EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES MEETING

Administration Building
1240 State Road 930 East
New Haven, IN 46774
August 6, 2013 - 6:30 p.m.

WORK SESSION AGENDA

I. EXECUTIVE SESSION – 5:00 p.m.

II. CALL TO ORDER

III. ROLL CALL

IV. PLEDGE OF ALLEGIANCE

V. ADOPTION OF AGENDA

VI. APPROVAL OF MINUTES – July 16, 2013 Regular Meeting
   July 16, 2013 Executive Session
   July 23, 2013 Executive Session

VII. INFORMATION ITEMS

   1. New Administrative Guideline 5119 - Home School Athletes’ Participation in
      IHSAA Recognized Athletics
   2. Title I Off the Top Allocation

VIII. SUPERINTENDENT COMMUNICATIONS

IX. ACTION AGENDA

   13-0806-01 Approval of Human Resources Report
   13-0806-02 Approval of Financial Reports
   13-0806-03 Approval of Meetings and Conferences Requests
   13-0806-04 Approve Application and Receipt of Funds for IDOE 611, Part B
      Funding
   13-0806-05 Approve Application and Receipt of Funds for Section 619 of Part B,
      IDEA Funding
   13-0806-06 Approve Application and Receipt of Funds for Part B Technical
      Assistance Funding
13-0806-07 Approve Proposed Meet and Confer Recommendations

13-0806-08 Approve Proposed Revisions to Board Policy 4012 – Administrator Changes

13-0806-09 Approve Proposed New Board Policy 1007 – Eligibility of Resident/Non-Resident and Foreign Exchange Students

13-0806-10 Approve Proposed Revisions to Administrative Guideline 2170.05 – Administrator Salary Groups

13-0806-11 Approve Proposed New Administrative Guideline 5127 – Homeless Students and New Administrative Guideline 5127.5 - Notice of Rights of Homeless Students

X. NEW BUSINESS

1. Authorize EACS to Advertise 2014 Budget
2. Group Health Insurance Stop Loss Carrier and Specific Amount
3. New Haven Softball Field Bid
4. Possible Change Order for Heritage K-12 Project
5. Approval of Contract with Principal Kafele Consulting
6. Title III: Language Instruction for Limited English Proficient (LEP)
7. Secured School Safety Grant Program (IC 10-21)

XI. BOARD DISCUSSION

1. Capital Projects Fund
2. New Haven Elementary School Property

XII. ADJOURNMENT

DREAM IT. DO IT.
EAST ALLEN COUNTY SCHOOLS
REGULAR MEETING OF THE
BOARD OF SCHOOL TRUSTEES
MINUTES
July 16, 2013 - 6:30 p.m.

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

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

ROLL CALL

Board
Neil S. Reynolds, President
Christopher T. Baker, Vice President
Stephen L. Terry, Sr., Secretary
Arden L. Hoffman
Terry Jo Lightfoot
Robert L. Nelson, Jr.

Staff
Mr. Kirby Stahly, Assistant Superintendent for Administrative Services
Dr. Michael B. Shaffer, Assistant Superintendent of Instruction
Mrs. Marilyn Hissong, Director of Curriculum
Ms. Amanda Ricketts, Director of Human Resources
Mrs. Tammyra Kelly, Public Relations Liaison
Mrs. Connie Brown, Interim Director of Special Services
Mr. Mel Falkner, Director of Transportation
Mrs. Rose Fritzheimer, Director of Development
Mr. Ed Mendoza, Director of Student Services
Mr. Doug Roemer, Director of Facilities
Mrs. Lois Goeglein, Manager of Financial Services
Mrs. Jenny Snyder, Interim Manager of Special Services
Mrs. Teresa Gremaux, Principal, Paul Harding Junior High School
Mr. Ronald C. Crosby, President, East Allen Educator’s Association
Mrs. Terri Lortie, President, EACS Custodial Association
Mrs. Karen Smith, President, EACS Transportation Association

ADOPTION OF AGENDA

The agenda for July 16, 2013 was adopted as presented. Mr. Hoffman asked that the Minutes be voted on separately. There was Board consensus for this.

Motion: That no Board Member plug into the main system.

Discussion: Mr. Hoffman stated that his reason for displaying the information is for transparency and to engage the audience so that they can follow along during the meeting. The majority of the Board agrees that past practice should continue of having Administration be the ones who display information if deemed appropriate. Mr. Baker stated that he is not in favor of one person displaying information on the screen their personal data/thoughts/processes/etc.
as the public may assume it’s gospel, when in fact it’s just one person’s ideas. After more discussion Mr. Terry specified that he will be abstaining from the vote.

Motion: Lightfoot
Second: Baker
Vote: Aye: 4-1-1
Abstain: Terry
Against: Hoffman

RECOGNITIONS

Name
Dr. Ken Folks, Superintendent
EACS Staff
Jamie Garwood, Tim and Kim Hines,
Mike and Cathy Paff, and Lynn Stucky
(Vince Buchanan - not present)

Subject
Welcome
Jobs well done in helping students in classrooms
Mr. Hoffman’s Budget Committee Members

PUBLIC EXPRESSIONS – AGENDA ITEMS

None.

APPROVAL OF MINUTES

Motion: That the Board of School Trustees approve the minutes of the June 3, 2013 Executive Session.

Discussion: None.

Motion: Baker
Second: Terry
Vote: Aye: 6-0

Motion: That the Board of School Trustees approve the minutes of the June 11, 2013 Special Board Meeting.

Discussion: None.

Motion: Baker
Second: Nelson
Vote: Aye: 5-1
Against: Hoffman

Motion: That the Board of School Trustees approve the minutes of the June 13, 2013 Executive Session.

Discussion: None.

Motion: Baker
Second: Terry
Vote: Aye: 6-0

Motion: That the Board of School Trustees approve the minutes of the June 18, 2013 Regular Board Meeting.

Discussion: None.

Motion: Baker
Second: Nelson
Vote: Aye: 5-1
Against: Hoffman
Motion: That the Board of School Trustees approve the minutes of the June 25, 2013 Special Board Meeting.

Discussion: None.

Motion: Baker Second: Terry Vote: Aye: 6-0

Motion: That the Board of School Trustees approve the minutes of the June 26, 2013 Executive Session.

Discussion: None.

Motion: Baker Second: Nelson Vote: Aye: 6-0

INFORMATION ITEMS

1. Conflict of Interest Statements for the 2013-14SY
   Because of their lines of business, Board Members Chris Baker, Steve Terry and Bob Nelson are submitting conflicts of interest forms as well for the sake of transparency.

2. Grant/Allocation Log – 2nd Quarter 2013

3. Retention Report

SUPERINTENDENT COMMUNICATIONS

   Mr. Stahly presented preliminary numbers for the Capital Projects Plan for 2014 and answered the Board’s questions. The Board will give input and share their concerns/ideas on CPF at the August 6th Board meeting.

   Mr. Stahly presented preliminary numbers for the Bus Replacement Plan for 2014 and answered the Board’s questions. Mr. Stahly pointed out that any changes to how transportation is handled in the district would most likely be for the 2014-15SY so there is adequate time to properly inform those who will be affected by the changes.

3. Proposed Design Changes for Heritage K-12 Project
   Mr. Stahly gave an update on the Woodlan and Heritage K-12 construction projects. Both projects are currently on schedule. Mr. Stahly presented proposed design changes at Heritage for the Science labs, kitchen, and multi-purpose room. Heritage administrators and affected staff were consulted on these changes. The Board asks that Technology personnel be consulted to make sure the number of outlets and their locations, etc. are adequate.

4. Location of Program for 18-22 Year Old Students
   Dr. Folks relayed that beginning with the 2013-14SY the 18-22 year old program will be housed at Park Hill Learning Center upstairs in Rooms 222, 223 and 224. Minor renovations and equipment (appliances) need to be purchased, but the total cost of renovations should be less than $10,000. Connie Brown, Interim Director of Special Services, answered the Board’s questions about this program.
On a side note, Dr. Folks is working with Administrators to determine what to do with the former New Haven Elementary School property. A recommendation will be forthcoming.

5. **Affordable Healthcare Act Update**
   Due to the recent Federal delay of the implementation of parts of the Affordable Healthcare Act, Dr. Folks stated that the district is able to delay plans for another year as well.

**ACTIONS ITEMS**

13-0716-01 Approval of Human Resources Report
13-0716-02 Approval of Financial Reports
13-0716-03 Approval of Meetings and Conferences
13-0716-04 Approval of Application and Receipt of Funds McKinney-Vento Education for Homeless Children and Youth (Title X, Part C) Grant
13-0716-05 Approval of Application and Receipt of Funds for Title I, Part D, Subpart 2 Program Funding
13-0716-06 Approval of Construction Change Order – Heritage K-12 Project
13-0716-07 Approval of K-12 Textbook and Course Fees for Intense Interventions
13-0716-08 Adoption of Resolution To Allow Students of Non-Public, Non-Accredited Schools to Participate in EACS High School Athletics Programs

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

**Discussion:** Re: Student athletes from non-public, non-accredited schools - Dr. Folks will be meeting with Principals and Athletic Directors to discuss this topic in the near future. He will create an Administrative Guideline on this.

