EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES MEETING

Administration Building
1240 State Road 930 East
New Haven, IN 46774
March 5, 2013 - 6:30 p.m.

WORK SESSION AGENDA

I. EXECUTIVE SESSION – 5:30 p.m.

II. CALL TO ORDER

III. ROLL CALL

IV. PLEDGE OF ALLEGIANCE

V. ADOPTION OF AGENDA

VI. APPROVAL OF MINUTES – February 5, 2013 Regular Meeting
                                      February 19, 2013 Executive Session
                                      February 19, 2013 Regular Meeting

VII. INFORMATION ITEMS

1. Review of Annual Report for Demographics (Housing Trends/Enrollment)
2. Superintendent Search

VIII. ACTION AGENDA

13-0305-01 Approval of Human Resources Report

13-0305-02 Approval of Financial Reports

13-0305-03 Approval of Meetings and Conferences Requests

IX. NEW BUSINESS

1. Kindergarten Countdown Program
2. Pension/Severance Bonds – Refunding Opportunity
3. 2014 Budget Schedule
4. Loss Control Services – Old National Insurance

X. DISCUSSION ITEMS

1. Healthcare Reform Update
2. Timothy L Johnson Presentation

XI. ADJOURNMENT
EAST ALLEN COUNTY SCHOOLS
REGULAR MEETING OF THE
BOARD OF SCHOOL TRUSTEES
MINUTES
February 5, 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 6:43 p.m.

ROLL CALL

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

Staff
Dr. Karyle M. Green, Superintendent
Dr. Michael B. Shaffer, Assistant Superintendent of Instruction
Mr. Kirby Stahly, Assistant Superintendent for Administrative Services
Mr. Chris Hissong, Executive Director of School Management
Mr. William Diehl, Director of Accountability
Mrs. Marilyn Hissong, Director of Curriculum
Mrs. Tamyra Kelly, Public Relations Liaison
Mrs. Connie Brown, Interim Director of Special Services
Mr. Ed Mendoza, Principal on Special Assignment
Mrs. Teresa Gremaux, Principal, Paul Harding Junior High School
Mr. Ronald C. Crosby, President, East Allen Educator’s Association
Ms. Karen Smith, President, EACS Transportation Association

BOARD BUSINESS

Appointment of Treasurer and Deputy Treasurer

Motion: That Lois Goeglein be reappointed as Treasurer and Geri Freiburger be reappointed as Deputy Treasurer.

Motion: Terry Second: Nelson Vote: Aye: 7-0

ADOPTION OF AGENDA

The agenda for February 5, 2013 was adopted as presented, however Mr. Hoffman asked that the Action Items be voted on separately.
RECOGNITIONS

Name                      Topic
Jackson Parrish           7th grade NHMS student won NHMS's Spelling
Meadowbrook Elementary School Staff Bee and placed 4th in the JG-AC Spelling Bee
Students                  Named as a "Rapidly Improving School" by the
New Haven High School Wrestling Team IDOE as part of the National Blue Ribbon process.
Dr. Karyle Green           Each grade level at MEEL saw growth, ranking
                            them in the top 10 improving schools in Indiana.
                            Won Sectional Title
                            The sale of MOEL to the FW-SB Diocese

PUBLIC EXPRESSIONS: AGENDA ITEMS

None.

APPROVAL OF MINUTES — The minutes from the January 21, 2013 Executive Session, January 21,
2013 Special Board Meeting, and the January 22, 2013 Regular Meeting were approved as presented

INFORMATION ITEMS

1. Review of Annual Report For:
   - Maintenance & Facilities
   - Special Education Programs 2011-12SY
   - 4th Quarter Allocations/Grant Awards

2. Schedule of Board Meetings for 2013-14SY

SUPERINTENDENT COMMUNICATIONS

An overview of the Student Services Department, under the direction of Dr. Michael Shaffer, was given
by the following individuals: Mr. Ed Mendoza, Ms. Wendy Walker, Mr. Jeff Studebaker, Mrs. Deb
Gibson, and Ms. Janell Carswell.

