



2017-18 Administrative Bulletin

IX-16 12-8-17

1. DEPENDENT CARE FSA

If you are interested in participating in the Dependent Care FSA, please complete **Enclosure #1** and return to Jennifer Rose by December 15, 2017.

Tina Grady, ext. 1009

2. VOLUNTARY BENEFIT ELECTIONS WITH RELIANCE

Personalized Enrollments Forms are due to Jennifer Rose by December 13, 2017. If you are not planning to participate or plan to roll over your current policies to the new company, you do not need to return the packet. If you are making changes or adding policies, you will need to complete the packet.

Tina Grady, ext. 1009

3. INSURANCE OPEN ENROLLMENT

Today, December 8, 2017 is the last day to submit your Open Enrollment form via Employee Access. **See Enclosure #2.**

Tina Grady, ext. 1009

4. BOARD HAPPENINGS

See **Enclosure #3** to read the board happenings for the month of October!

Marilyn Hissong, ext. 1001

5. SPECIAL EDUCATION DEPARTMENT NEWSLETTER

Enclosure #4 is details regarding the happenings and important information from the Special Education Department. For more information please contact Jenny Snyder ext. 3115.

Connie Brown, ext. 3109

6. STAFF WITH HSA PLANS

Employees with HSA plans please be aware of upcoming changes in your health saving account cards. You will be getting information from Old National Bank regarding replacing your cards with newer high tech cards that feature better fraud protection. Watch for detailed information to come from Old National Bank.

Kirby Stahly, ext. 1005

7. TEACHER APPRECIATION STIPEND

EACS received the Teacher Appreciation Grant (“TAG”) dollars and it will be distributed to eligible teachers on the **December 8, 2017** paycheck. As stated in the CBA, teachers not eligible for the TAG, but did receive an Effective or Highly Effective rating from EACS, will receive a stipend in the same allocation. This will be reflected on the paycheck as “Teacher Appreciation Stipend” and the amounts will be as follows: Highly Effective - \$569.49 and Effective - \$455.56.

For additional information, please refer to the attached guideline.

[Teacher Appreciation Grant Guideline - 4122](#)

Questions may be directed to Tina Grady.

Tina Grady, ext. 1009

8. DEMOLITION OF PARK HILL LEARNING CENTER

The demolition of the Park Hill Learning Center is scheduled to start the week of December 18th. The demolition will NOT be done with a wrecking ball or implosion. The Fort Wayne Police Department is scheduled to conduct training exercises in Park Hill on December 15th after 4:00 pm.

Kirby Stahly, ext. 1005

9. REMINDER: INDIANA PUBLIC RETIREMENT SYSTEM (INPRS)

In January 2018, the INPRS self-service secure website will look different. Provided below are a couple of items to expect, starting the week of January 2nd.

1. New login credentials (PIN) to be received in the mail by the second week of January;
2. New phone number (844) GO-INPRS or [\(844\) 464-6777](tel:8444646777);

You can login in now to get information on the upcoming changes. Provided below is the website address for INPRS <https://www.in.gov/inprs/>

Kirby Stahly, ext. 1005

10. REMINDER: FRANCINE’S FRIENDS MOBILE MAMMAGRAPHY UNIT

Francine's Friends Mobile Mammography Unit is returning to EACS. This is a wonderful and convenient service offered to EACS and to our community by Parkview Hospital and the Breast Diagnostic Center. See **Enclosure #5** for more details.

Abby Koroncevicius, ext. 7008

11. REMINDER: CPR/AED TRAINING

Classes are offered free of charge twice a month through the end of the school year. December classes will be held in the Woodlan area, January classes will be held in the Paul Harding area and February classes will be held in the New Haven area. All classes will start at 4:15 PM, class size is limited and requires pre-registration. If you need this certification for your license renewal, email or call Abby Koroncevicius, Health Services Coordinator.