Mr. Hoffman wants to see exit interviews of staff and students. Dr. Folks will provide a summary of this information to the Board. He also wants to have noted on the Meetings and Conferences Report the total overall cost (including the cost of subs) to the district, not just the reimbursable cost to the employee.

**Motion:** Baker  
Second: Terry  
Vote: Aye: 6-0

**NEW BUSINESS**

1. Meet and Confer Management Proposals
2. IDOE 611, Part B Funding
3. Section 619 of Part B, IDEA Funding
4. Part B Technical Assistance Funding
5. Revisions to Board Policy 4012

**PUBLIC EXPRESSIONS: NON-AGENDA ITEMS**

None.
BOARD DISCUSSION

Speaker   | Subject(s)
Bob Nelson | There is Board consensus to proceed with the new EACS logo and the colors that were shown.

Terry Jo Lightfoot | Attended ISBA Summer Academy – we need a Tuition Transfer Board policy. Dr. Folks will draft a policy for the Board to review. Suggested asking the ISBA to review our Board Policy Book to see where there are any legal holes. There is Board consensus for this.

Steve Terry | Data about students' academic achievement, including EAU data

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:38 p.m.

MINUTES

These minutes were taken by Mrs. Julie Labie. Full audio minutes are available on the East Allen County Schools website, under the School Board tab, at www.eacs.k12.in.us.

NEXT MEETING

The next regular meeting of the Board of School Trustees is scheduled for Tuesday, August 6, 2013 at 6:30 p.m. This meeting will be held at the EACS Administration Building, 1240 State Road 930 East, New Haven, IN.

These minutes were approved and adopted by the East Allen County Schools Board of School Trustees on August 6, 2013.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

_________________________________________  _________________________________
President                                    Secretary
EXECUTIVE SESSION MINUTES/MEMORANDA

The Board of School Trustees of East Allen County Schools does hereby certify that it held an Executive Session meeting on July 16, 2013, immediately following the regular board meeting, at the EACS Administration Building, located at 1240 State Road 930 East, New Haven, IN, and that it discussed no subject matter in such executive session other than the subject matter specified in the notice of such meeting, said subject matter being that checked below:

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

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

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

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

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

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

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

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

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

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

11. ( ) For the purpose of discussing strategy regarding school consolidation.
    (I.C. 5-14-1-5-6.1(b)(2)(E)).


Board Members Absent: William D. Hartman

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

BY: ____________________________________________________________________________
   President

BY: ____________________________________________________________________________
   Secretary
The Board of School Trustees of East Allen County Schools does hereby certify that it held an Executive Session meeting on July 23, 2013, at 6:30 p.m., at the EACS Administration Building, located at 1240 State Road 930 East, New Haven, IN, and that it discussed no subject matter in such executive session other than the subject matter specified in the notice of such meeting, said subject matter being that checked below:

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

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

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

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

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

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

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

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

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

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

11. ( ) For the purpose of discussing strategy regarding school consolidation. (I.C. 5-14-1-5-6.1(b)(2)(E)).


Board Members Absent: Arden L. Hoffman

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

BY: _____________________________ BY: _____________________________
President Secretary
Information

Items
Home Schooled Athletes' Participation in IHSAA Recognized Athletics

Section 1. General. It is the policy of the East Allen County Schools that home schooled athletes be permitted the opportunity to participate in IHSAA recognized athletics provided certain criteria, including but not limited to the criteria set out in these guidelines, are met.

This Administrative Guideline will be governed by IHSAA Rule 12, Section 5 - Enrollment in a Non-Public, Non-Accredited School Team Practices:

1. A student is eligible to participate in an athletic program involving IHSAA recognized sports only at the member school in which the student is enrolled and attends.

2. The foregoing notwithstanding, if a student is enrolled in and attends, full-time, a nonpublic, non-accredited school the student may have eligibility to participate in the athletic program at the Indiana public school serving the student's residence, provided that:

   A. The student in conjunction with the non-public, non-accredited school and the public school serving the student's residence, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised,

   B. The student has been enrolled in the non-public, non-accredited school for the previous three years in succession,

   C. The student completes any state-wide examinations authorized by the Indiana Department of Education,

   D. The non-public, non-accredited school agent provides proof of meeting the provisions of Rule 18-1 of the IHSAA by-laws during the time period between the end of the member school's designated grading period and the corresponding certification date,

   E. The student must be enrolled in and attending a minimum of one (1) full credit subject offered within the member school building. Additional information
relating to this requirement is set out in Section 7 below.

The Superintendent is authorized to establish the appropriate procedures and policies governing the practice within the Corporation.

Section 2. Effective Date. The effective beginning date for this policy is the 2013-14 school year.

Section 3. Enrollment. A home schooled student desiring to participate in IHSAA recognized athletics at the East Allen County high school serving the student's residence will be required to be actively enrolled in East Allen County Schools throughout the entire school year and not just during an athletic season. Failure to comply with this requirement will cause the student athlete to forfeit his or her right to participate in athletics for the duration of the eligibility period.

Section 4. Eligibility. A home schooled student desiring to participate in IHSAA recognized athletics at the East Allen County high school serving the student's residence must enroll in East Allen County Schools for the entire school year and may not withdraw at any point during the school year or said athlete will be declared ineligible to participate in IHSAA recognized athletics through East Allen County Schools for 365 days following the student's withdrawal from East Allen County Schools.

Section 5. Student Athlete Code of Conduct and Other Rules and Eligibility Criteria. Home schooled student athletes will be subject to meeting and following all policies of the East Allen County Schools, including the Student Handbook, the Student Athlete Code of Conduct, and any rules or other eligibility criteria established by the individual coach(es).

Section 6. Student Athlete Academic Requirements. The home schooled student athlete must comply with the following requirements prior to participation in athletics for East Allen County Schools and maintain them throughout their participation.

1. Provide home school curriculum being studied,

2. Provide name and ISBN number of textbook being used,

3. Provide athletic director with grade updates as per school's grading rotation including midterm.

Section 7. Student Athlete Required Courses. As discussed above, home schooled students desiring to participate in IHSAA recognized athletics at the East Allen County High School serving the student's residence are required to enroll in and attend a minimum of one (1) full credit subject at the IHSAA member high school. In addition, the following guidelines will govern the course (or courses) in which the student enrolls.
1. All course work will be from the Core Curriculum as outlined by each building principal.

2. All students will be required to take the End of Course Assessment (ECA).

3. A student who has not yet passed the required ECA must pass the course prior to moving on to the next course in the sequence.

4. The student may take another core class outside the requirements as set by East Allen County Schools once they have completed the course sequence set out below and the ECA successfully.

5. Course Sequence:
   
   Course 1: Algebra I and ECA  
   Course 2: English 10 and ECA  
   Course 3: Biology I and ECA  
   Course 4: Core Elective

Section 8. **Student Attendance Requirements.** The home school student athlete will be required to sign in everyday with the attendance office. The student will be expected to maintain exceptional attendance within the guidelines of the East Allen County Schools Handbook. Excess absences will result in the student's loss of athletic eligibility.
Action Items
ACTION AGENDA

August 6, 2013

Board Agenda Item 13-0806-01

APPROVAL OF HUMAN RESOURCES REPORT

Background:

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

Recommendation:

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

[Signature]
Kenneth H. Folks
Superintendent of Schools

Prepared: Amanda Ricketts
Approved: 
Budget: Kirby Stahly
Legal: 
Board Report  
August 6, 2013

**CERTIFIED NEW HIRES**

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<td>Allen, Nicholas</td>
<td>Language Arts-PJH</td>
<td>7/23/2013</td>
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<td>Brauner, Lydia</td>
<td>Special Education-NHHS</td>
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<td>Kantenwein, David</td>
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<td>7/31/2013</td>
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<td>Rangel, Melissa</td>
<td>Language Arts-EAU</td>
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<td>Schreffler, KeLee</td>
<td>Spanish-NHHS</td>
<td>7/2/2013</td>
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<td>Didion, Jacob</td>
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<td>Miller, Linda</td>
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<td>Smiley, Ephraim S.</td>
<td>Learning Center Supervisor-NHHS</td>
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**ADMINISTRATIVE NEW HIRES**

- Wagner, Andrew     Administrative Assistant - SOEL     TBD  
  (Pending cleared background check)