PUBLIC EXPRESSIONS: NON-AGENDA ITEMS

Speaker               Subject
Ebony Pilot (Spokesperson for   Asked EACS to sponsor the TLJ charter
Timothy L. Johnson Academy)

ACTION AGENDA

CONSENT MOTION:

13-0205-01 Approval of Human Resources Report

Discussion: Board consensus is that a column be added to this report showing years of
service (in EACS only) for all resignations and retirements.

Motion: That the Board of School Trustees approve item one as presented.

Motion: Terry Second: Baker Vote: Aye: 7-0
13-0205-02  Approval of Financial Reports

**Discussion:** The Board awaits additional information on the “disannexation” study from Dr. Robert Boyd, as well as a private and a public meeting.

**Motion:** That the Board of School Trustees approve item two as presented.

Motion: Lightfoot  Second: Nelson  Vote: Aye: 6-0  (Mr. Hoffman was not present at the time of this vote.)

13-0205-03  Approval of Meetings and Conferences Requests

**Discussion:** Board consensus is that a budget account name be added with the account number to the M&C requests. Also, it was proposed that in some circumstances, certain employees may need to sign a “contract” that if they leave the district in a reasonable amount of time after receiving “elite” training, they will reimburse the district for the cost of said training.

**Motion:** That the Board of School Trustees approve item three as presented.

Motion: Terry  Second: Baker  Vote: Aye: 7-0

13-0205-04  Approve Application and Receipt of Funds for Restorative Justice Through Juvenile Accountability Block (JABG) Grant

**Motion:** That the Board of School Trustees approve item four as presented.

Motion: Baker  Second: Lightfoot  Vote: Aye: 7-0

13-0205-05  Approval of Contract with Sondra Mergenthal

**Motion:** That the Board of School Trustees approve item five as presented.

Motion: Hartman  Second: Nelson  Vote: Aye: 6-1  Against: Baker

NEW BUSINESS

None.

ITEMS FROM CLOSED SESSION

None
BOARD DISCUSSION

**Speaker** | **Subject(s)**
---|---
All | Is there any interest in the sponsorship of TLJ Charter? Lots of discussion. Consensus 6-1 (Lightfoot against) to hear proposal from TLJ Board. In the meantime, Dr. Green will get info to Board regarding requirements of public schools. Meeting will be scheduled after reviewing the information from Dr. Green. A final decision should be made by April 1. Due to Steve Terry’s conflict of interest (as an Administrator with TLJ) he stated he will refrain from any votes taken re: TLJ.

Chris Baker | Read a statement stating that NHHS is in crisis. District needs to deal with students at all EACS school that are disruptive and don’t want to learn. Wants to see an expanded Alternative School for K-12 students.

Arden Hoffman | Gave a mini presentation promoting his idea for a student focus career centered school; had questions regarding EAU.

Steve Terry | Wants Paul Harding High School re-opened.

Bob Nelson | He and Terry Jo worked on a revised Compact for the Board. He will email to all; get any suggestions back to him.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:55 p.m.

MINUTES | These minutes were taken by Mrs. Julie Labie.

NEXT MEETING | The next regular meeting of the Board of School Trustees is scheduled for Tuesday, February 19, 2013 at 6:30 p.m. at the EACS Administration Building, 1240 State Road 930 East, New Haven, IN.

These minutes were approved and adopted by the East Allen County Schools Board of School Trustees on March 5, 2013.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

______________________________
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 February 19, 2013, at 5:30 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. (X) 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 OF SCHOOL TRUSTEES OF EAST ALLEN COUNTY SCHOOLS, ALLEN COUNTY, INDIANA.

BY: ___________________________ BY: ___________________________
President Secretary
President Neil Reynolds called the meeting to order at 6:37 p.m.

