

# Regular/Reorganization Meeting

## SCHOOL BOARD MEETING

EASTERN HANCOCK ADMINISTRATION BUILDING - 10370 E. 250 N., Charlottesville, IN 46117

(317-936-5444)

Monday, January 13, 2020

7:10pm - 8:40pm

### 1 Public Notice

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This meeting is a meeting of the School Board held in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. The Board will permit fair and orderly public expression as indicated by the Agenda Item Public Comment. Procedures to govern such participation are available upon request. The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact the Superintendent with the School Corporation's Administrative Office at 317-936-5444.

### 2 Call To Order of Regular Board Meeting

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**Minutes:**

Mr. James R. Jackson, Jr., 1st Vice President, called the meeting to order at 7:10pm.

Present: James R. Jackson, Jr., Scott Johnson, Tammy Stunda

Absent: Scott Petry, Tammy Settergren

### 3 Board Reorganization Meeting

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**Minutes:**

-Mr. Jackson formally opened the Reorganization Meeting.

-Mr. Johnson made a motion for the 2020 slate of officers to be as follows: Jim Jackson as President, Tammy Stunda as 1st Vice President, Scott Petry as 2nd Vice President, Scott Johnson as Secretary and Tammy Settergren as Assistant Secretary. Mrs. Stunda seconded the motion. Motion carried 3-0.

-Mrs. Stunda moved and Mr. Johnson seconded a motion to appoint Mr. Adam Kinder as the Board/Corporation Treasurer. Motion carried 3-0.

-Mr. Johnson moved and Mrs. Stunda seconded a motion to appoint Ed Walter (John Davis' replacement) as legal counsel for 2020. Motion carried 3-0.

-Mr. Johnson moved and Mrs. Stunda seconded a motion for the 2020 committee appointees as follows:

-Negotiations: Scott Johnson & Scott Petry

-Projects: Scott Petry & Jim Jackson

-Sick Leave Bank: Tammy Settergren

-Legislative Liaison: Tammy Settergren

-Career Program: Tammy Stunda

-Discussion: Jim Jackson & Tammy Stunda

Motion carried 3-0.

-Mrs Stunda moved and Mr. Johnson seconded a motion that the Board pay remain the same at \$2000 per year with no additional payment for individual meetings. Motion carried 3-0.

-It was announced that Mr. Jackson, Mr. Johnson and Mrs. Stunda would sign Conflict of Interest forms at the end of the meeting.

-Mr. Johnson moved and Mrs. Stunda seconded a motion to adjourn the Reorganization Meeting. Motion carried 3-0.

## 4 Public Comment

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**Minutes:**

-None

## 5 Consent Agenda

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### 5.1 Minutes of December 9, 2019

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### 5.2 Executive Memorandum for December 9, 2019

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### 5.3 Donations

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**Minutes:**

-\$600 for January

### 5.4 Transfer Students

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**Minutes:**

-8 for January

### 5.5 Substitutes

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**Minutes:**

-Sub Bus Drivers: Donita Willis, Erica Hutson, Rhonda Hardy

-Sub Teachers: Debi Spurling, Cynthia Priest, Lexi McMahan

### 5.6 ECA

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**Minutes:**

-MS Swim Coaches - Mike Dolence & David Messer

### 5.7 Support Staff

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**Minutes:**

- Pre-School Route Pay Increase to \$20/hr
- Resignation - Colleen Myers - Bus - Effective December 3, 2019
- Resignation - Courtney Daniel - ES IA - Effective December 20, 2019
- New Hire - Marsha Collins-Brown - NC Vocational Route - Effective December 16, 2019
- New Hire - Taylor Sexton - ES IA - Effective January 6, 2020
- New Hire - Alyssa Moore - ES IA - Effective January 9, 2020
- New Hire - Saydi Flynn - Temp ES IA - Effective January 27, 2020

## 5.8 Certified Staff

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**Minutes:**

- Maternity Coverage - Kellie Wood for Lauren Kramer - Effective January 27-May 29, 2020

## 5.9 Claims

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**Minutes:**

Prewritten:	\$134,400.13
Regular:	\$77,969.96
Payroll:	\$789,777.72
TOTAL	\$1,002,147.81

- Mr. Johnson moved and Mrs. Stunda seconded a motion to approve the Consent Agenda as presented. Motion carried 3-0.