**CERTIFIED TERMINATIONS**

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<td>Bender-Hillier, Jacqueline</td>
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<td>Sunday, Logan</td>
<td>Teacher-PHJH (0 yrs with EACS)</td>
<td>7/17/2013</td>
<td>Resignation</td>
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<td>Lake, Daniella</td>
<td>Client Relations Tech-WOPR (1 ½ years with EACS)</td>
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<td>Bus Driver (4 years with EACS)</td>
<td>7/31/2013</td>
<td>Resignation</td>
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<td>Rekeweg, Donald</td>
<td>Bus Driver (38 years with EACS)</td>
<td>8/31/2013</td>
<td>Retirement</td>
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<td>Sinacola, Christine</td>
<td>Food Service – NHHS (6 years with EACS)</td>
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<td>Resignation</td>
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<td>Wilson, Karen</td>
<td>Paraprofessional-NHIS (1 year with EACS)</td>
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## CERTIFIED LEAVE

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<td>8/12/13 through 9/13/13</td>
<td>FMLA/Childbearing Intermittent</td>
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<td>Slusher, Allison</td>
<td>Teacher-HEEL</td>
<td>8/22/13(1/2 day) through 10/21/13</td>
<td>FMLA/Childbearing</td>
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## CLASSIFIED LEAVE

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<td>8/15/13 through 8/30/13</td>
<td>FMLA</td>
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## CLASSIFIED CHANGES

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<tr>
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<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schwehn, Dawn</td>
<td>Secretary II to OSP (Office of Instruction)</td>
</tr>
</tbody>
</table>

## ADMINISTRATOR CHANGES

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Connie</td>
<td>Interim Director of Special Services to Director of Special Services</td>
</tr>
<tr>
<td>Fulllove, CC</td>
<td>RtI Specialist to Dean of Students-NHHS</td>
</tr>
<tr>
<td>Hissong, Marilyn</td>
<td>Director of Curriculum to Asst. Superintendent of Curriculum/Instruction</td>
</tr>
</tbody>
</table>
ACTION AGENDA

August 6, 2013

Board Agenda Item 13-0806-02

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

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

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

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Kirby Stahly
Legal: ___________________________
FINANCIAL SUMMARY REPORT
REGULAR BOARD MEETING
TUESDAY, AUGUST 6, 2013

ACCOUNTS PAYABLE VOUCHER INFORMATION

Vendor Claims 277203-277343

Total Amount $408,740.58

DONATIONS, GIFTS, AND EXTRACURRICULAR EXPENDITURES

None.

CASH TUITION TRANSFERS FOR THE 2013-2014 SCHOOL YEAR

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>School</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elijah Nevil</td>
<td>1st grade</td>
<td>Cedarville Elementary School</td>
<td>New</td>
</tr>
<tr>
<td>Zachery Shanyfelt</td>
<td>3rd grade</td>
<td>Cedarville Elementary School</td>
<td>Returning</td>
</tr>
<tr>
<td>Melissa Bryan</td>
<td>6th grade</td>
<td>Heritage Jr./Sr. High School</td>
<td>New</td>
</tr>
<tr>
<td>Rylan Capper</td>
<td>6th grade</td>
<td>Leo Elementary School</td>
<td>New</td>
</tr>
<tr>
<td>Grace Hertsel</td>
<td>6th grade</td>
<td>Leo Elementary School</td>
<td>New</td>
</tr>
<tr>
<td>Nick Shanyfelt</td>
<td>6th grade</td>
<td>Leo Elementary School</td>
<td>Returning</td>
</tr>
<tr>
<td>Sarah Hertsel</td>
<td>8th grade</td>
<td>Leo Jr./Sr. High School</td>
<td>New</td>
</tr>
<tr>
<td>Jamie Binkley</td>
<td>8th grade</td>
<td>Leo Jr./Sr. High School</td>
<td>New</td>
</tr>
<tr>
<td>Brendan Elder</td>
<td>11th grade</td>
<td>Leo Jr./Sr. High School</td>
<td>New</td>
</tr>
<tr>
<td>Logan Hake</td>
<td>11th grade</td>
<td>Leo Jr./Sr. High School</td>
<td>New</td>
</tr>
<tr>
<td>Lillyanna McKay</td>
<td>Kindergarten</td>
<td>Woodlan Primary School</td>
<td>New</td>
</tr>
<tr>
<td>Andrew Krahn</td>
<td>10th grade</td>
<td>Woodlan Jr./Sr. High School</td>
<td>Returning</td>
</tr>
<tr>
<td>Item Number</td>
<td>Date Rec'd</td>
<td>Vendor/Contractor</td>
<td>Appl/Inv #</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>--------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>40</td>
<td>7/30/13</td>
<td>Fettles Construction</td>
<td>Pay Application #9</td>
</tr>
<tr>
<td>41</td>
<td>7/30/13</td>
<td>Lake City Bank [Contractor Retainage]</td>
<td>Pay Application #9</td>
</tr>
<tr>
<td>Item Number</td>
<td>Date Rec'd</td>
<td>Vendor/Contractor</td>
<td>Appl/Inv #</td>
</tr>
<tr>
<td>-------------</td>
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<td>-----------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>28</td>
<td>7/18/13</td>
<td>Faegre Baker Daniels</td>
<td>39002621</td>
</tr>
<tr>
<td>29</td>
<td>7/30/13</td>
<td>W.A. Sheets &amp; Sons, Inc</td>
<td>Pay Application #3</td>
</tr>
<tr>
<td>30</td>
<td>7/30/13</td>
<td>IAB [Contractor Retainage]</td>
<td>Pay Application #3</td>
</tr>
</tbody>
</table>
ACTION AGENDA

August 6, 2013

Board Agenda Item 13-0806-03

APPROVAL OF MEETINGS AND CONFERENCES REQUESTS

Background:

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

Recommendation:

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

Kenneth H. Folks
Superintendent of Schools

Prepared: Dawn Bair
Approved: Ken Folks
Budget: ________________________________
Legal: ________________________________
### Meetings and Conferences

The following meetings and/or conference requests are information items, which are to be made a part of the Board minutes: August 6, 2013

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>ATTENDEE(S)</th>
<th>BUILDING</th>
<th>CONFERENCE TITLE &amp; LOCATION</th>
<th>MAXIMUM REIMBURSEMENT</th>
<th>SUB</th>
<th>BACKUP INFORMATION &amp; ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 24, 2013</td>
<td>Rose Fritzinger</td>
<td>INSTR</td>
<td>Migrant Education Program Meeting with IOEE, Elwood</td>
<td>$120</td>
<td>N</td>
<td>Released time, mileage, 010-23220-58000-0014</td>
</tr>
<tr>
<td>August 15, 2013</td>
<td>Rose Fritzinger</td>
<td>INSTR</td>
<td>Meeting of Title III Directors with IOEE, Indianapolis</td>
<td>$150</td>
<td>N</td>
<td>Released time, mileage, 010-23220-58000-0014</td>
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</tbody>
</table>
ACTION AGENDA

August 6, 2013   Board Agenda Item 13-0806-04

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

Background:

East Allen County Schools (EACS) is eligible to request and receive $71,632 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: Connie Brown/Rose Fritzinger
Approved: Dr. Michael Shaffer
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 FY2014 611, Part B funding. East Allen County Schools requests authorization to request and, if approved, receive funding in an amount of $2,101,186 for the 27-month period beginning July 1, 2013.

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 anticipates that these funds will 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, 2013 through September 30, 2015).

This application is due on or before August 31, 2013. However, 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, 2013.

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

August 6, 2013

Board Agenda Item 13-0806-05

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

Background:

East Allen County Schools (EACS) is eligible to request and receive $2,101,186 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, 2013 through September 30, 2015. 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: Connie Brown/Rose Fritzinger
Approved: Dr. Michael Shaffer
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 $71,632 for the 27-month period July 1, 2013 (or when the application is submitted – whichever date is later) through September 30, 2015. 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.

The anticipated budget for this funding is:

Description / Usage

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, 2013 through September 30, 2015).

This application is due on or before August 31, 2013. However, 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, 2013.

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
August 6, 2013

Board Agenda Item 13-0806-06

APPROVE APPLICATION AND RECEIPT
OF 2014 PART B TECHNICAL ASSISTANCE FUNDING Title

Background:
East Allen County Schools (EACS) is eligible to request and receive $74,150 through the 2014 Part B Technical Assistance allocation through the Indiana Department of Education to provide technical assistance services in the District. Expenditures from this grant must focus on professional development in areas of need and include Conference and Travel, Contracted Services, Equipment and Technology, and Materials and Supplies. This allocation represents “approximately 90% of the difference between” the FY2013 and FY2014 611 Part B for each Local Education Agency.

Recommendation:
That the Board of School Trustees approves the application and receipt of the 2014 Part B Technical Assistance allocation.

Kenneth H. Folks
Superintendent of Schools

Prepared: Connie Brown/Rose Fritzinger
Approved: Dr. Michael Shaffer
Budget: __________________________________________
Legal: __________________________________________
~ ABSTRACT for 2014 Part B Technical Assistance funding ~

Funds Allocated by the
Indiana Department of Education

The 2014 Part B Technical Assistance funding is available from the Indiana Department of Education (I-DOE) to all school districts throughout Indiana, “except for those LEAs [Local Education Agencies] identified as being noncompliant with Indicator B15. This allocation represents “approximately 90% of the difference between” the FY2013 and FY2014 611 Part B for each Local Education Agency.