Roll Call

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

Staff
Dr. Karyle M. Green, Superintendent
Mr. Kirby Stahly, Assistant Superintendent for Administrative Services
Mr. Chris Hissong, Executive Director of School Management
Mr. William Diehl, Director of Accountability
Mrs. Marilyn Hissong, Director of Curriculum
Mrs. Tammya Kelly, Public Relations Liaison
Mrs. Connie Brown, Interim Director of Special Services
Mrs. Teresa Gremaux, Principal, Paul Harding Junior High School
Mr. Ron Kammeyer, Principal, Woodlan Jr./Sr. High School
Mrs. Terri Lortie, President, EACS Custodial Association
Ms. Karen Smith, President, EACS Transportation Association

Board Business

1. EACS Board of School Trustees’ Code of Conduct

Mr. Nelson read aloud the Code of Conduct that he and Mrs. Lightfoot worked on. It is their hope that all will sign this.

2. Disannexation Report – Additional Questions

All Board members are to email their specific questions for Dr. Boyd regarding the Disannexation Report to Mr. Reynolds by no later than Monday, February 25. Once received, he will turn them over to Dr. Green who will get them to Dr. Boyd. Additional meeting(s) with Dr. Boyd will then be scheduled.

Adoption of Agenda

The agenda for February 19, 2013 was adopted as presented.
RECOGNITIONS

Name
EACS Technology Department
School Choice Fair Participants
NHHS Academic Decathalon Team

Topic
Thank you for putting audio of Board meetings on website and your quick attention to other requests
Thank you to all involved in this showcase
Won Regionals and advancing to state finals

PUBLIC EXPRESSIONS: AGENDA ITEMS

Speaker
John Clendenen, Kevin Veatch

Subject
Leo-Cedarville Councilmen would like a copy of the Disannexation Report when available

APPROVAL OF MINUTES – The minutes from the January 29, 2013 Executive Session, January 29, 2013 Special Board Meeting, and the February 5, 2013 Executive Session were approved as presented.

INFORMATION ITEMS

None.

SUPERINTENDENT COMMUNICATIONS

An overview of the Special Services Department, under the direction of Dr. Michael Shaffer, was given by the following individuals: Mrs. Connie Brown, Ms. Jenny Snyder, Ms. Lindsay Franz, and Ms. Jessica Thompson.

ACTION AGENDA

CONSENT MOTION:

13-0219-01 Approval of Human Resources Report

Motion: That the Board of School Trustees approve item one as presented.

Motion: Hartman Second: Baker

Discussion: Add a column to this report showing years of service (in EACS only) for all retirements and resignations.

Motion to Amend: That the Board of School Trustees approve adding a column to this report showing years of service (in EACS only) for all retirements and resignations.

Motion: Baker Second: Hartman

Vote: Aye: 6-1
Against: Lightfoot

Original Motion: Vote: Aye: 7-0

13-0219-02 Approval of Financial Reports

Discussion: Mr. Hoffman had questions about the January Accounts Payable amount and the food service outstanding reimbursements.
Motion: That the Board of School Trustees approve item two as presented.

Motion: Baker Second: Terry Vote: Aye: 7-0

13-0219-03 Approval of Meetings and Conferences Requests

Motion: That the Board of School Trustees approve item three as presented.

Motion: Hartman Second: Lightfoot Vote: Aye: 7-0

13-0205-04 Adopt Resolution to Proceed With Construction Change Directive at Woodlan K-12 Project

Discussion: Centered around this being a change directive and not a change order.

Motion: That the Board of School Trustees approve item four as presented.

Motion: Terry Second: Lightfoot Vote: Aye: 7-0

NEW BUSINESS
None.

ITEMS FROM CLOSED SESSION
None.

PUBLIC EXPRESSIONS: NON-AGENDA ITEMS

Speaker Tracy Trevino

Subject Safety issues at the corner of Green Road & 930 - (Mr. Nelson and Mr. Baker will attend the 2/26 New Haven Council meeting as EACS Board reps, along with Ms. Trevino as this is a city issue.)

