1. **SOUVENIR BUTTON DESIGN CONTEST**

The 2010 Three Rivers Festival has begun! The theme for the 42nd Annual Three Rivers Festival is “Fun in the Sun!” Whether as a class project or independent submissions, students are welcome to submit visual interpretation of what “Fun in the Sun” means to them. See *Enclosure # 1* for more information.

Tamyra Kelly, ext. 1050

2. **HEALTH INSURANCE ENROLLMENT**

East Allen County Schools open enrollment for health insurance will run November 2, 2009 through December 4, 2009 to 4:00 pm. No enrollment forms will be accepted after this date. Health insurance premiums will remain the same for the 2010 calendar year. All benefit information is available on our East Allen County Schools website under the employee benefits tab. To obtain an enrollment form, please email or contact Leslie Reisgies at ext. 1051.

Peggy Rohrbacher, ext. 1009

3. **REQUIREMENTS FOR FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family Medical Leave Act is a requirement, which we (the employer) must follow to classify an employee’s absence any time that an employee is absence for five consecutive days using paid benefit sick days or excessive intermittent days. This could include:

- An employee’s serious health condition
- Birth/adoption of a child
- A serious health condition of an employee’s family member for whom the employee has a legal responsibility.

If you fit in one of the above categories, and are absent from work either 5 consecutive days or excessive intermittent days, please contact Human Resources at ext. 1051 or email lreisgies@eacs.k12.in.us. Leave packets are requested through the Human Resources office.

Due to many of our employees being exposed to the H1N1 virus we are not requiring employees to apply for a leave of absence if they are absent with the virus. If complications arise due to the H1N1 virus please contact Human Resources to request a leave packet. A leave packet will be sent to the employee’s home. If you have any questions, please contact the Human Resources Department.

Peggy Rohrbacher, ext. 1009
4. SMART BOARD TRAINING  
Cindy Fritz is available for SMART Board training. Please contact her @ X3131 to schedule a session.  
Jo Ann Roscoe, ext. 3125

5. ELEMENTARY REGISTRARS  
Second quarter meeting for elementary registrars will be held on November 19, 2009 at Park Hill in room 220 from 1:00 pm to 3:30 pm.  
Jo Ann Roscoe, ext. 3125

6. SPECIAL EDUCATION REMINDER  
Please send old laptops back to the Tech Department. Identify which school is returning it. If you are unsure which ones need to be returned, call your support person to verify. Be sure to remove your signature pads from the carrying case and keep for use in your building.  
Connie DeLong, ext. 3109

7. PRINCIPAL’S MEETINGS  
- Elementary Principals – November 17 @ 9:00 a.m.  
  (This meeting will be held in the Board Room)

- Secondary Principals – November 24 @ 1:00 p.m.  
  (This meeting will be held at The Crossing Educational Center)

Jeanne Zehr, ext. 1002

8. PROFESSIONAL LEAVE REQUESTS  
This is to clarify two issues related to professional leave requests.

1. If a principal/supervisor is submitting 5 or more requests to the same conference/workshop, complete one form as a cover sheet with “see attached list” in the name blank and fill out only one supporting documentation sheet. Attach a leave request form for all attendees and send all at once to the person giving the first approval.

2. If the professional leave is contractual (i.e. contractual records day), there is no need to complete a professional leave supporting documentation form.

Karyle Green, ext. 1001

TO ALL EACS FAMILIES - HAVE A SAFE, SECURE, LOVE AND FAMILY FILLED THANKSGIVING HOLIDAY!!!