The primary objective of this allocation is to provide funding to off-set services that had been provided for a number of years by the I-DOE through their Technical Assistance Centers. East Allen County Schools will receive these funds to benefit our students. All benefits derived from the use of these funds must be used exclusively to provide the technical assistance that had been provided in the past by the I-DOE’s Technical Assistance Centers. That is, these funds are now made available directly to districts through Indiana because the I-DOE closed the technical assistance centers that had provided technical assistance services to school districts for the past several previous years.

The anticipated use of this funding will be:

- To provide professional development to teachers and staff who work with students identified as having special needs and
- To fund contracted services to provide technical assistance to teachers and staff who work with students identified as having special needs.

There are no matching requirements to obtain this funding. The allocated funds must be utilized within the 27-month period (July 1, 2013 through September 30, 2015).

This application is due on or before September 16, 2013. However, 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, 2013.

East Allen County Schools requests authorization to request and, if approved, receive this funding in an amount of $74,150 for the 27-month period July 1, 2013 (or when the application is submitted – whichever date is later) through September 30, 2015 from the I-DOE.
ACTION AGENDA

August 6, 2013

APPROVE MEET AND CONFER RECOMMENDATIONS

Background:
The Meet and Confer time line established for food service employees, secretaries, paraprofessionals and nurses indicates a date of August 15 as the last date for Board ratification or rejection of non-economic items of agreement and resolutions of items of disagreements for each group. Following the policy, meetings have been held, written comments have been accepted and the administrative recommendations for each group is attached.

Recommendation:
That the Board of School Trustees approves the meet and confer items on non-economic issues presented by the Administration.

Kenneth H. Folks
Superintendent of Schools

Prepared:    Amanda Ricketts
Approved:   Amanda Ricketts
Budget:      
Legal:       

### RECOMMENDED ECONOMIC MEET AND CONFER PROPOSALS

**Date of Summary - July 10, 2013**

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Management Proposal</th>
<th>Employee Group Proposal</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service</td>
<td>1. Section 18. Uniforms (excludes cafeteria monitors) Beginning July 1, 2013, each Food Service employee will be given a stipend in the amount of $125.00 for the cost of uniform and shoes purchased by the Food Service Employee for Corporation work. This stipend will be paid the first pay in October each year.</td>
<td>3. Employees requested floor mats for workstations.</td>
<td>1. Section 18. Uniforms (excludes cafeteria monitors) Beginning July 1, 2013, each Food Service employee will be given a stipend in the amount of $125.00 for the cost of uniform and shoes purchased by the Food Service Employee for Corporation work. This stipend will be paid the first pay in October each year. Uniform allowances will be subject to applicable deductions and withholdings. If a Food Service worker is hired before January 15th, they receive 100% of the stipend, if they are hired after January 15th, they receive 50% of the stipend. An employee who resigns before the end of the school year must reimburse the uniform allowance as follows: Separation date after the first pay in October but before January 15 will reimburse Food Service 50% of the uniform allowance, which will be deducted from the Food Service Employee’s final paycheck. If the Food Service Employee leaves prior to the end of the work year, the employee must pay a prorated amount of reimbursement, based upon the time remaining in the work year, which will be deducted from the Food Service Employee’s final paycheck.</td>
</tr>
</tbody>
</table>

Food Service Employees requested to work extra hours either immediately prior to, or immediately after, the Food Service Employee's normal work day will be paid the Food Service Employee's regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week;
<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Management Proposal</th>
<th>Employee Group Proposal</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service</td>
<td>4. Section 10. Legal Leave. Each Food Service Employee who is subpoenaed by the Corporation to appear as a witness in court, or is subpoenaed to appear in a criminal proceeding during any work day, will receive full compensation for the time absent from work. <em>Change the above wording to include only work related leave.</em> 5. Management recommends no additional changes, except reserves the option to modify the Corporation's contribution rates to insurance and the health insurance plans offered. 6. No wage proposal is needed for this unit because, under the Meet and Confer Policy, wage rate increases are tied to the Teacher percentage increase.</td>
<td>2. Section 5. Extra Hours/Overtime. Food Service Employees requested to work extra hours either immediately prior to, or immediately after, the Food Service Employee's normal work day will be paid the Food Service Employee's regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week. Special Event Pay: Food Service Employees requested to work special events will be paid at a rate of $18.00 per hour. 3. Management spoke with Corporate Food Service Manager and she will ensure that employees have floor mats at all workstations. 4. Section 10. Legal Leave. 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.</td>
<td></td>
</tr>
<tr>
<td>Employee Group</td>
<td>Management Proposal</td>
<td>Employee Group Proposal</td>
<td>Recommendation</td>
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<tr>
<td>----------------</td>
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</tr>
<tr>
<td>Food Service</td>
<td>See previous page</td>
<td></td>
<td>5. Management recommends no additional changes and Management requests that EACS reserves the option to modify the Corporation’s contribution rates to insurance and the health insurance plans offered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6. No wage proposal is needed for this unit because, under the Meet and Confer Policy, wage rate increases are tied to the Teacher percentage increase.</td>
</tr>
<tr>
<td>Employee Group</td>
<td>Management Proposal</td>
<td>Employee Group Proposal</td>
<td>Recommendation</td>
</tr>
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</tr>
<tr>
<td>Nurses</td>
<td>Section 5. Extra Hours/Overtime. Nurses requested to work extra hours either immediately prior to, or immediately after, the Food Service Employee’s normal work day will be paid the Nurse’s regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week; Section 10. Legal Leave. Each Nurse who is subpoenaed by the Corporation to appear as a witness in court, or is subpoenaed to appear in a criminal proceeding during any work day, will receive full compensation for the time absent from work. *Change the above wording to include only work related leave.</td>
<td>Employees requesting an increase in pay. Section 15. Public Employees’ Retirement Fund Participation. Any Nurse serving in a position requiring one thousand (1000) hours or more per year will become a member of the Public Employees’ Retirement Fund (PERF) at the time of hire. Any Nurse in a position requiring at least six hundred (600) hours but less than one thousand (1000) hours per year will have the option of becoming a member of PERF at the time of hire subject to all applicable PERF rules and regulations. **Employees are requesting that EACS pays for employee and employer share of PERF contribution.</td>
<td>Management will review hourly rates during new budget year. Management recommends that EACS does not absorb the employee share of the PERF contribution. Section 5. Extra Hours/Overtime. Nurses requested to work extra hours either immediately prior to, or immediately after, the Food Service Employee’s normal work day will be paid the Nurse’s regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week. Section 10. Legal Leave. 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.</td>
</tr>
<tr>
<td>Employee Group</td>
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<td>Employee Group Proposal</td>
<td>Recommendation</td>
</tr>
<tr>
<td>----------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>Nurses</td>
<td>Management recommends no additional changes, except reserves the option to modify the Corporation's contribution rates to insurance and the health insurance plans offered. No wage proposal is needed for this unit because, under the Meet and Confer Policy, wage rate increases are tied to the Teacher percentage increase.</td>
<td>Section 20. Reduction in Force. Displaced Nurses will be offered any vacant Nurse position in order of Corporation seniority. If there are no vacant Nurse positions at the time of the Nurse’s displacement, the displaced Nurse may bump the least senior Nurse. Displaced Nurses not placed into a new position under the provisions of this Section will be placed on the Nurse's unit recall list for a period of one (1) year. Nurses on the recall list may respond to any posting. Nurses on the recall list will be offered, in order of seniority, any vacant position. Nurses on the recall list may reject, or waive, recall without losing their position on the recall list. <strong>Employees want to ensure that EACS pledges to follow this section in the future.</strong></td>
<td>Management recommends no additional changes and Management requests that EACS reserves the option to modify the Corporation’s contribution rates to insurance and the health insurance plans offered. No wage proposal is needed for this unit because, under the Meet and Confer Policy, wage rate increases are tied to the Teacher percentage increase. EACS pledges to follow all sections of the Admin Guideline 4216.</td>
</tr>
<tr>
<td>Employee Group</td>
<td>Management Proposal</td>
<td>Employee Group Proposal</td>
<td>Recommendation</td>
</tr>
<tr>
<td>--------------------</td>
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<td>----------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Paraprofessionals</td>
<td>Section 5. Extra Hours/Overtime. Paraprofessionals requested to work extra hours either immediately prior to, or immediately after, the Paraprofessional’s normal work day will be paid the Paraprofessional’s regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week; Section 10. Legal Leave. Each paraprofessional who is subpoenaed by the Corporation to appear as a witness in court, or is subpoenaed to appear in a criminal proceeding during any work day, will receive full compensation for the time absent from work. *Change the above wording to include only work related leave. Management recommends no additional changes, except reserves the option to modify the Corporation’s contribution rates to insurance and the health insurance plans offered.</td>
<td>Employees are requesting a cost of living increase. Employees are requesting to be paid for holidays. Employees are requesting one additional day for in-service training. Employees are requesting clarification on what the board contribution is to their PERF accounts.</td>
<td>Management will review compensation during new budget year. Management recommends that EACS not grant holiday pay for this employee group. Management does not recommend an additional day in addition to the three extra days that are currently outlined in Section 3: Work Year. Rather, management recommends that paraprofessionals work with their building administrator to designate one of the existing three additional days as an in-service training day. Management is recommending no change to current employee and employer PERF contributions but offers the following clarification: Currently the board’s contribution to a paraprofessional’s PERF account is 10 percent. Effective January 1, 2014, that contribution increases to 11.2 percent. Employee will continue to contribute 3 percent as the employee share.</td>
</tr>
</tbody>
</table>
**RECOMMENDED ECONOMIC MEET AND CONFER PROPOSALS**  
**Date of Summary - July 10, 2013**

