



August 12, 2019

To Whom it May Concern:

Penn-Harris-Madison School Corporation is developing a Middle School Task Force at each middle school to provide the school constituency the opportunity to have input into the school's decision making process, toward the achievement of *school improvement* goals for student safety, Social-Emotional Learning (SEL) and/or Restorative Practices. The Middle School Task Force is a unique opportunity to share feedback and help generate ideas for potential solutions to concerns. The Middle School Task Force will be chaired by me as principal of Discovery Middle School. Members will include additional middle school administrators, teachers, school counselors, parents/guardians and students.

All interested parents/guardians who wish to seek the potential to serve on the Discovery Middle School Task Force for the 2019-2020 school year are encouraged to apply. Please Note: If you would like to be considered for the Superintendent's Advisory Council (SAC), you do not need to complete a Middle School Task Force Application. All SAC applicants will automatically be considered for the Middle School Task Force. If chosen for the SAC, one will also serve on the Middle School Task Force for their school. However, you may opt to only apply for the Middle School Task Force. If you are only interested in the Middle School Task Force, kindly complete the Middle School Task Force application for consideration.

The Middle School Task Force application can be found online at this link www.phmschools.org/parents/middle-school-task-forces or a hard copy can be picked up from the Discovery Middle School's main office at **10050 Brummitt Road, Granger** during business hours (8:00 a.m. to 4:30 p.m. Monday - Friday). Applications and materials may be submitted online, emailed to ewillkomcunha@phm.k12.in.us, mailed or dropped off at Discovery Middle School **no later than 4:00 p.m. on Friday, August 30, 2019.**

The applicants will be reviewed by the middle school administrators and all applicants will be notified of the decisions.

Please consider applying for this wonderful opportunity to have a positive, lasting impact on Penn-Harris-Madison and Discovery Middle School. Please do not hesitate to reach out to me if you have any questions (ewillkomcunha@phm.k12.in.us).

Kind regards,
Elizabeth Willkom Cunha
Principal



Middle School Task Force

PURPOSE: It is the purpose of each Middle School Task Force (MSTF) to provide the school constituency the opportunity to have input into the school's decision making process, toward the achievement of school-wide goals for *school improvement plans* related to student safety, Social Emotional Learning (SEL) and Restorative Practices.

MSTF members will:

- Enhance communication between the principal and school patrons.
- Serve as a sounding board for new ideas.
- Help the principal anticipate and/or identify community concerns and potential solutions to those issues.
- Assist with planning issues surrounding the implementation of change.
- Assist with developing School Improvement Plan Goals related to safety and/or behavior as well assist and support the school to reach these goals.

AUTHORITY: The Middle School Task Force (MSTF) serves as an advisory group to the principal of one of the middle schools and not a decision making body for the school or district.

MEETINGS: The MSTF will hold a *minimum* of one meeting every month (with some exceptions) during the 2019-2020 school year. More frequent meetings are held in September due to School Improvement Plan deadlines. Additional meetings may be scheduled as the need arises.

We invite all Penn-Harris-Madison parents/guardians of their respective middle schools to apply to serve as a member of the MSTF as we work to build a strong community-parent-school partnership.

MEMBERSHIP: The MSTF will consist of members who include:

- designated P-H-M middle school teachers, school counselors, staff members and administrators
- Parents and/or guardians
- Students representing the middle school grade levels (6th – 8th grades)
- Community experts/members

Members will represent the many cultures, languages, ethnicities and neighborhoods of the school's student body. The principal will appoint members to serve a one-year term, beginning in the fall of 2019. Two parents from each Middle School Task Force will also serve on the Superintendent's Task Force as determined through the application selection process for the Superintendent's Advisory Council. For these

individuals, attendance at both the Superintendent's Advisory Council and Middle School Task Force is required.

MSTF members will:

- Actively participate in monthly meetings with the MSTF.
- Share input on upcoming school improvement decisions related to behavior, SEL, restorative practices, school improvement plans, and best practice.
- Discuss parent perspectives on topics impacting their child's school.
- Build relationships with parents in the school.
- Provide feedback and be responsible for sharing, promoting and communicating information to parents in your school and our district.
- Stay within topic framework for the meeting.
- Respect student confidentiality and FERPA (no specific students or teachers discussed).
- Members will maintain professional and positive intent while addressing issues and brainstorming solutions.



