

2018-19 Administrative Bulletin

X-1 8-17-18

WELCOME BACK!

1. MEMBERSHIP COUNT

The Indiana Department of Education (IDOE) will collect an average daily membership (ADM) count of students on **September 14, 2018**. This is the only ADM count that will be used for Basic and Complexity Grant funding for the 2018-2019 school year. Additionally, IDOE will take a second count of eligible pupils enrolled in each school corporation on February 1, 2019. The February count is for information purposes only. Please read the Membership layout which provides the reporting phases for each count. IDOE will post the DOE-ME layout in the Data Collection and Reporting Community of the Learning Connection in the near future.

Marilyn Hissong, ext. 1001

2. 403(b) NOTICE – FEE CHANGE

Please be aware of a change, described below, to a fee associated with East Allen County Schools 403(b) Plan, effective September 1, 2018.

Overnight Check Handling Fee: \$40 per overnight check request. (Note: that ROTH distributions require a separate, 2nd check be issued.)

If you have any questions about this change, please contact Kirby Stahly.

Kirby Stahly, ext. 1005

3. EDUCATIONAL FOUNDATION PAYROLL DEDUCTION

To those of you who have already volunteered to participate in **payroll deduction** to benefit our students and staff through our EACS Educational Foundation in SY18/19, **THANK YOU!** Everyone else, you still have time to make a voluntary donation to our **EACS Educational Foundation** through a SY18/19 payroll deduction. If you are interested, please complete **Enclosure #1** and return it to Rose Fritzing.

As many of you know, our **EACS Educational Foundation** makes a positive difference in the lives of our EACS students through our **Dual Credit / Collegiate Connection** and in the lives of **teachers** through our \$250/building-level **EACS Teacher of the Year** recognition wherein each building-level Teacher of the Year receives up to \$250 worth of classroom materials through your generosity through our EACS Educational Foundation.

Your generous donations continue to provide new opportunities for so many of our students and staff. Thank you for your generosity!

Rose Fritzing, ext. 3161

4. CPR/AED TRAINING

Classes are offered free of charge twice a month through the end of the school year. September classes will be held in the New Haven area, October classes will be held in the Heritage area and November classes will be held in the Woodlan 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.

September – October – November 2018 Class Schedule

September 13 (Thursday at NHPS)

September 25 (Tuesday at NHPS)

October 11 (Thursday at HEHS)

October 25 (Thursday at HEHS)

November 6 (Tuesday at WOHS)

November 27 (Tuesday at WOHS)

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

5. LILLY TEACHER CREATIVITY AWARD APPLICATION FOR 2019 AWARDS

Are you a licensed teacher, principal, assistant principal, media specialist or school counselor and have held that position since the Fall of 2016? If so, you are likely eligible to apply for one of **100 awards for \$12,000 that Lilly** will be giving away to educators in Indiana through the Lilly Teacher Creativity Award program. Teacher Creativity Awards provide funding to help refresh and renew the educators who are selected by Lilly's review committee. Application details will be available very soon (by end of May 2018) at the Lilly Endowment's website: www.teachercreativity.org. If you are interested in completing an application this year, please **contact Rose Fritzing by 08/01/18 so we may include your request in an upcoming School Board meeting for you to request / receive these funds!** The application deadline is 09/04/18. Recipients will be announced in January of 2019.

EACS has indeed been fortunate to have a number of Lilly Teacher Creativity Award winners over the past several years and we very much appreciate the Lilly Endowment's provision of these incredible Awards - what a great way to THANK each of you for your efforts as educational professionals.

Rose Fritzing, ext. 3161

6. INVITING MEDIA TO YOUR SCHOOL

If you have any exciting school events, class projects, etc... please inform me a week or so prior to the event/project so I can invite media! **Let's continue to inform community about the great things happening at EACS!** DREAM IT. DO. IT.

Tamyra Kelly, ext. 1050

7. DID YOU KNOW?

Did you know that your staff badge will get you and a guest into extracurricular activities? We are so excited to see a number of staff members at the extracurricular events for our schools. We want to continue encouraging your attendance because our students definitely do notice. Thank you for a great start to the year and supporting our students! Please let us know if there is anything we can do to help or support you.

Marilyn Hissong, ext. 1001

8. EACS SAFETY FACTS

See **Enclosure #2** to view the classroom/office set up safety facts!

Tina Grady, ext. 1009

DREAM IT. DO IT.