<table>
<thead>
<tr>
<th>Employee Group</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Paraprofessionals</td>
<td></td>
<td></td>
<td>Section 5. Extra Hours/Overtime.</td>
</tr>
</tbody>
</table>
Paraprofessionals requested to work extra hours either immediately prior to, or immediately after, the Paraprofessional's normal work day will be paid the Paraprofessional's regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week; |
|                     |                     |                         | Section 10. Legal Leave. |  
Each paraprofessional 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. |
|                     |                     |                         | Management requests that EACS reserves the option to modify the Corporation's contribution rates to insurance and the health insurance plans offered. |
# RECOMMENDED ECONOMIC MEET AND CONFERENCE PROPOSALS

**Date of Summary - July 10, 2013**

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Management Proposal</th>
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<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretaries</td>
<td>Section 5. Extra Hours/Overtime. Secretary requested to work extra hours either immediately prior to, or immediately after, the Secretary’s normal work day will be paid the Secretary’s regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week; Section 10. Legal Leave. Each Secretary who is subpoenaed by the Corporation to appear as a witness in court, or is subpoenaed to appear in a criminal proceeding during any work day, will receive full compensation for the time absent from work. <em>Change the above wording to include only work related leave.</em></td>
<td>Employees are requesting a 3% pay increase because they have not received a cost of living increase. Employees are requesting additional overtime hours for registration and parent teacher conferences. Employees were concerned about the decision-making process regarding the school calendar. They had yet to receive next year’s school calendar as of the meet and confer meeting date.</td>
<td>Management will review compensation during new budget year. Additional overtime hours: Management proposes that each building be given an additional 12 hour pool of overtime hours to be used specifically for registration and parent teacher conferences. Therefore management proposes the last paragraph in “Section 5. Extra Hours/Overtime” be changed to the following: Elementary school Secretaries have an overtime allowance not to exceed twenty-four (24) hours per building per school year. Middle school and high school buildings have an overtime allowance not to exceed thirty-six (36) hours per building per school year. Additionally, each building will be allotted a 12 hour pool of hours per building to be used specifically for registration and parent teacher conference responsibilities. Management approves the Secretaries forming a committee each year to work on the next year’s calendar. Management also confirmed that the secretaries’ calendar for the 2013-2014 school year would be distributed in June 2013.</td>
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<tr>
<td>Employee Group</td>
<td>Management Proposal</td>
<td>Employee Group Proposal</td>
<td>Recommendation</td>
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<td>Secretaries</td>
<td>Management recommends no additional changes, except reserves the option to modify the Corporation’s contribution rates to insurance and the health insurance plans offered.</td>
<td></td>
<td>Section 5. Extra Hours/Overtime.</td>
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<td>Secretaries requested to work extra hours either immediately prior to, or immediately after, the Secretary’s normal work day will be paid the Secretary’s regular straight time hourly rate for any additional hours up to eight (8) hours per day. One and one half times the regular straight time hourly rate will be paid for any hours over forty (40) hours in a single work week.</td>
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<td>Section 10. Legal Leave.</td>
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<td>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.</td>
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<td>Management requests that EACS reserves the option to modify the Corporation’s contribution rates to insurance and the health insurance plans offered.</td>
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ACTION AGENDA

August 6, 2013

Board Agenda Item 13-0806-08

APPROVE PROPOSED REVISIONS TO
BOARD POLICY 4012 – ADMINISTRATOR CHANGES

Background:
The revision is designed to hold the Superintendent responsible for the interview process for new administrative candidates recommended to the Board for hire since the Superintendent is held accountable for their job performance.

Recommendation:
That the Board of School Trustees approve the proposed revisions to Board Policy 4012 – Administrator Changes as presented.

Kenneth H. Folks
Superintendent of Schools

Prepared: ____________________________
Approved: __________________________
Budget: ____________________________
Legal: _____________________________
POLICY TYPE: EXECUTIVE EXCEPTIONS

POLICY TITLE: ADMINISTRATOR CHANGES

The Superintendent shall keep the Board informed of potential changes in administrative assignments, including any potential transfer/shifting of administrators. The Superintendent shall also keep the Board informed, in advance of initiating the selection process, of the process to be utilized in filling any administrative vacancy.

In the absence of an emergency or unless otherwise approved by the Board, all building level vacancies shall be filled using the following process:

1. The Superintendent, or the Superintendent's designee, shall advertise the vacancy in the manner deemed by the Superintendent to be the manner most likely to attract highly-qualified prospective appointees for the vacant position.

2. The Superintendent, or the Superintendent's designee, may make one (1) initial exclusion of prospective appointees from further consideration for the vacant position. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective employees.

3. The Superintendent, or the Superintendent's designee, shall appoint a committee to interview, and rank, the finalists for the vacant position. The committee shall consist of at least one (1) or more individuals from the following categories: Board member; central office administrator; building administrator; teacher; classified staff member; and, parent.

4. The Superintendent shall have the final authority to recommend to the Board the prospective appointee for the vacant position, regardless of the committee’s rank order of preference. However, if the Superintendent’s recommendation is not the highest rated candidate from the interview committee, the Superintendent shall inform the Board of the three finalists for the position and of the reasons for choosing the recommended applicants.

Policy Adopted 03/20/07 Amended _____
POLICY TYPE: EXECUTIVE EXPECTATIONS

POLICY TITLE: ADMINISTRATOR CHANGES

The Superintendent shall have the full and complete discretion to determine the process to be used to identify, and recommend to the Board, prospective appointees to vacant central office administrative positions.

The Board shall have the final authority to approve, or disapprove, the Superintendent's recommendation to fill a vacant administrative position. In the event that a majority of the Board votes to disapprove the Superintendent's recommendation, the Superintendent shall make another recommendation which shall be subject to Board approval or disapproval. This process shall continue until the Board has approved a prospective appointee recommended by the Superintendent.

Policy Adopted 03/20/07 Amended _______
ACTION AGENDA

August 6, 2013

Board Agenda Item 13-0806-09

APPROVED PROPOSED NEW BOARD POLICY 1007 – ELIGIBILITY OF RESIDENT/NONRESIDENT AND FOREIGN EXCHANGE STUDENTS

Background:

It is necessary to create a Board policy regarding the transfer of students in our district pursuant to changes in state law.

Recommendation:

That the Board of School Trustees approve the proposed new Board Policy 1007 – Eligibility of Resident/Non-Resident and Foreign Exchange Students as presented.

Kenneth H. Folks
Superintendent of Schools
POLICY TITLE: ELIGIBILITY OF RESIDENT/NON-RESIDENT AND FOREIGN EXCHANGE STUDENTS

1. The Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation:

A. The Board will educate, tuition free, those students who have legal settlement in the Corporation. Legal Settlement is the attendance area of the Corporation in which the parent/guardians reside.

B. The Corporation will not provide transportation from outside corporation boundaries.

C. Foreign-exchange students, participating in a foreign-exchange program approved by the State Board of Education and living with a host family, will be admitted tuition free.

D. The Corporation shall provide a free education to those students who are considered by Federal law to be illegal aliens by criteria established by the State.

E. Students living within the boundaries of East Allen County Schools whose parents move from one attendance district to another during the last nine (9) weeks of a semester may continue enrollment in the present building with their principal's consent until the end of the semester.

F. Students who do not have legal settlement in the Corporation may be enrolled in the Corporation in special programs offered through cooperative agreements with other school corporations.

G. Nonresident students may be accepted into the Corporation's Summer School Program on a space available basis.

Policy Adopted (___)
POLICY TYPE: ENDS/GOALS

POLICY TITLE: ELIGIBILITY OF RESIDENT/NON-RESIDENT AND FOREIGN EXCHANGE STUDENTS

2. **Children of Joint Custody Decrees.** If the student resides in another school corporation but attends school in this Corporation (where one (1) parent has legal settlement), it is the obligation of the parents to provide transportation for the student from the home of the non-resident, custodial parent.

