment amount is for a lease commencing on or before 6/21/2014 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a $50,000 minimum) are available from Hewlett-Packard Company.

Comments: Please reference BD# 90847633
May 22, 2014

EAST ALLEN COUNTY SCHOOLS
ACCOUNTS PAYABLE
1240 SR 930 EAST
NEW HAVEN IN 46774

RE : HP Public Sector Quote - 9537462-3

Dear Jonathan Stauffer,

Thank you for your recent interest in Hewlett-Packard Public Sector Sales. Award-winning Hewlett-Packard products are designed to deliver high-performance technology, powerful networking and legendary Hewlett-Packard quality - all at a value that your budget demands. From handheld PCs to Servers, Hewlett-Packard provides a single resource for complete solutions that meet all your computing needs. You can rely on Hewlett-Packard for the performance, uptime, and efficiency you need to keep your agency running smoothly and hassle-free. Every Hewlett-Packard product is designed and tested to provide industry-standard compatibility and investment protection. And, with special maintenance services, easy ordering and flexible financing, Hewlett-Packard makes buying the right solution for your organization easier and more convenient than ever.

Attached is the price quotation you requested. When submitting a purchase order directly to Hewlett-Packard, please be certain to include the requested information on the Ordering Information page attached to this quotation. Including the necessary information will ensure the accurate and timely processing of your order through Hewlett-Packard Public Sector.

You may [click here to view this quote and place an order online](#) or fax in your purchase order at 800-825-2329.

-Please reference this contract: IN - STATE OF INDIANA Contract (13079) terms and conditions.

-The terms and conditions of the IN - STATE OF INDIANA Contract (13079) will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

- Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

- This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions.

If you should have questions regarding this quotation or need any other assistance, please contact your Public Sector sales representative.

Sincerely,

Steven Brickley
Inside Sales Representative
(800) 277-8988
Ordering Information
It's never been easier to place your direct orders with Hewlett-Packard. Now you can have fast, accurate service with special options designed to personalize, process and expedite your shipments with higher levels of accuracy. Ordering Hewlett-Packard products is as simple as picking up the phone, using the fax machine, or logging onto the Hewlett-Packard Public Sector website at http://welcome.hp.com/country/us/eng/solutions/pub_sector.html

Online ordering
With the Hewlett-Packard Online Store, you can create quotes with real-time pricing; place an order using a credit card or purchase order, keep up-to-date on the latest product promotions and pricing available on your contract, inquire about order status and view product/price information - all from your desktop PC. Click here to view this quote and place an order online.

Faxing Option
Faxing your order is convenient, too. Simply fill out your request on the customer purchase order and send to 1-800-825-2329. Your order will be promptly handled, and you can call a Customer Service Representative to confirm your order.

Personalized Telesales
To provide more personal service to you, our telephone sales and order administration representatives are assigned by territory. This means you can reach a dedicated government, education, or medical sales team every time you call - giving you added value by letting you grow personal relationships with representatives who know your product as well as your special terms and delivery requirements.

To request a quote, check product availability, and other related questions, call your Telesales Representative.

Order Accuracy
To ensure the accurate and timely processing of your order, please verify that your purchase order includes the following information:

- Bill-to address,
- Ship-to address,
- Purchase order number,
- Part number, description, and price,
- Contract # and name
- Reseller of choice
- Contact name, phone number, and email address,
- Special delivery requirements
- Requested delivery date
- Signature of authorized purchaser
- Please note that Hewlett Packard must be listed as the vendor.
- Sample/Editable PDF Purchase Order forms are available at these links -

Tax-Exempt Certificate Requirements
All tax-exempt accounts should have a tax-exempt certificate on file with Hewlett-Packard to avoid having sales tax added to their invoice. This certificate needs to be provided only once. If you are ordering for the first time, please include with your order or account application.

Free Configuration Services (excludes non-configure to order IPG product)
When you purchase Hewlett-Packard products through Public Sector, you become eligible for configuration of Hewlett-Packard hardware options and upgrades at NO extra cost. To request this free service, clearly state on your purchase order which options and upgrades you would like installed and list each configuration separately. Once an order is placed, in-stock items require 2-4 business days for installation.

HP Credit
Hewlett-Packard’s financing programs can help your agency purchase or lease HP solutions. To inquire more about a customized financial solution proposal call your Telesales Representative.

Order Tracking and Status
All orders are entered within 24 hours of receipt and are scheduled to ship on a first in first out basis. Orders are shipped within seven days of receipt provided all items are in stock and all necessary information has been properly included on your purchase order. (Remember that ship complete orders can be delayed if a particular item is not currently in stock.) To inquire about the status of your order, you may either check your order status online or call your corresponding Customer Service Representative.

Returned Merchandise
A return material authorization number (RMA) is required for all returns to be processed. Returns may be requested within 30 days of shipment. Please call your Public Sector Customer Service Representative in order to have an RMA assigned. Please have a copy of the packing slip available when you call.