## 6 ES Roof Bids

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**Minutes:**

- Mr. Johnson moved and Mrs. Stunda seconded a motion to approve the recommendation to award Southern Roofing the contract for the Elementary School Roof Replacement Project for the amount of the Base Bid of \$689,700 AND Alternate #4 of \$3,900, Alternate #5 of \$72,900, Alternate #6 of \$15,600 and Alternate #7 of \$15,500 for a Total of \$797,600. Motion carried 3-0.

## 7 NEOLA Policies #2261 & 2261.01 - final

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**Minutes:**

- Mr. Johnson moved and Mrs. Stunda seconded a motion to approve NEOLA Policies #2261 and 2261.01 as presented. Motion carried 3-0.

## 8 School Calendar Approval

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**Minutes:**

- Mr. Johnson moved and Mrs. Stunda seconded a motion to approve Option #1 of the 2020-21 School calendar that would create an additional day off on Friday, February 12, 2021 (see attachment). Motion carried 3-0.

## 9 Implementation of E-Learning at EH

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**Minutes:**

- Mr. Johnson moved and Mrs. Stunda seconded a motion to approve the use of eLearning days to recover lost

instructional days due to weather-related cancellations. (See attachment for details). Motion carried 3-0.

## 10 Informational

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**Minutes:**

- School will be in session on Monday, January 20, 2020 for a snow make-up day.
- The annual Donkey Basketball game will be held Friday, January 24.

## 11 Other Items Allowed by the Board

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## 12 Around the Table for Positive Comments

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**Minutes:**

- Mr. Johnson complimented the snow crew, consisting of Adam Kinder, Chris Wilson and Greg Turner, for getting everything on the school grounds cleared quickly and safely from the last snow. He also stated how pleased he is that EH is adding eLearning opportunities into our schedule, and he thanked the administrators and teachers for working diligently to structure and implement it for this semester.
- Mrs. Stunda expressed her amazement at how generous our Eastern Hancock community is, as is especially evident each year during the holiday season.
- Mr. Jackson reflected on the facilities plan that was created approximately 4 years ago and how well and on schedule that plan has been followed. Many of those projects can now be seen on campus.

## 13 Adjournment

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**Minutes:**

Mr. Johnson moved and Mrs. Stunda seconded a motion to adjourn. Motion carried 3-0.

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James R. Jackson, Jr., Board President

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Scott Johnson, Board Secretary

# CSC OF EASTERN HANCOCK COUNTY

## 2020-2021

**Approved 1-13-20**

July 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S= 0 T= 2

August 20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S= 21 T= 21

September 20						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S= 20 T= 21

October 20						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S= 17 T= 17

November 20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S= 18 T= 18

December 20						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S= 14 T= 14

January 21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S= 18 T= 19

February 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

S= 18 T= 18

March 21						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S= 20 T= 20

April 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

S= 15 T= 15

May 21						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

S= 19 T= 20

June 21						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S= 0 T= 0

### Teacher Only Days:

July 30
July 31
September 23 (Parent/Teacher Conferences)
January 4
May 28

### Student Holidays/Breaks:

September 7 - Labor Day
September 23 - Parent/Teacher Conferences
October 5-9 - Fall Break
November 25-27 - Thanksgiving
December 21-January 4 - Christmas Break
January 18 - Martin Luther King Jr. Day
February 12
February 15 - Presidents Day
March 29-April 9 - Spring Break
May 31 - Memorial Day (if in session)

### Professional Development Days:

(Students begin school at 8:40am)

Wednesday, September 2
Wednesday, November 4
Wednesday, December 2
Wednesday, February 3
Wednesday, March 3
Wednesday, May 5

### First Student Day Each Semester:

August 3
January 5

### Last Student Day

May 27
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### Snow Days:

January 18 - Martin Luther King, Jr. Day
February 12
E-Learning Days - TBD
June 1-2 - If needed

### Graduation Day:

June 5
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S = Student Days

T = Teacher Days

□ = End of Grading Period

1st Sem. - 90 Student Days, 93 Teacher Days

2nd Sem. - 90 Student Days, 92 Teacher Days

Total - 180 Student Days, 185 Teacher Days

# CSC of Eastern Hancock County

10370 E. County Rd. 250 N. \* Charlottesville, IN 46117 \* [www.easternhancock.org](http://www.easternhancock.org)  
(317) 936-5444 Phone \* (317) 467-0064 Phone \* (317) 936-5516 Fax