BOARD DISCUSSION

Speaker All

Subject(s)

-In response to a handout presented by Mr. Hoffman, it was reiterated that short term and long term goals need to be set. The Board officers will meet and set the priorities.
-RFI Log – Clarity has not yet been defined as to how and when to use the RFI Log. Consensus is that the Board officers will review this in their meeting and address any additional info needed to the Board as a whole.
-Mr. Hoffman had suggestions for changes to Administrative Guideline 3292. If a member would like to see specific changes made to policy, give suggested changes to the Board as a whole for review prior to voting on any proposed changes.
Arden Hoffman
Reviewed RFI Log entries; Has suggestions for additional investment income. Will share ideas with Mr. Stahly.

Steve Terry
At 3/5 Work Session – TLJ Academy reps will present information to the Board.

Bob Nelson
Met with Judge Robinson regarding a Teen Court. Has literature for the Board.

Neil Reynolds
Outlined procedure for submitting revisions to minute and for adding items to the Agenda for Board discussion.
For Minutes - Mrs. Labie will email out draft minutes by the end of the day after a meeting (typically Wednesday). Members will email any suggested corrections to Mr. Reynolds by that Friday. Officers will determine what revisions will be added to the minutes.
For Board Discussion items - Board members need to get information to Mr. Reynolds prior to the Wednesday officers’ meeting for consideration.

ADJOURNMENT
There being no further business, Mr. Terry moved to adjourn the meeting. Mr. Nelson seconded the motion and the meeting was adjourned at 8:35 p.m.

MINUTES
These minutes were taken by Mrs. Julie Labie.

NEXT MEETING
The next regular meeting of the Board of School Trustees is scheduled for Tuesday, March 5, 2013 at 6:30 p.m. at the EACS Administration Building, 1240 State Road 930 East, New Haven, IN.

These minutes were approved and adopted by the East Allen County Schools Board of School Trustees on March 5, 2013.

EAST ALLEN COUNTY SCHOOLS
BOARD OF SCHOOL TRUSTEES

__________________________________________
Secretary

__________________________________________

__________________________________________
Information Items
Approximately four years ago, East Allen County Schools had a demographics study (enrollment forecasts) done by Dr. Jerome McKibben. The information contained in this report is an update to what was previously provided.

**Population:**
The 2010 Census listed the population that lives within the eleven (11) townships that makeup EACS at 65,687, which is a 6.3% increase from the 2000 Census. Adams and Cedar Creek townships account for sixty-eight percent (68%) of the population of the entire school district. The Census Bureau has estimated that Allen County’s Population has increased by 7.1% from 2000 to 2010. Table 1 provides information from the 2000 and 2010 Census on EACS townships. An important measure of population trends is the number of new single family residence building permits issued in Allen County. Building permits for each township were tallied from January 1, 2000 through December 31, 2012. The number of permits issued for the county was 16,038. Housing permits within the eleven townships which form East Allen County Schools were 2,760. The percentage of housing permits which occurred in the townships that makeup EACS out of the total for Allen County during this timeframe was 17.2%. The percentage has stayed relatively consistent for the past eleven (11) years with a high of 22.8% (2006) and a low of 12.6% (2011). One concern is that the percentage of new home permits issued in EACS for the last four years is less than the twelve (12) year average. Approximately 70% of the new home permits in EACS were in Cedar Creek and Adams townships. Refer to Chart 1 and Table 2. Chart 1 clearly demonstrates the dramatic drop in new home permits that has occurred within the EACS district, which has a direct impact on the continual declining enrollment of the school district.

**Elementary Enrollment (K-6):**
The total elementary schools enrollment projections show a decline of three hundred seven (307) students during the next seven years. The actual enrollment was two hundred ninety-seven (297) students lower in 2012-13 than was projected (2010 Demographics Study). Refer to Chart 2 and Table 4.

**Junior High Enrollment (7-8):**
The total junior high school enrollment projections show a decline of ninety-two (92) students during the next seven years. The actual enrollment for 2012-13 was five (5) students lower than what was projected (2010 Demographics Study). Refer to Chart 2 and Table 4.