Customer Relationship and Sales For Public Sector Sales
Fax: 800-825-2329
K-12 Education: 800-888-3224
Higher Ed: 877-480-4433
State & Local: 888-202-4682
### PRICE QUOTATION

**Quote Number:** 9537462-3  
**Quote Date:** May 22, 2014  
**Revised Date:** May 22, 2014  
**Expires:** June 21, 2014  
**Provided by:** Steven Brickley

<table>
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<tr>
<th>Item</th>
<th>Part No.</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended</th>
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<tbody>
<tr>
<td>1.</td>
<td>C8T89AV</td>
<td>-Configurable- HP ProDesk 600 G1 Small Form Factor Desktop PC - C8T89AV</td>
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<td>$492.00</td>
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<td>Product - HP ProDesk 600 G1 Small Form Factor Desktop PC</td>
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<td></td>
<td>C7T43AV#ABA</td>
<td>Operating systems - Windows 7 Professional 64-bit</td>
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<td>C8T81AV</td>
<td>Chassis configuration - HP ProDesk 600 SFF STD Chassis</td>
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<td>D8B66AV</td>
<td>Processor - Intel Core i5-4570 3.2G 6M HD 4600 CPU</td>
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<td>C8T67AV</td>
<td>Memory - 8GB DDR3-1600 DIMM (2x4GB) RAM</td>
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<td>C8T57AV</td>
<td>Hard drives - 500GB 7200 RPM 3.5 HDD</td>
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<td>C8U15AV</td>
<td>Optical drive - SuperMulti DVDRW Optical Drive</td>
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<td>E0N05AV#ABA</td>
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<td>C8N39AV</td>
<td>Keyboard - HP USB Standard Keyboard</td>
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<td>D3W13AV#ABA</td>
<td>System Recovery Solutions - Win7 Pro 64 bit OS DVD+ DVD</td>
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<td>C8N61AV</td>
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<td>C8T54AV#ABA</td>
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<td>C8T86AV#ABA</td>
<td>Country kit - HP ProDesk 600 Country Kit (Includes a Quick Setup &amp; Getting Started manual in English and a country-specific power cord)</td>
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<td>2.</td>
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<td>HP LCD Speaker Bar NQ576AA</td>
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**SUB TOTAL:** $626.00  
**TOTAL PRICE:** $626.00

To ensure the accurate and timely processing of your order, please include quote # 9537462-3 on your Purchase Order.

### GET MORE FOR YOUR MONEY

**Note:** For detailed warranty information, please link to “URL” for more information [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo).

Sales taxes added where applicable. Freight is FOB Destination.
Product availability and product discontinuation is subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order. HP PROPRIETARY INFORMATION FOR CUSTOMER USE ONLY. DO NOT SHARE.

<table>
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</thead>
</table>

Make the most of your budget and protect against technology obsolescence. Lease these HP products with a purchase price of $626.00 for 36 months for as little as $19.44 per month. At the end of the lease, send the equipment back to HP Financial Services and upgrade to new technology or purchase the equipment at its fair market value.*

GET MORE WITH HP FINANCIAL SERVICES

For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

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Comments: Please reference the State of Indiana QPA# 13079

Note: For detailed warranty information, please link to "URL" for more information www.hp.com/go/specificwarrantyinfo.
Sales taxes added where applicable. Freight is FOB Destination.
ACTION AGENDA
July 15, 1014

Board Agenda Item 5.12

REVISED SCHOOL CALENDAR FOR 2014-15SY
(COLLABORATION AND GRADUATION DATES ONLY)

Background:

Three teacher collaboration days are being added to the 2014-15SY school calendar in August beginning with the first Wednesday of the school year - August 13, as well as on August 20 and August 27. Additionally, new staggered graduation dates (and times) have been set for our high schools for the 2014-15SY so Central Office administrators and the Board can attend all graduation ceremonies. These proposed changes have been discussed and agreed upon by the East Allen Educators Association.

Recommendation:

That the Board of School Trustees approves the proposed revisions to the school calendar for the 2014-15SY

Kenneth H. Folks
Superintendent of Schools

Prepared: ______________________________

Approved: ____________________________

Budget: ______________________________

Legal: ________________________________
Grading Periods

All buildings are on nine-week grading periods.

- **August 12** - **October 15** (45 days)
- **October 16** - **December 19** (44 days)
- **January 6** - **March 13** (47 days)
- **March 16** - **May 22** (44 days)

Student Days: 180 days
Teacher Days: 185 days

I-READ 3: (3/16 - 3/18)

*NOTE: Presidents’ Day will be used as a make-up day if there are school cancellations prior to that date. If needed, additional days will be added beginning May 26, 2015.

Graduation Dates:
- Heritage Jr./Sr. High: **Saturday, June 6, 2015 @ 2:00 p.m.**
- Leo Jr./Sr. High School: **Friday, June 5, 2015 @ 7:00 p.m.**
- New Haven High School: **Saturday, June 6, 2015 @ 7:00 p.m.**
- Woodlan Jr./Sr. High School: **Saturday, June 6, 2015 @ 10:00 a.m.**

In-Service Days

Teacher Collaboration
(30 min. Early Release)