East Allen County Schools Educational Foundation, Inc.

Rose Fritzingler, M.A., CFRM, CFRE, Director

1240 SR 930 E, New Haven, Indiana 46774

Telephone: 260/446-0135 Fax: 260/446-0126

Email: rfritzingler@eacs.k12.in.us

**PLEASE PRINT
LEGIBLY – THANK
YOU!**

Our Mission:

The mission of East Allen County Schools Educational Foundation, Inc. is to engage the community in support of public education, provide ancillary funding for programs and activities that elevate the quality of education and extend learning opportunities for EACS students.

Board of Directors:

- Christopher Baker
- Andrea Ehresman
- Glenda Ervins
- Marilyn Hissong
- Kim Linker
- Jennifer Runestad
- Chad Salzbrenner
- Kirby Stahly

EACS Educational Foundation: Payroll Deduction/Authorization

EACS Employee Information:

1. Your Full Name (please print): _____
2. Your EACS Extension, if any: _____
3. School(s) Where You Work: _____

Please identify your donation option (Select “✓” one):

Payroll Deduction:

\$_____/pay for **18 pays (beginning with 09/14/18 pay)** for a **total gift** of \$_____

Donation: \$_____ (please attach)

Select “✓” one: Cash _____ Check #: _____

*If donating via check, please make payable to: **EACS Educational Foundation, Inc.***

Please list my donation in any EACS Educational Foundation materials

as: (select “✓” one from the following options)

_____ (please print)

Anonymous

I select to provide my donation via payroll deduction. As such, I am signing below to authorize East Allen County Schools to perform the payroll deduction(s) I have selected above to benefit the EACS Educational Foundation, Inc.:

Your Signature

Date: ____/____/2018

Please return this completed form to Rose Fritzingler (Park Hill Learning Center).
If participating in this voluntary payroll deduction,
please return this completed Payroll Deduction form to Rose Fritzingler by **09/07/18.**



EAST ALLEN COUNTY SCHOOLS

DREAM IT. DO IT.

EACS Safety Committee
1240 State Road 930 East
New Haven, Indiana 46774
Phone: (260) 446-0100
Fax: (260) 446-0139

East Allen Safety Committee



Safety Starts with Me! ~ Quick Facts

Welcome back to a new school year! We hope your year will be fruitful and safe. Here are some helpful reminders on safety when setting up your classroom or office.

- Do wear proper footwear when setting up your classroom or office to prevent slips, trips, and falls.
- Do wear comfortable clothing when setting up your classroom or office.
- Do familiarize yourself with current emergency procedures.
- Do report hazardous conditions you may see in your classroom or building.
- Do ask questions as they relate to any safety or health issues within East Allen.
- Do not stand on chairs, desks, wastebaskets, or boxes. Ladders can be accessed through our custodians.
- Don't bring any ancillary electrical appliances such as coffee makers, microwaves, or other equipment into your classroom that may be fire hazards.
- Don't bring in extension cords unless approved by our maintenance staff.
- Don't carry too much up or downstairs and maintain 3 points of contact with the stairs and handrail at all times.
- Don't be afraid to make extra trips into the building carrying materials, you can always ask a custodian for a cart.

Use the W.H.A.T. Method to Prevent Injuries When Lifting. *From Supervisors Safety Bulletin*

W= Weight- Is there any way I can break down the load into smaller, easier to handle loads?

H= Height- Is the object at table level so I don't have to bend over to pick it up off the ground?

A= Assistance- Is there anyone that can help me?

T= Terrain- Is the a path I'll be walking free of any hazards so I have a clear line of sight?

EACS Staff Highlight!

Meet staff member...

MARY JONES

Elementary Education Coordinator

I was hired in 2001. I provide support to the curriculum department for digital/textbook curriculum selections and work with vendors to execute and maintain new adoptions. Textbook fees/textbook assistance are established with each adoption. I help organize professional development for EACS employees, including the District in-services, contracted presenters, webinars, and off-site conferences. In addition, I work to comply with grant guidelines and documentation requirements.



I love being part of a winning team! East Allen County Schools provides quality education to the children in our community and that's a great feeling. The curriculum department helps steer the direction of that education, providing many learning opportunities to our students. We have very talented teachers and staff to deliver those opportunities and our administration always thinks of the kids first. EACS students leave prepared to pursue their life interests and equipped to be productive citizens. It's great to be a part of that!

Dream It. Do It.