3. **Transfer Students.** The Corporation will accept non-resident students under the following conditions:

   A. A written application for student enrollment must be filed with the Corporation.

   B. Based upon guidelines established in IC 20-26-11-32, East Allen County Schools shall annually establish:

   (1) The number of transfer students the school corporation has the capacity to accept in each grade level; and

   (2) The date by which requests to transfer into the school corporation must be received by the governing body. After establishing this date, the governing body shall:

      a. publish the date on the school corporation's Internet web site; and

      b. report the date to the Indiana Department of Education.

If the number of requests to transfer into East Allen County Schools received by the date established for the school corporation exceeds the capacity established for the corporation, each timely request must be given an equal chance to be accepted.

Policy Adopted (_____)
POLICY TITLE: ELIGIBILITY OF RESIDENT/NON-RESIDENT AND FOREIGN EXCHANGE STUDENTS

East Allen County Schools will determine which students will be admitted as transfer students to each school building and each grade level within the school corporation by a random drawing in a public meeting.

The transfer must not place an undue burden on the Corporation.

C. Attendance, disciplinary and behavioral records from previously attended schools will be considered.

East Allen County Schools may deny a request for a student to transfer to the school corporation, or establish terms or conditions for enrollment that prevent a student from enrolling in a school, if the student has been suspended (as defined in IC 20-33-8-7) or expelled (as defined in IC 20-33-8-3) during the twelve (12) months preceding the student's request for transfer under this section:

1. For ten (10) or more school days;

2. For a violation under IC 20-33-8-16;

3. For causing physical injury to a student, a school employee, or a visitor to the school; or

4. For a violation of a school corporation's drug or alcohol rules.

NOTE: For purposes of subdivision (1), student discipline received under IC 20-33-8-25(b)(7) for a violation described in subdivisions (2) through (4) shall be included in the calculation of the number of school days that a student has been suspended.

The parent of a student for whom a request to transfer is made is responsible for providing the East Allen County

Policy Adopted (_____)
POLICY TYPE: ENDS/GOALS

POLICY TITLE: ELIGIBILITY OF RESIDENT/NON-RESIDENT AND FOREIGN EXCHANGE STUDENTS

Schools with records or information necessary for school officials to determine whether the request to transfer may be denied under this section.

D. The student’s socio-economic status, academic records, scores on ISTEP tests, disciplinary record (except as noted in Paragraph C above), disability, or any other factor not related to the school corporation’s capacity will not be considered.

E. The Corporation will not provide transportation from outside Corporation boundaries.

F. Without legal settlement, students may not use athletics as a primary reason for requesting transfer into East Allen County Schools.

G. The Corporation shall determine which school building the student will attend when there is a lack of available space in the building requested.

Other

A. Students transferring to this Corporation shall be placed in those classes/courses or at the grade level for which their previous education experiences appear to qualify them.

B. The Superintendent or designee is granted the discretion/authority to approve or deny transfer requests based on the criteria listed in this policy.

C. Formal appeals of denied transfer requests may be submitted to the Board for final consideration.

D. East Allen County Schools MAY NOT deny a request for a student to transfer into the school corporation:

Policy Adopted (_____)
POLICY TYPE: ENDS/GOALS

POLICY TITLE: ELIGIBILITY OF RESIDENT/NON-RESIDENT AND FOREIGN EXCHANGE STUDENTS

(1) if the transfer student is a member of a household in which any other member of the household is a student in the transferee school; and

(2) if the transfer student has a parent who is an employee of the school corporation.

Policy Adopted (____)
ACTION AGENDA
August 6, 2013

Board Agenda Item 13-0806-10

APPROVE PROPOSED REVISIONS TO
ADMINISTRATIVE GUIDELINE 2170.05 – ADMINISTRATOR SALARY GROUPS

Background:
Administrative Guideline 2170.05 - Administrator Salary Groups needs to reflect that changes in the Central Office made by Superintendent Folks.

Recommendation:
That the Board of School Trustees approve the proposed revisions to Administrative Guideline 2170.05 – Administrator Salary Groups as presented.

Prepared: _______________________

Approved: _____________________

Budget: _______________________

Legal: _______________________

Kenneth H. Folks
Superintendent of Schools
Administrator Salary Groups

Section 1. Building Administrator Groups: This salary schedule applies to building administrators:

Group I: High School Principals (12 mo.)
         (Steps 11-18)

Group II: Middle School Principals (12 mo.)
          (Steps 7-15)

Group III: Elementary Principals (12 mo.)
           (Steps 6-14)

Group IV: Alternative Education Principal
          Assistant High School Principals (12 mo.)
          (Steps 6-14)

Group V: Assistant Middle School Principals (12 mo.)
         (Steps 4-11)

Group VI: High School Deans (215 days)
          High School Athletic Directors (215 days)
          (Steps 3-10)

Group VII: Assistant Elementary Principals (215 days)
           (Steps 1-8)

Section 2. Central Office Administrator Groups: This salary schedule applies to central office administrators:

Group I: Deputy Superintendent (Steps 22-25)

Group III: Assistant Superintendent of Administrative Services
          Assistant Superintendent of Curriculum and Instruction
          Assistant Superintendent of Instruction
          School Management and Special Programs
          Assistant Superintendent of Curriculum and Instruction
          (Steps 15-22)

Group III: Executive Director of School Management
           (Steps 12-19)

Group IVII:

Revised ____, 12/07/12, 10/04/12, 2170.05
07/18/12, 07/19/11, 05/10, 06/08,
04/22/08, 09/07, 07/07, 04/06
**Group VIII:** Director of Development  
Director of Facilities  
Director of Human Resources  
Director of Student Services  
Director of Targeted Academic Support  
**Director of Technology**  
Director of Transportation  
(Steps 8-12)

**Group IV:** Manager of Financial Services  
Manager of Special Services  
Manager of Transportation  
(Steps 5-11)

**Group VI:** Public Relations Liaison  
(Steps 1-4)

Section 3. **Administrator Salary Grid:** This salary grid applies to both building administrators and central office administrators:

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Revised _____, 12/07/12, 10/04/12, 07/18/12, 07/19/11, 05/10, 06/08, 04/22/08, 09/07, 07/07, 04/06
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Section 4. **Administrative Intern Salary:** The annual compensation for an administrative intern shall be the lesser of: Teacher Index Per Diem (based on the intern’s degree and years of experience as of the start of the contract year) x 200; or, a **maximum of Step 4-2** of the Administrator Salary Grid.
ACTION AGENDA

August 6, 2013

Board Agenda Item 13-0806-11

APPROVE PROPOSED NEW ADMINISTRATIVE GUIDELINE 5127 – HOMELESS STUDENTS AND NEW ADMINISTRATIVE GUIDELINE 5127.5 - NOTICE OF RIGHTS OF HOMELESS STUDENTS

Background:
As a requirement of the McKinney-Vento Grant, our district is mandated to have in place policy and a Notice of Rights for homeless students.

Recommendation:
That the Board of School Trustees approve the proposed new Administrative Guideline 5127 – Homeless Students, and the new Administrative Guideline 5127.5 - Notice of Rights of Homeless Students as presented.

Kenneth H. Folks
Superintendent of Schools

Prepared: ____________________________
Approved: __________________________
Budget: ____________________________
Legal: ____________________________
Homeless Students

Section 1.  **General.**  To the extent practical and as required by law, the school corporation shall work with homeless students and their families to provide stability in school attendance and other services. Special attention shall be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students shall be provided district services for which they are eligible, including pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and/or adequate nighttime residence, including:

A. Sharing the housing of others due to loss of housing or economic hardship;

B. Living in motels, hotels, trailer parks or RV camping grounds due to the lack of alternative adequate accommodations;

C. Living in emergency or transitional shelters;

D. Abandoned in hospitals;

E. Awaiting foster care placement;

F. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;

G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and

H. Are migratory children living in conditions described above.

The Superintendent shall designate an appropriate staff person to be the district's homeless liaison for homeless students and their families.

To the extent feasible, homeless students shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents/guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living. Attendance rights accorded by living in attendance areas, other student assignment policies, or intra- choice options
are available to homeless families on the same terms as families resident in the school corporation.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian or unaccompanied youth shall be informed of the corporation's decision and their appeal rights in writing. The corporation's liaison shall carry out dispute resolution as provided by state rule.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to corporation policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the corporation liaison is directed to assist in this process. Records from the student's previous school shall be requested from the previous school pursuant to corporation policies. Emergency contact information is required at the time of enrollment consistent with corporation policies.

Section 2. Transportation. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different school corporation, or a homeless student is living in another school corporation but will attend his or her school of origin in this corporation, the two school corporations will coordinate the transportation services necessary for the student, or will divide the costs equally.

Section 3. Services. The corporation’s liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school corporations on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The corporation's liaison shall also review and recommend amendments to corporation policies that may act as barriers to the enrollment of homeless students.