November, 2017 – January & February 2018 Class Schedule

December 19 (Tuesday WOHS)

January 18 (Thursday PHJH)

January 30 (Tuesday PHJH)

February 13 (Tuesday NHPS)

February 28 (Wednesday NHPS)

Certification is through the American Heart Association and lasts for two years. Any employee interested in, or needing certification renewal may also participate in this training.

Abby Koroncevicius, ext. 7008

DREAM IT. DO IT.



EMPLOYEE PLANS LLC

With a **Dependent** Care FSA, you use pre-tax dollars to pay qualified out-of-pocket **dependent** care expenses. The money you contribute to a **Dependent** Care FSA is not subject to payroll taxes, so you end up paying less in taxes and taking home more of your paycheck. **Child care** is only eligible for children under age 13.

Name: _____ Date of Birth: _____
Please Print

Address: _____
Please Print

Social Security Number: _____ Group Name: _____

Group Number: _____ Daytime Phone Number: _____

Email Address: _____ Mobile Phone Number: _____

Flexible Spending Account (FSA) Enrollment:

Dependent Care Reimbursement: \$ _____ Annual Election (Max \$5,000) Effective: **January 1, 2018**

Add/Delete FSA Debit Cards for Dependents:

Spouse Name: _____ Spouse SSN: _____ Add Delete

Dependent Name: _____ Dependent SSN: _____ Add Delete

I understand and agree that:

- * I cannot change or revoke this Agreement as of any date prior to the next Plan Year, unless I have a Status Event Change.
- * Prior to the start of the next Plan Year, I will be offered the opportunity to re-enroll or change my benefit election(s) for the following Plan Year.
- * I agree that all reimbursements under the Flexible Spending Arrangement are for qualified out-of-pocket medical expenses. If any of these expenses are reimbursed by any other medical benefit plan, they are not eligible for reimbursement under this plan and I agree to pay back the Plan the amount of any duplicate payment.
- * The reduction in my taxable compensation under this agreement will be in addition to any reductions under other agreements or benefit plans.
- * Any unused account balance created pursuant to the above benefit elections will be forfeited or rolled over pursuant to the relevant provisions of The Internal Revenue Code and this Plan.
- * My Employer and I agree that my compensation will be reduced by the amount of my required contribution for the benefit option(s) I have elected under the Plan (as noted above) and continuing for each succeeding compensation period until the agreement is amended or terminated.

Employee's Signature

Date

Please return form to Jennifer Rose at the Administration Building



EAST ALLEN COUNTY SCHOOLS
DREAM IT. DO IT.

Human Resources Department
1240 State Road 930 East
New Haven, Indiana 46774-1732
Phone: (260) 446-0100
Fax: (260) 446-0107

OPEN ENROLLMENT 2018
(November 20, 2017 – December 8, 2017)
INSTRUCTIONS

1. Log into your Employee Access
2. Click on the *Insurance Enrollment* tab at the top far right of the page
3. Click below “Insurance Enrollment Form” on the blue link
4. Verify demographic information is correct
5. Choose the Medical plan or click Waive
6. Choose a Vision plan or click Waive
7. Choose a Dental plan or click Waive
8. Verify dependent information if applicable
 - Pencil –click the pencil to check the appropriate boxes for each dependent.
 - Trach can – allows you to delete dependents
9. Enter other insurance if applicable (including Medicare)
10. When finished click Submit at the bottom of the page
 - After you have submitted, you may verify you choices at any time in Employee Access
11. Changes can be made until December 11, 2017

BOARD HAPPENINGS

November 7 and 21, 2017

NOVEMBER 7th MEETING

- Approved at this meeting: Resolution Re: Bid for Purchase of Gasoline and Diesel Fuel; High Ability Plan for SY17/18; Revised AG 5153.3 – Investigation and Questioning of Students; 2018 Group Health Insurance: Rates/Contributions; Closeout of EACS Project #1 (**Heritage Jr./Sr. High School, Leo Elementary & High Schools**); Closeout of Administrative Consolidation/Data Center; Closeout of **Cedarville Elementary School** – Secure Entry Renovation; Utility Distribution Easement - **Southwick Elementary School**; CBA Agreement Between the Board of School Trustees and the East Allen Educators Association; and the MOU with Scherer Resources, Inc.