January 3, 2020

Board of School Trustees,

I request School Board approval for Eastern Hancock Schools to use “eLearning” days to recover lost instructional days due to weather-related cancellations beginning in the second semester of the 2019-20 school year. Teachers and administration have been engaged during the first semester planning how an eLearning process would work at Eastern Hancock. Guidelines have been created that outline the process. Staff has been involved in the creation of those guidelines and they will be shared with students and parents. Practice eLearning experiences will take place at each grade level to help students and parents become more comfortable with this change. I applaud the principals and their staffs for their work in preparing for the eLearning option and their professional attitude in embracing a new way (and out of the comfort zone of some) to deliver instruction.

eLearning days will be utilized when the school corporation has time to prepare students and parents in advance of severe weather situations. Staff, students, and parents will be notified of the eLearning Day through our conventional means of communication, including School Messenger, Facebook, Twitter, and TV/Radio messaging. To best serve students and the continuation of learning through purposeful and meaningful lessons, Eastern Hancock has determined the following structure in the event school is canceled:

- A. If school days are cancelled prior to built-in snow make-ups days (MLK Jr. Day and Presidents’ Day), school will be in session on one or both of those days as needed for makeup days.
- B. Once the two built-in snow days are no longer available, Eastern Hancock will hold eLearning days for all remaining snow days to be made up.
  - 1) If a high probability of severe weather exists for the next day, students will be directed to take their devices home just in case there is a weather-related cancellation. In this scenario students will be notified by 3pm to take their electronic devices home in the afternoon at dismissal. Teachers will post lessons by 9am on the eLearning day in Google Classroom which would open the window for assignment completion. The window would close three school days later at 11:59pm on that 3rd school day.
  - 2) In the event of multiple consecutive cancellations or a school cancellation in which students were not notified prior to end of the previous day, eLearning will occur on the Saturday of the following week. There will **be no more than two consecutive Saturdays**. Parents, students, and staff will be notified as soon as possible of the scheduled eLearning date(s).

We will continue to monitor and evaluate our processes and make improvements as opportunities are identified.

Sincerely,

Mr. David Pfaff, Superintendent

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**David Pfaff**  
Superintendent

**Adam Kinder**  
Director of Business & Operations

**Trisha Armstrong**  
Director of Technology

**Jennifer Goble**  
HR Specialist

**Kelly McKeeman**  
Director of Special Education

**Tracy McCarty**  
Executive Secretary

# Eastern Hancock Community School Corporation

## eLearning Guidance for Staff

“eLearning” is an opportunity for Eastern Hancock Schools to provide continuous instruction that would otherwise be delayed due to severe weather in our area. As eLearning plans are made, there are several factors that professionals should keep in mind to ensure that we provide students a quality day of learning.

1. eLearning Days will be utilized when the school corporation has time to prepare students for severe weather situations. Staff, students, and community members will be notified of the eLearning Day through our conventional means of communication, including School Messenger, Facebook, Twitter, and TV/Radio messaging.

2. To best serve students and the continuation of learning through purposeful and meaningful lessons, Eastern Hancock has determined the following structure in the event school is canceled:

A. If school days are cancelled prior to built-in snow make-ups days (MLK Jr. Day and Presidents’ Day), school will be in session on one or both of those days as needed for makeup days.

B. Once the two built-in snow days are no longer available, Eastern Hancock will hold eLearning days for all remaining snow days to be made up.

1) If a high probability of severe weather exists for the next day, students will be directed to take their devices home just in case there is a weather-related cancellation. In this scenario students will be notified to take their electronic devices home by 3pm in the afternoon prior to dismissal. Teachers will post lessons by 9am on the eLearning day in Google Classroom which would open the window for assignment completion. The window would close three school days later at 11:59pm on that 3rd school day.

2) In the event of multiple consecutive cancellations or a school cancellation in which students were not notified prior to end of the previous day, eLearning will occur on the Saturday of the following week. There will **be no more than two consecutive Saturdays declared eLearning days**. Parents, students, and staff will be notified as soon as possible of the scheduled eLearning date(s).