**High School Enrollment (9-12):**
The high school level enrollment projections show a decline of two hundred fifty-two (252) students during the next seven years. The actual enrollment for 2012-13 was one hundred ninety-six (196) students lower than what was projected (2010 Demographics Study). Refer to Chart 2 and Table 4.

**Attendance Area Enrollment:**
Two Tables (3 and 5) provide enrollment history and projections by attendance area for the previous two Demographics Studies (2007 & 2010) done by Dr. McKibben.
EACS Enrollment:
The 2012-13 (current) enrollment for the district was four hundred ninety-eight (498) students lower than Dr. McKibben’s 2010 Demographics Study Projections. The aggregate enrollment projection (2010 Study) shows a decline by six hundred fifty-one (651) students over the next seven years. Refer to Chart 2, Tables 3 through 6. Tables 3 and 4 provide a comparison to the 2010 Demographics Study (by Dr. McKibben). Tables 5 and 6 provide a comparison to the 2007 Demographics Study (by Dr. McKibben).
### Census Data - Table 1

<table>
<thead>
<tr>
<th>Total Population - 2000</th>
<th>Allen County</th>
<th>EACS Township Totals</th>
<th>Adams Township</th>
<th>Cedar Creek Township</th>
<th>Jackson Township</th>
<th>Jefferson Township</th>
<th>Madison Township</th>
<th>Milton Township</th>
<th>Maumee Township</th>
<th>Milan Township</th>
<th>Monroe Township</th>
<th>Springfield Township</th>
<th>Spohr Township</th>
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<tr>
<td>Total Population - 2010</td>
<td>331,849</td>
<td>61,785</td>
<td>31,394</td>
<td>10,288</td>
<td>498</td>
<td>1,958</td>
<td>1,796</td>
<td>3,655</td>
<td>2,619</td>
<td>3,503</td>
<td>1,963</td>
<td>3,697</td>
<td>414</td>
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<td>Increase/Decrease from 2000</td>
<td>355,329</td>
<td>65,687</td>
<td>31,816</td>
<td>12,570</td>
<td>504</td>
<td>2,109</td>
<td>1,771</td>
<td>3,858</td>
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<td>1,927</td>
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<td>% Increase/Decrease from 2000</td>
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<td>1.3%</td>
<td>22.2%</td>
<td>1.2%</td>
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<td>5.6%</td>
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<td>7.0%</td>
<td>-1.8%</td>
<td>17.6%</td>
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</table>

| 2010 Housing Units |
|--------------------|-----------------|-----------------|-----------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| - Total Units      | 152,184         | 25,734          | 13,577          | 4,313           | 203            | 863            | 673            | 1602           | 1025           | 1137           | 807            | 1373             | 161              |
| - Occupied Units   | 137,851         | 23,666          | 12,156          | 4,144           | 189            | 823            | 644            | 1488           | 956            | 1073           | 750            | 1297              | 148              |
| - Vacant Units     | 14,333          | 2,068           | 1,421           | 169             | 14             | 40             | 29             | 116            | 69             | 64             | 57             | 75               | 13               |
| % Occupied Units   | 90.6%           | 92.0%           | 89.5%           | 96.1%           | 93.1%          | 95.4%          | 95.7%          | 92.8%          | 93.3%          | 94.4%          | 92.9%          | 94.5%            | 91.9%            |
## EACS - Townships

### New Home Permits Issued - Table 2

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Home Builders Association (260) 420-2020 & http://www.hbafortwayne.com
### East Allen County Schools: Total Enrollment by Attendance Area

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<td><strong>10,262</strong></td>
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<td><strong>0.55%</strong></td>
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**SY 2011-2012:**
- 1st Step of Consolidation in preparation for District Redesign
- Redesign Boundary Changes
- 1st Year of Implementation of the Statewide School Voucher Program

Enrollment Projections by Dr. McGuiness (2010)
## East Allen County Schools: Total Enrollment by Grade Level

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**NOTE:**
- Enrollmentprojection by Dr. McKibben (2010)
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** SY 2011-2012:  
1st Step of Consolidation in preparation for District Redesign  
Redesign Boundary Changes  
1st Year of Implementation of the Statewide School Voucher Program**
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<td>793</td>
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<td>842</td>
<td>728</td>
<td>560</td>
<td>465</td>
<td>382</td>
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**Note:** BY 2011-12: 1st Step of Consolidation in preparation for District Redesign; 1st Year of Implementation of the Statewide School Voucher Program.
Action Items
ACTION AGENDA

March 5, 2013

Board Agenda Item 13-0305-01

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.