Section 4. Enrollment.

1. The school corporation will consider the best interest of the child in enrollment decisions;

2. The school corporation shall not deny or delay enrollment of homeless students;

Adopted _________
3. The school corporation's need for student contact information shall not be in a form or manner that constructs a barrier for homeless students. For example, homeless students may not be excluded for failure to have a mailing address or emergency contact information.

4. The district's homeless liaison shall:

A. Ensure that public notice is disseminated where homeless children receive services;

B. Assure that students are identified by school personnel, enrolled in school and have a full and equal opportunity to succeed; and

C. Inform parents/guardians of educational and related activities and inform parents/guardians of transportation services.

Section 5. Definitions.

1. Homeless Children and Youth - means individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing or similar situations; or migratory children because they are living in circumstances like those described above.

2. Unaccompanied Youth - means a youth not in the physical custody of a parents/guardians. Youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act.

Section 6. Dispute Resolution Procedure. The school corporation shall ensure that the child/youth attend the school in which they sought enrollment while the dispute process is being carried out.

1. Notification of Appeal Process. If the school corporation seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, the school corporation shall inform the parent/guardian or the unaccompanied youth of the right
to appeal. The school corporation shall provide the parent/guardian or unaccompanied youth with written notice including:

A. An explanation of the child’s placement and contact information for the district’s homeless liaison.

B. Notification of the parent’s right to appeal(s);

C. Notification of the right to enroll in the school of choice pending resolution of the dispute;

D. A description of the dispute resolution process including a petition form that can be returned to the school to initiate the process and timelines; and

E. A summary of the federal legislation governing placement of homeless students (McKinney-Vento Act).

2. **Appeal to the District’s Homeless Liaison – Level I.** If the parent/guardian or unaccompanied youth disagrees with the school corporation’s placement decision, they may appeal by filing a written request for dispute resolution with the school, the district’s homeless liaison. If submitted to the school, it will be immediately forwarded to the homeless liaison. The request for dispute resolution must be submitted within fifteen business days of receiving notification of the school corporation’s placement.

The liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the complaint was filed.

A. A copy of the complaint must be forwarded to the liaison’s supervisor and the Superintendent.

B. Within five business days of the receiving the complaint, the district’s homeless liaison must provide the parent/guardian or unaccompanied youth with a written decision and notification of the parent’s right to appeal.

C. The school corporation will verify receipt of the Level I decision.

D. If the parent or unaccompanied youth wishes to appeal, notification must be provided to the district’s homeless liaison within ten business days of receipt
of the Level I decision. The district’s homeless liaison shall provide the parent with an appeals package containing:

(1) The complaint filed with the district’s homeless liaison at Level I;

(2) The decision rendered at Level I; and

(3) Additional information provided by the parent/guardian, unaccompanied youth and/or homeless liaison.

3. Appeal to the Assistant Superintendent of School Management and Special Programs – Level II. The parent/guardian or unaccompanied youth may appeal the district homeless liaison’s decision to the Assistant Superintendent of School Management and Special Programs using the appeals package provided at Level I.

A. The Assistant Superintendent of School Management and Special Programs will arrange for a personal conference to be held with the parent/guardian or unaccompanied youth within five business days of receiving the Level I appeals package.

B. Within five business days of the conference with the parent/guardian or unaccompanied youth the Assistant Superintendent of School Management and Special Programs shall provide that individual with a written decision with supporting evidence and notification of their right to appeal to the Superintendent or Superintendent’s designee.

C. The school corporation will verify receipt of the Level II decision.

D. A copy of the Assistant Superintendent of School Management and Special Programs decision will be forwarded to the district’s homeless liaison.

E. If the parent/guardian or unaccompanied youth wishes to appeal to the Assistant Superintendent of School Management and Special Programs, notification must be provided to the district homeless liaison within ten business days of receipt of the Level II decision.
4. **Appeal to the Office of the Superintendent – Level III.**

A. The Superintendent or Superintendent’s designee shall forward a copy of the Level II decision and all written documentation to the homeless liaison within five days of rendering a decision. The school corporation will submit the entire dispute package to the Superintendent or Superintendent’s designee in one complete package by U.S. mail.

B. The Superintendent or Superintendent’s designee shall make a final decision within fifteen business days of receiving the appeal;

C. The Superintendent or Superintendent’s designee decision will be forwarded to the district’s homeless liaison. The liaison will distribute the decision to the parent/guardian or unaccompanied youth and the local Superintendent.

D. The Superintendent or Superintendent’s designee decision will be the final resolution for placement of a homeless child or youth in the school corporation.

E. The school corporation will retain the record of all disputes, at each level, related to the placement of homeless children.

Section 7. **Inter-district Disputes.** If school corporations are unable to resolve a dispute regarding the placement of a homeless student, either school corporation may submit a written request to the Superintendent or Superintendent’s designee seeking resolution.

The Superintendent or Superintendent’s designee will resolve the dispute within 10 business days of notification of the dispute and inform all interested parties of the decision.
Notice of Rights of Homeless Students

The East Allen County Schools (EACS) shall provide an educational environment that treats all students with dignity and respect. Every EACS homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available by East Allen County Schools.

A student is considered "homeless if he or she:

- Lives in a shelter
- Shares housing with relatives or others due to a lack of housing
- Lives in a motel/hotel, campground, or similar situation due to lack of alternative, adequate housing
- Lives at a train or bus station, park, or in a car
- Lives in an abandoned building
- Is awaiting foster care placement
- Is a refugee or migrant worker
- Is an unaccompanied youth of any age, in any of the above situations

All homeless students have rights to:

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residence.

- **Enroll in:**
  - The school he/she attended when permanently housed (school of origin)
  - The school in which he/she was last enrolled (school of origin)
  - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.

- **Remain enrolled** in his/her selected school for as long as he/she remains homeless, or if the student becomes permanently housed, until the end of the academic year. Academic success is helped when the student remains in the same school.

- **Priority in certain preschool programs.** Parents or guardians are encouraged to seek enrollment in these programs

- **Participate** in a tutorial-instructional support program school related activities, and/or receive other support services.

- **Obtain information** regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.

- **Transportation services.** A homeless student attending his/her school of origin has the right to transportation to go to and from the school of origin as long as he/she is homeless, or if the student becomes permanently housed, until the end of the academic year. EACS staff shall inform the homeless parents/guardians or youth of transportation services to and from school and school-related activities.

**Dispute Resolution:** If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the principals. The principal must respond and attempt to resolve it quickly. The principal shall refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved.

The Superintendent shall designate an appropriate staff person to be the district’s liaison for homeless students and their families who shall assist you in making enrollment and placement decisions, providing notices of an appeal process, and filling out dispute forms. It you meet the criteria of homelessness as detailed above and/or have questions about enrollment in school, or want more information about the rights of homeless students in East Allen County Schools, call (260) 446-0100. If you want more information about the rights of homeless students in Indiana, call the Indiana Department of Education at (317) 232-6610.

**Adopted ______
New Business
ACTION AGENDA

August 20, 2013

Board Agenda Item ___________________

AUTHORIZE ADVERTISEMENT OF 2014 BUDGET AND CAPITAL PROJECTS AND BUS REPLACEMENT PLANS

Background:

Annually School Districts are required to advertise their Budgets in the prescribed format and time frame. It is required by Indiana Code that the Budget be advertised twice. Presentations and discussions have/will be made on the Budget at the July 16th and August 20th Meetings. The Budget Advertisement will be at the aggregate level with a high estimate and therefore when the Budget is approved later this year by the Board of School Trustees, the amounts approved may be less than advertised.

Recommendation:

That the Board of School Trustees would authorize the advertisements of the 2014 Budgets, including the Capital Projects and Bus Replacement Plans.

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly

Approved: Kirby Stahly

Budget: ____________________________________________

Legal: IC 6-1.1-17-3
ACTION AGENDA

August 20, 2013

Board Agenda Item ________________

APPROVE GROUP HEALTH INSURANCE
STOP LOSS CARRIER AND SPECIFIC AMOUNT

Background:

On an annual basis East Allen County Schools requests Stop Loss Insurance Proposals for the East Allen County Schools Self-Funded Group Health Insurance Program. The current Specific Stop Loss Amount is $175,000 with the monthly rates of $34.16 - Single and $86.37 - Family and an aggregate rate of $2.49. EACS is currently evaluating the renewal (Sun Life) and quotes received from Symetra, Elite, and Reliance at various Specific Stop Loss Amounts and with or without Lasers. The recommendation for this next plan year September 1st - August 30th will be made at the August 20th Meeting.

Recommendation:

That the Board of School Trustees approves the recommendation that will be provided for the selection of the Stop Loss Insurance Carrier, the Specific Stop Loss Amount and whether or not a Laser is included.