3. Students will be expected to complete the eLearning tasks on their school-provided devices. Students will have 3 school days to complete the eLearning lessons. Lab opportunities will be made available to students within a few days of the eLearning day, taking place at the school after the regularly scheduled school day.

4. eLearning lessons should be written in the spirit of standards-based instruction, meaning the eLearning lesson should be consistent with the lessons leading up to the eLearning day and the lessons after the eLearning day. Learning experiences for students should develop mastery of content already introduced and/or introduce new material.

5. eLearning days are considered a contracted work day for certified staff members. Therefore, faculty members are expected to be available to students and parents via email during the hours of a typical school day with 30 minutes set aside for lunch. Lesson assignments should be available to students by 9:00 AM on eLearning days, thus providing teachers with some time for planning and posting of the lessons.

6. Students and parents should use email to contact a teacher. Students and parents should receive a response to questions and concerns (email or call) within one hour, if the initial contact is made during the teacher's contracted times.

7. eLearning lessons should contain all materials needed for the lesson. If a student will need a page from a textbook or paper that was sent home, these items should also be made available on the student's device, through Google Classroom or on the teacher's website.

<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
Google Classroom for entire day of work	Google Classroom for each class	Google Classroom for each class
Math, Reading/Writing, Science/SS/Specials-1-2 hours	15-20 mins. for each class	15-20 mins. for each class



# Eastern Hancock eLearning

## Frequently Asked Questions

### 1. What is eLearning?

eLearning is learning utilizing electronic technologies to access educational curriculum, also known as blended learning. eLearning content will be published online through Google Classroom. eLearning involves the use of technology and innovation strategies to engage students in their learning, create a collaborative environment, and promote digital literacy/digital world skills. eLearning is a component of instruction at Eastern Hancock.

### 2. How does eLearning fit with Eastern Hancock's technology plan?

- Serves as a tool for creativity, communication, collaboration and critical thinking.
- Prepares students for 21st Century Learning Experiences
- Prepares students to compete in the workforce, demonstrating global awareness
- Provides students with experience and practice exercising acceptable use and good digital citizenship
- Extends learning beyond the classroom walls, providing 24/7 access to learning

### 3. What is a benefit of using eLearning for School Cancellation Days?

Utilizing eLearning for school cancellation allows staff and students to make-up the learning in real time instead of at the end of year and avoids the need to add days to the calendar. Eastern Hancock has been approved by the Indiana Department of Education (IDOE) to use eLearning Days for school cancellations.

### 4. When will eLearning for School Cancellation Days occur?

To best serve students and the continuation of learning through purposeful and meaningful lessons, Eastern Hancock has determined the following structure in the event school is canceled:

- A. If school days are cancelled prior to built-in snow make-ups days(MLK Jr. Day and Presidents' Day), school will be in session on one or both of those days as needed for makeup days.
- B. Once the two built-in snow days are no longer available, Eastern Hancock will hold eLearning days for all remaining snow days to be made up.
  - 1) If a high probability of severe weather exists for the next day, students will be directed to take their devices home just in case there is a weather-related cancellation. In this scenario students will be notified to take their electronic devices home by 3pm in the afternoon prior to dismissal. Teachers will post lessons by 9am on the eLearning day in Google Classroom which would open the window for assignment completion. The window

would close three school days later at 11:59pm on that 3rd school day.

- 2) In the event of multiple consecutive cancellations or a school cancellation in which students were not notified prior to end of the previous day, eLearning will occur on the Saturday of the following week. There will be no more than two consecutive Saturdays used for eLearning. Parents, students, and staff will be notified as soon as possible of the scheduled eLearning date(s).

#### **5. How will staff and students prepare for eLearning for school cancellation days?**

Students will have scheduled practice days during the fall semester. Students and staff are expected to utilize Google Classroom regularly throughout the school year as appropriate by grade level expectations.

- Designated school cancellation practice in class: November through January - All students and staff grades 1-12 will practice using and navigating Google Classroom during class to troubleshoot questions. Staff will seek additional training if needed. Students and staff at grades 6-12 are expected to utilize Google Classroom on a regular basis both in school and out of school on their school issued device.
- Designated school cancellation practice outside of school: Students in grades 1-12 will take home their assigned individual device and complete a basic Google Classroom activity. *All of the above is practice to ensure readiness in the event we have inclement weather and need to cancel school.*

#### **6. Will students need and have access to the internet?**

Most Eastern Hancock students and teachers have the ability to access digital learning away from our schools. Using eLearning does not mean that all households must have internet access. In many cases material needed for an eLearning lesson will be loaded onto student computers before they leave school. Designated open access lab times on days school is in session, housed at Eastern Hancock Schools, will also be provided to our students.