Prepared: Karen Best

Approved: ____________________________________________

Budget: Kirby Stahly

Legal: ____________________________________________
CLASSIFIED TERMINATIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>DATE</th>
<th>REASON</th>
</tr>
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<tbody>
<tr>
<td>Johnson, Kenya</td>
<td>Bus Driver (2.5 years with EACS)</td>
<td>3/8/2013</td>
<td>Resignation</td>
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CERTIFIED LEAVE

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<th>DATE</th>
<th>REASON</th>
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<tr>
<td>McKanna, Holly</td>
<td>Teacher-LEHS</td>
<td>2/7/13-3/28/13</td>
<td>FMLA</td>
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ACTION AGENDA

March 5, 2013

Board Agenda Item 13-0305-02

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.

Prepared: Kirby Stahly

Approved: Kirby Stahly

Budget: Kirby Stahly

Legal: ________________________________
ACCOUNTS PAYABLE VOUCHER INFORMATION

Vendor Claims 275239-275380

Total Amount $273,191.88

DONATIONS, GIFTS, AND EXTRACURRICULAR EXPENDITURES

DONATION

Southwick Elementary School requests Board approval to accept a donation in the amount of $1,000.00, from Fellowship Missionary Church (Children’s Clothing Resale). As specified, these funds will be used to purchase books and book bags.
ACTION AGENDA

March 5, 2013

Board Agenda Item 13-0305-03

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.

Prepared:   Dawn Bair

Approved:   Kirby Stahly

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:

**March 5, 2013**

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Attendee(s)</th>
<th>Building</th>
<th>Conference Title/Location</th>
<th>Est. Amount</th>
<th>Backup Information/Account Number</th>
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<td>February 28 – March 1, 2013</td>
<td>Jennifer Snyder</td>
<td>SPSV</td>
<td>IN State Inclusion Conference, Indianapolis</td>
<td>$140</td>
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<td>Lindsey Franz</td>
<td>SPSV</td>
<td>Community of Practice Face-to-Face, Indianapolis</td>
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<td>Released time, mileage, 526-12230-58000-0012, IDEA Grant</td>
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<td>Kim Gallmeyer</td>
<td>TRNSP</td>
<td>Special Needs Training w/STAI, Indianapolis</td>
<td>$175</td>
<td>Released time, PM, registration, mileage, 041-27100-58000-0030, Transportation</td>
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<tr>
<td>March 13, 2013</td>
<td>Jolene Sanderson</td>
<td>CEEL</td>
<td>2013 ISNA Regional Workshops, DeKalb Central IHS</td>
<td>$50</td>
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<tr>
<td>April 22- 23, 2013</td>
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<td>HEHS</td>
<td>Advance School Safety Training, Indianapolis</td>
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</table>
New Business
~ ABSTRACT for Kindergarten Countdown: 
a program provided by Live United / United Way ~

The United Way of Allen County is providing East Allen County Schools with an opportunity entitled “Kindergarten Countdown” (known previously as “Begintergarten”). The Kindergarten Countdown program will provide up to 20 students entering Kindergarten in the fall of 2013 to have an extended-learning opportunity with a certified teacher and an aide/support staff. The population targeted for Kindergarten Countdown will be students who are preparing to enter Kindergarten and who do not have any prior pre-school experience.

Details of the 2013 Kindergarten Countdown program include:

**Duration:** The program will be held for four weeks: July 8, 2013 – August 2, 2013. The Kindergarten Countdown will be a morning program meeting five days per week throughout the four weeks. Students will be dismissed daily following lunch.