NOVEMBER 21st MEETING

- This board meeting was held at 11:30 a.m. at **Heritage Jr./Sr. High School**.
- Approved at this meeting: 21st Century Community Learning Centers Funding; Contract with Ad Tech for eRate Paperwork Services; Direct Superintendent to Issue Notification of Possible Nonrenewal to Certain Administrators; Resolution – Participate in Interlocal Purchasing System (TIPS); and Correction to Group Health Insurance: Dental and Vision Rates/Contributions in High Deductible Plans.

PERSONNEL

~ Welcome New Hires ~

- Jane Blevins, bus driver
- Kevin Christenson, teacher, NHIS/NHPS
- Yune Coats, food service, CEEL
- Marissa Cressley, paraprofessional, NHIS
- Dawn Donahey, paraprofessional, NHMS
- Melissa Martin, paraprofessional, HEHS
- Madison Rochford, paraprofessional, SOEL
- Laura Stieglitz, paraprofessional, WOHS
- Esther Sui Vel, bilingual interpreter, SOEL

~ Resignations ~

- Garret Dickey, bus driver, eff. 11/17/17
- Phillip Huneck, computer services technician, eff. 11/10/17
- Sabrina Klotz, bus driver, eff. 12/1/17
- Ashley Messman, nurse, SOEL, eff. 11/14/17
- Victoria Noll, teacher, HEEL, eff. 11/2/17

~ Retirements ~

- Lorraine Heath, nurse, CEEL, eff. 1/1/18
- James Trowbridge, bus driver, eff. 12/31/17
- Joan Weber, teacher, PCA, eff. 12/20/17

RECOGNITIONS



East Allen County Schools was awarded the "Smokefree Schools Policy Leadership Award". Ms. Nancy Cripe, Executive Director, and Ms. Pat Turner of Tobacco Free Allen County made the presentation of a plaque to the Board. This award was presented to EACS because of our inclusion of E-Cigarettes/vaping devices in our smokefree workplace policies for staff and students. EACS is the first school district in the area to include E-Cigarettes/vaping language in policy. Good job!

The **Heritage High School** "Marching Patriots" band played several songs and the National Anthem at the November 21st board meeting which was held at **Heritage Jr./Sr. High School**. They went undefeated in their class at all invitationals and received captions for Best Music, Best Visual, and Best Effect at all competitions. The Marching Patriots earned 1st place at the Scholastic preliminaries, and received captions for Best Music and Best Effect at Homestead High School, which earned them a spot in the Scholastic finals. At finals, the band earned 2nd place out of 16 bands and won Best Music. They missed the opportunity to advance to Open Class State Finals by just over a point. This has been a landmark season for the band and they hope to capitalize on it and grow in the years to come! You make us proud!



Our Mission: To improve student outcomes.

Compliance:

- When writing IEPs, remember it must pass the “stranger test”. If the child moved to another district, would the receiving special education teacher understand the IEP contents?
- As we close in on Christmas break, remember that the timeline for finalizing IEPs is within 10 **business** day of the conference. This means for conferences held close to winter break, those IEPs will need finalized **and** sent to the parent before break in order to meet our timeline.

GOAL SAMPLES

- *Given a study guide, exam schedule and study goal sheet, Joni will determine how much time she will allot to prepare for the test on 4 out of 5 tests per grading period.*

Data would be gathered by: student goal sheets, teacher observations, etc

This goal would not require you following her preparation at home – but help her determine how to schedule her time.

NOVEMBER'S AWESOME OUTCOMES WINNER IS...

Denny Kern

Contact the Special Education Office to claim your prize!