#### **7. How will instructors and support staff be reached during eLearning to facilitate and support student learning?**

Teachers and staff will facilitate and support instruction during eLearning. Teachers and staff will be reachable by students and parents through email. A technology help line (317 207-0402) will be provided during the eLearning window.

#### **8. When will the eLearning modules be published?**

All students will be informed of their lessons, activities and assignments by their teacher. Google Classroom will be published by 9:00am on weekday eLearning days and by Thursday at 3:00 pm prior to a Saturday eLearning day. All students will have three school days from assignment posting to turn in their eLearning assignments. All digital work for students in Grades 1-12 must be submitted by 11:59 pm EST on the Tuesday following a Saturday eLearning day.

**9. What can be done if technology is not working on an eLearning day?**

If students need help on an eLearning day they will have a bookmark on their Chromebooks titled “**Tech Help.**” This will send an email to the tech team. Someone will call you back or email you within one hour. There is also a Tech Hotline at 317-207-0402 for use if you cannot access the internet.

If there is an issue with a student’s school issued device or Google Classroom, please contact the technology help line at 317 207-0402. If the problem is widespread, Eastern Hancock will communicate the issues and any solution via the Eastern Hancock district website or mass phone call/email if warranted. If the problem is not with EH, teachers will work with the students when they return to school.

**10. How much time is the student expected to work online during the eLearning window?**

No minimum or maximum amount of time is expected. Student “work load” is determined by grade level, the lesson plans for that day, the types of courses students are taking, and the amount of time needed to complete the learning experiences.

**11. Is eLearning aligned with the curriculum and each teacher's lesson plan?**

Yes. Eastern Hancock eLearning assignments are designed to be a logical continuation of learning experiences used in the classroom, and should help to maintain important educational momentum.

*Are designated break times included in the schedule?*

No. eLearning days are practical opportunities for students to practice the skill of time management. Students determine when they will start work during the eLearning window. This also means that students determine when breaks are taken and whether to work in an uninterrupted stream or to break the learning experiences up during the day. It is recommended that students complete their work over a series of days if needed within the eLearning day window. “Brain break” activities that include movement and music may be included at the elementary level to encourage taking breaks and refocusing.

**12. What if my student receives accommodations?**

All students who have accommodations (IEP, 504, ILP) will be provided with or have access to those accommodations for work assigned during eLearning days. Student IEPs will have eLearning provisions written into their learning plans. Teachers of Record (TOR) will work with students ahead of eLearning days to clarify expectations for eLearning and how support will be offered.

Your child’s special education teacher will be available by email during the eLearning day to help and answer student questions. Special education staff will also be available in computer labs after school prior to and after the eLearning day.

For students with disabilities who do not use Google Classroom for learning or for whom Google Classroom is not appropriate, teachers will provide parents with appropriate educational materials and learning activities for student use. Language for eLearning day usage should be outlined within the accommodations section of the student's IEP/504.

**13. How does eLearning for weather cancellation account for attendance? Will eLearning assignments be graded?**

Eastern Hancock schools will measure attendance by student activity within Google Classroom or within designated assigned offline work. If a student is not actively participating within Google Classroom, or does not complete assigned offline work, they will be counted as absent for that day. Grading of eLearning assignments or activities will be consistent with everyday practices. All eLearning assignments are considered meaningful to a student's learning; therefore, students will be expected to complete all work.

**14. Is adult supervision needed for eLearning experiences?**

Parental support for eLearning would be similar to the support your student needs for regular homework assignments, more parental support would be expected at the early elementary grades. eLearning assignments are designed to be completed by the student with little or no parent involvement required unless specifically stated by the teacher. Some material in the homework may be new, but accessing the homework and using technology should be something students are used to doing independently. Students experiencing problems or frustrations should be encouraged to contact their teacher. Eastern Hancock encourages parents to use this opportunity to learn more about their child's daily school activities.