**Transportation:** Student transportation to/from the program will be provided by CTN (Citizens Transportation Network). Costs for the transportation will also be provided by United Way.

**Student costs:** This program will be provided FREE of charge to students.

**Curriculum:** This program will follow the East Allen County Schools Pre-Kindergarten curriculum.

**Participants:** The students at Southwick Elementary School who are preparing to enter Kindergarten and who have not had any prior pre-school experience will be the population targeted to benefit from the Kindergarten Countdown program.

**Food:** Participating students will receive breakfast and lunch daily.

**Supplies:** All supplies, backpacks, books and other learning supplies will be provided to participants at no cost.

**Health Screenings:** The participating students will also have access to health screenings during the course of the Kindergarten Countdown program.

**District costs:** There will be no costs borne by East Allen County Schools associated with the Kindergarten Countdown program. The costs for this program will be borne entirely by the United Way.

**Understanding of the Parties:** A Memorandum of Understanding (MOU) is in process with the attorneys to ensure that the parties clearly understand responsibilities and expectations of this program.

East Allen County Schools’ representatives respectfully request approval to work with United Way representatives to utilize Southwick Elementary School for the 2013 Kindergarten Countdown program to benefit up to 20 entering-Kindergarten students from the Southwick attendance area.
February 26, 2013

Dr. Karyle Green
Superintendent
East Allen County School Corporation
1240 S.R. 930 East
New Haven, IN 46774

RE: Refunding Opportunity – Pension/Severance Bonds

Dear Dr. Green:

In 2003 and 2004, the Indiana Bond Bank (the “Bond Bank”) issued its Taxable School Severance Funding Bonds, Series 4 through 7. The Bond Bank bonds are secured by Taxable General Obligation Bonds issued by several Indiana school corporations, including East Allen County School Corporation (the “School Corporation”).

At this time, market interest rates are near all-time lows. The current interest rate environment creates a savings opportunity through the refinancing of the Bond Bank’s bonds. The purpose of this letter is to present that savings opportunity to your School Corporation which will be then passed down to the school corporation if you choose to participate. Each participant in the program may choose when the savings will be received and may receive savings as soon as July 2013.

Required Procedures

The Bond Bank would obtain a new bond rating and prepare legal documentation in order to issue refunding bonds of the Bond Bank.

The School Corporation would need to adopt a Supplemental Bond Resolution and execute a Qualified Entity (QE) Purchase Agreement to waive or modify the call rights on its current Taxable General Obligation Bonds in order to receive the savings. The School’s existing amortization schedule would remain in place; however, the payments would be amended based on how the School Corporation chooses to receive savings resulting in lower debt service payments. Program bond counsel would prepare the Supplemental Bond Resolution, QE Purchase agreement and render an enforceability opinion, the cost of which will be paid by the Bond Bank.
For your reference, the current amortization schedule for your taxable general obligation bonds is attached to this letter.

**Savings**

The Chairman of the Bond Bank has given approval to City Securities Corporation to prepare this bond refunding. All costs incurred to complete this transaction will be paid by the Bond Bank from a portion of the proceeds derived from the Bond Bank’s refunding bonds, so that each school corporation will incur no out-of-pocket expenses. The estimated savings set forth have been prepared after taking into account all estimated costs necessary to complete this transaction.

Potential savings results will vary for each school corporation due to each school corporation’s respective bond issue size and maturity structure. Representatives of City Securities Corporation or the finance team will be contacting you in the near future to discuss the potential savings that your school could receive.

If, upon evaluation of this refunding opportunity, the school corporation decides not to participate in the program, please review your existing QE Purchase Agreement for notification and other requirements related to refunding transactions outside of the Bond Bank.

**Timing**

The school corporation’s adoption of a resolution documenting its approval in March or early April will allow the Bond Bank to execute this refunding in late May or early June and lock in favorable interest rates and savings.

Attached to this letter is an Information Request Form which should be returned to the Bond Bank by March 15, 2013. A representative from Ice Miller, LLP, will contact you after the Bond Bank has received the attached Information Request Form to discuss the required legal documentation.