AWESOME OUTCOMES

- NHHS, WHS, and HHS special education programs hosted a presentation with INSOURCE focusing on self-advocacy.
- Woodlan Elementary and New Haven Primary Intense Interventions programs hosted Thanksgiving meals last month.
- We graduated an elementary and high school Day Treatment student from each program.
- See the cute bulletin board Merry Hiatt Mungovan created for her students ☺
- BABY ANNOUNCEMENTS – Congratulations to Amy Swartz and Abby Saalfrank on the birth of their baby boys!



EACS Special Education

*Passion for Students
Progressive Programming
Professional in the Field*

PD Opportunities:

- Online Modules
- Reminder that staff can earn PGP's through IDOE by watching the Short Share or Coffee Talk videos put on by the Office of Special Education. Please contact the Sped. Office for information on how to access these videos.
- **Prep for February Inservice – Please contact the Sped Office:**
 - *If you have an idea for a training topic*
 - *If you would like to volunteer to present training for sped staff*

ASD Team

Trauma Triggers - When youth are in a “triggered” state, the “learning brain” goes offline. Verbal warnings or rational arguments that make demands on these higher functions may escalate the situation as youth are physiologically unable to access these functions when they are in a triggered state.

Common Triggers include

- Unpredictability (e.g. a fire drill)
- Sensory overload
- Feeling vulnerable or frustrated
- Confrontation

To learn more information, click on the link below to view the full power point:

<http://www.schoolhealthcenters.org/wp-content/uploads/2014/03/Trauma-Informed-Strategies-to-Deescalate-Classroom-Conflict.pdf>

Transition Tip:

This is a reminder if you have questions regarding annual goals or transition, Joni will be checking the Google Doc every Friday. Make sure you sign into Google once you open the document, otherwise you won't be able to add your questions.

https://docs.google.com/document/d/1tll_DKBvJjkcGufRf7oSQ0TzRu8Z_e9mxm5Y2HiLY/edit?ts=59d79535

QUOTE: *“The best teachers are the ones who show you where to look but don't tell you what to see.”*

Francine's Friends

Bosom Buddies in the Fight Against Cancer

in partnership with:



Francine's Friends Mobile Mammography Unit is returning to EACS. This is a wonderful and convenient service offered to EACS and to our community by Parkview Hospital and the Breast Diagnostic Center.

Parkview recommends women have an annual mammogram beginning at age 40. Women 35 and older, who are not experiencing any problems with their breasts, can get a screening mammogram on the coach.

All participants must have a family physician as the screening report is sent to the physician.

For participants that have insurance, their insurance company will be billed. For those that have EACS Group Health Insurance, Mammograms will be considered as a wellness benefit, covered at 100%. Please bring a photo ID and your insurance card.

NO ONE will be turned away for inability to pay. Francine's Friends has funding available and a donation toward the cost of the mammogram is welcome.

2018 screening schedule:

- January 16 (Tuesday) – Paul Harding Jr/EAU
- January 19 (Friday) – New Haven High School
- February 2 (Friday) – Prince Chapman
- February 8 (Thursday) – Cedarville
- February 14 (Wednesday) – New Haven Middle
- March 26 (Monday) – Leo Jr/Sr High
- April 16 (Monday) – Woodlan K-12 Campus
- May 4 (Friday) – Heritage K-12 Campus



Appointments may be scheduled in by calling (260) 266-8120.

Recognition Bulletin

IX-16 12.8.17

1. GO PAUL HARDING....

On **Saturday, December 9** the Paul Harding Lego Robotics will be competing in the Indiana Lego Robotics Championship at IPFW. The AquaHawks qualified to the championship by winning the qualifying tournament in project design. They will



be competing against 43 teams. The top teams at the competition will move onto the Nationals.

Robot competition is open to the public and starts at 12 with awards at 4:40 pm.

BEST OF LUCK!

DREAM IT. DO IT.