Kenneth H. Folks
Superintendent of Schools

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: ________________________________
Legal: ________________________________
ACTION AGENDA

August 20, 2013

Board Agenda Item ______________________

APPROVE NEW HAVEN SOFTBALL FIELD BID

Background:

Previously the Board of School Trustees authorized the district to advertise this project. The project was advertised on July 26th and August 2nd. A pre-bid meeting is scheduled for interested bidders on August 7th at 1:00 PM. Bids are due August 14th at 1:00 PM. A bid recommendation is planned for the August 20th School Board Meeting.

Recommendation:

That the Board of School Trustees approves the recommendation that will be provided for the award of the New Haven Softball Field Project.

Prepared: Kirby Stahly
Approved: Kirby Stahly
Budget: Capital Projects Fund
Legal: IC 20-40-8-12

Kenneth H. Folks
Superintendent of Schools
ACTION AGENDA

Date: August 20, 2013

Board Agenda Item

CONSTRUCTION CHANGE ORDER - HERITAGE K-12 PROJECT
POSSIBLE DESIGN CHANGES

Background:

Three possible design changes for the Heritage K-12 Project were discussed at a prior School Board Meeting. Preliminary budgetary estimates have been provided by the Fetters Construction for each of the affected areas. More value engineering will be done by RQAW and EACS before a recommendation is made to the Board of School Trustees. The budgetary estimates are: Elementary Serving Kitchen Update - $75,000; Science Wing Modification - $74,459; and Multi-Purpose & Laundry Room Modification - $54,400. No recommendation at this time, just reporting on the budgetary estimates.

Recommendation:

Kenneth H. Folks
Superintendent of Schools

Prepared: ____________________________

Approved: __________________________

Budget: Construction - Contingency

Legal: ________________________________
# East Allen 2012 School Building Corporation Projects

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<th>Woodlan K-12</th>
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| Remaining Funds Available     | 21,891,561 | 11,742,798    | 10,148,763   |

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<td>Playground, Fuel Station, &amp; Loose Equipment</td>
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<td><strong>Total Expected Uses of Funds</strong></td>
<td>20,863,630</td>
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| Estimated Contingency         | 1,027,931 | 532,815       | 495,116      |
EAST ALLEN COUNTY SCHOOLS
1240 State Rd. 938 East, New Haven, Indiana 46774

AGREEMENT

This Agreement is entered into this 15 day of July, 2013, by and between the East Allen County Schools and

Kafelo Consulting, LLC
396 Stephenson Pkwy., Jersey City, NJ 07305
651-768-333

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

1. Kafelo Consulting will perform certain services for and on behalf of the East Allen County Schools. These services are described as providing 1/2 day professional development workshop and will be performed on the following date: September 10, 2013.

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

4,000.00 (Four Thousand Dollars). 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 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 person performing services pursuant to this Agreement is employed by the East Allen County Schools, services outlined above will be performed at times other than during their regularly scheduled work hours.

6. Persons performing services pursuant to this Agreement will submit all claims 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.

This Agreement is written in accordance with the General School Policy Act (Act 775, ch.397, P.2004, p.394; Burns sec.202, P.28-1716(19), p. 194.)

"To exercise any other power and make any expenditure in carrying out for general purposes and purposes provided for in sec. 281 (Acts 1978, P. 28-1709) or in carrying out the powers delineated in this act. 202 which is reasonable from a business or misbehaved standpoint in carrying out school purposes of the school corporation, including but not limited to the acquisition of property or the employment of a consultant or 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

Account Number: 6487 - 447120 - 361120 - 0115

EACS Employee Administering this Agreement: Michael Stuller

EACS EIS-15

Signature
ABSTRACT for Title III: SY2013/2014
Language Instruction for Limited English Proficient (LEP)
from the Indiana Department of Education

This Abstract has been prepared for the East Allen County Board of School Trustees to review and approve East Allen County Schools to request and receive funding, if approved, for Title III: Language Instruction for Limited English Proficient (LEP) grant.

Title III funds began as a new allocation from the State of Indiana’s Department of Education during the 2002/2003 school year and funds are based upon the number of LEP students in school districts throughout Indiana. School districts with at least 70 LEP students as of the SY12/13 count date are eligible to request and receive Title III funds on an estimated basis of $140.97/LEP student (an increase from $142.80 last year). Districts with fewer than the required number of LEP students are eligible to apply as a consortium.

According to information provided by East Allen County Schools for SY12/13, EACS had 739 LEP students with three additional LEP students at Saint Louis Academy for a total of 742 on the date of record. The number of LEP students generates the allocation amount for Title III. East Allen County Schools’ allocation for this school year (including EACS and participating nonpublic schools) will be $104,599.74. This amount is a decrease from $111,384 for SY2012/2013 (Title III).

The purpose of Title III funds is to focus on

- Developing and implementing new language instruction educational program and academic content instruction programs for such children and youth, including programs of early childhood education, elementary education school programs, and secondary school programs.
- Carrying out highly focused, innovative, locally developed activities to expand or enhance existing language instruction educational programs and academic content instruction program for such children and youth.
- Implementing, within an individual school, school-wide programs for restructuring, reforming, and upgrading all relevant programs, activities, and operations relating to language instruction educational programs and academic content instruction for such children.
- Implementing, within the entire jurisdiction of a local educational agency, agency-wide programs for restructuring, reforming, and upgrading all relevant programs, activities, and operations relating to language instruction educational programs and academic content instruction for such children.

Through Title III funds, East Allen County Schools will seek to

- Increase the English proficiency of LEP children by providing high-quality language instruction educational programs that are based on scientifically-based research demonstrating the effectiveness of the programs in increasing English proficiency and student academic achievement in the core academic subjects.
- Support the Families Learning Together program in partnership with the Literacy Alliance.
- Maintain the school-based bilingual support staff (salary and benefits, when necessary) to aid in supplemental instruction.
- Provide high-quality professional development to classroom teachers (including those outside the setting of language instruction educational programs), principals, administrators, and other school personnel.

EACS will utilize Title III funds to meet the purpose / focus area(s) described above. Title III applications are due on or before August 30, 2013. Then, upon approval, this allocation must be expended as requested for the intended and appropriate Title III purpose(s)/focus areas ONLY. Title III funding may not supplant other funding. Title III may only be used to supplement assistance for LEP students which the district would not otherwise provide.
~ ABSTRACT ~

Secured School Safety Grant Program (IC 10-21)

East Allen County Schools (EACS) has been notified by Indiana’s Department of Homeland Security that new funding is available through the Secured School Safety Grant program. This program consists of a matching grant in an amount of up to $50,000 (for those with an Average Daily Membership of 1,000+ students) per school corporation, charter school or coalition of schools. Each Secured School Safety Grant award will be for a term of one year: November 1, 2013 through October 31, 2014. It is anticipated that funding will again be available for the following school year. According to the information received regarding Indiana’s Secured School Safety Grant program, these competitive funds may be used to

1. Employ a School Resource Officer (SRO);
2. Conduct a threat assessment; or
3. Purchase equipment to restrict access to the school or expedite the notification of first responders.

BACKGROUND: EACS currently has an SRO positioned centrally to serve the students in the New Haven attendance area. The salary / benefits for that position are provided through Safe Haven award (in SY12/13 this was $14,500), East Allen County Schools ($50,000 minus Safe Haven funding, if any) and City of New Haven (all costs associated with the employment of the SRO, including but not limited to salary/benefits, training, SRO equipment and vehicle). EACS appreciates the partnership and coordination of efforts to benefit from the SRO.

RATIONALE for REQUEST: East Allen County Schools has reviewed the three program options identified above related to this newly-established funding to help schools provide additional safety and security for students and staff. Based upon both internal (EACS) and external discussions (with community representatives), EACS anticipates requesting these funds to utilize these competitive funds, if awarded, to

- request funds to hire an additional School Resource Officer. This SRO will provide support for Heritage, Leo and Woodlan. Pending funding approval, this individual will be hired by and employed by the Allen County Police Department. An agreement will be executed between EACS and the Allen County Police Department to ensure understanding between both parties of the requirements. The annual cost for this SRO is $52,697/year. EACS would use this officer for 9.5 months/annually and the Allen County Police Department would utilize the remaining 2.5 months annually. If awarded this grant, EACS will provide one-half of the $52,697 (as our required match) and the grant would provide the remaining one-half. It is anticipated that this position will be provided in this manner for SY13/14 and SY14/15 (all with the understanding that funding would need to be approved). Then, in year three, if grant funds are no longer available, EACS will sustain this SRO position for year three in full.

Eligible applicants are asked to submit a Notice of Intent by September 15, 2013, and applications are due on or before September 30, 2013. The EACS Student Services department requests permission to submit an application through this matching grant fund. East Allen County Schools requests approval to request and receive these funds, if approved, to be used for this purpose.
Board Discussion
## Debt (Debt Services and Pension) Annual Payment Schedule

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Total: 7,052,433.77

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Total: 7,052,433.77
## Debt (Debt Services and Pension) Annual Payment Schedule

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