Please feel free to consult your local counsel or financial advisor about this potential transaction.

Sincerely,

[Signature]

Lisa Cottingham,
Executive Director

Attachments

c: Kirby Stahly, School Business Manager
# Debt Service Schedule

## East Allen County School Corporation

**Issue Name:** School Severance 6A Taxable  
**Entity:** School  
**Description:** Taxable School Severance (Pension) Bonds, Series 6A  
**Issue Type:** School Severance Funding (Taxable)

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<th>Credit</th>
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**Totals:**  
$8,500,000.00  
$5,988,165.50  
$0.00  
$0.00  
$14,488,165.50

---

*This schedule is for informational purposes only. Please refer to the actual verification report for actual debt service numbers.*
East Allen County Schools
2014 Budget Schedule

March 18, 2013 CPF Budget Request Forms sent to Building Principals

April 12, 2013 Completed CPF Request Forms due to the Business Office

April 29 – May 25, 2013 Director of Maintenance and Asst. Supt of Admin Svcs visit each building to review CPF Requests and address any other concerns

June ??, 2013 Department of Education School Budget Workshop for 2014

July 8, 2013 Internal Review of CPF Plan and Bus Replacement Plan

July 16, 2013 School Board Budget Information to review Capital Projects Plan and School Bus Replacement Plan

August ??, 2013 Department of Local Government Finance Budget Workshop for Allen County

August 5, 2013 Review of 2014 Budget by the Superintendent

August 20, 2013 School Board Budget Work Session to review all Budget Funds (i.e. General, Debt Service, Pension Debt, Capital Projects, Transportation, Bus Replacement, Art Institute and Budget Summaries. Permission will also be sought at this Meeting to advertise the 2014 Budget on August 30th and September 6th.

August 30, 2013 Advertise Form No. 3 and Bus Replacement Plan. Date of 1st publication of the 2014 Budget. Form No. 3 includes: top-level summary of the seven funds; comparison of taxes collected and to be collected; estimate of funds to be raised; and capital projects 3-year plan. (The last date for the first publication is 10 days before the date fixed for the public hearing.)

September 1, 2013 Last day to submit proposed budget, tax levy, and tax rate to Allen County Auditor for non-binding review.

September 6, 2013 Advertise Form No. 3 and Bus Replacement Plan. Date of 2nd publication of the 2014 Budget.

September 17, 2013 Public Hearing on the 2014 Budget. A review of the 2014 Budget that has been provided to the Board and available for members of the public. (This date can be no later than 10 days prior to the adopting date and must be at least ten days after the first publication.)
East Allen County Schools
2014 Budget Schedule

October 15, 2013  School Board Adoption of the 2014 Budget and Adoption of the Capital Projects Plan and Bus Replacement Plan. This adoption includes all of the funds that require Board approval.

October 16, 2013  Submit East Allen's Annual Budget (all of the state forms), Capital Projects Fund, and Bus Replacement Plan via Gateway to the Department of Local Government Finance and Allen County Auditor's Office. Request Certificate of No Objection Petitions to CPF from County Auditor.

October 18, 2013  Advertise CPF Adoption (Do within two weeks of budget adoption).

December 2013  Department of Local Government Finance Allen County Budget Hearing

February 2014  Department of Local Government Finance Certification of 2014 Budget

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

Old National Insurance loss control proposes to continue to assist East Allen County Schools in their improving their loss prevention efforts by not only working with your Safety Committee, but accomplishing the following:

- Chair the EACS Safety Committee and provide minutes for the meetings;
- Assist EACS and the Safety Committee in defining regulatory areas where programs and training needs should be established and addressed;
- Assist EACS and the Safety Committee in continuing to define, implement, and track applicable measurable “safety” objectives;
- Train at EACS’s discretion, staff to complete accident investigations and the associated documentation; and
- Assist EACS in discussions/issues with Worker Compensation Carrier

Old National Insurance will continue to provide the above services for an annual cost of $3,500 to be paid in 12 equal monthly payments.