Middle School Task Force 2019-2020 Application

The Discovery Middle School Task Force will meet throughout the 2019-2020. Meetings are scheduled regularly throughout the school year (e.g. monthly, except November and April), starting in September, 2019.

If you are interested in serving on the DMSTF, you will need to submit: **1). this completed Application; 2). a current resume; 3). and two Letters of Recommendation** to Principal Elizabeth Willkom Cunha, at ewillkomcunha@phm.k12.in.us, or drop off or mail to **10050 Brummitt Road, Granger, IN 46530**. All materials must be received no later than 4:30 p.m. on Friday, August 30, 2019. Applications will not be considered if they are received after the deadline or are not filled out completely.

Please Note: If you would like to be considered for the Superintendent's Advisory Council (SAC), you do not need to complete a Middle School Task Force Application. All SAC applicants will automatically be considered for the Middle School Task Force. If chosen for the SAC, this person will also serve on the Middle School Task Force. However, you may opt to only apply for the Middle School Task Force. If you are only interested in the Middle School Task Force, kindly complete this application for consideration.

Name _____

Street Address _____

City _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Please list name of student(s), school(s) attends, and grade level: _____

Are you interested in serving on the SAC as a parent or a community member?

Parent Community Member

I understand membership on the SAC requires attendance and participation at the monthly staff meetings. By initialing here _____, I indicate I am able to commit to the scheduled dates for the SAC meetings for the 19-20 school year (9-16-19, 10-21-19, 12-2-19, 1-6-20, 2-3-20, 3-9-20, & 5-4-20).

By initialing here _____, I indicate I understand that if chosen for the SAC, I will also serve on the Middle School Task Force committee at my student's respective middle school, which entails monthly meetings in addition to the SAC meetings.

Penn-Harris-Madison School Corporation requires all volunteers to complete a limited background check prior to approval to volunteer. If you have already completed a background check as a current volunteer at your child's middle school, please indicate here: _____ YES _____ NO.

If you do **not** have one on file, please complete a background check online through SafeVisitor. There is a \$12.95 fee. Using this link is the preferred method to reduce search time and fingerprinting requirements. If out of state records are located, additional fees may apply. Penn-Harris-Madison School Corporation will honor the background information for 3 years. Please use this link to complete your background check:
<https://secure.safevisitorsolutions.com/Safe/Volunteer/000295/volunteer>.

If you would prefer to not to pay and/or use SafeVisitor's expedited electronic background check services, Penn-Harris-Madison Schools offers another option to complete the paper Volunteer Background Check form attached to this application. This form must be completed in its entirety, disclosing all required background information, and returned with this application. Using this form may result in an extended period of time while the Indiana State Police provide results. **In addition, the Indiana State Police may require fingerprinting at the cost of \$21.95 to the volunteer.**

Please answer each question in @500 words or less. If answering on separate sheet, do not exceed three total single-spaced pages.

1. Why do you wish to become a member of the Superintendent's Advisory Council? What contribution(s) will you make in this role?

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2. Within the parameters of school safety, social-emotional learning, and restorative practices, identify and discuss what you consider the most challenging issue that is affecting students of the Penn-Harris-Madison School Corporation. Why do you consider this a challenge for students, parents, and staff?

3. Tell us about yourself – please list your work, school, community, and leadership activities, as well as hobbies or general areas of interest.



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SCHOOL CORPORATION

Volunteer Background Check Form

Last Name: (Print) _____

First Name: (Print) _____

Middle Name (full name required): _____

Email Address: _____

Date of Birth (mm/dd/yy): _____ Birthplace (city/state): _____

Phone Number: _____ Student Involved _____

Gender: _____ AKA (Other names used): _____

Driver's License # & State: _____

Race (Please mark one): White (not Hispanic) Black or African American
Hispanic or Latino Asian American Indian/Alaskan Native Native Hawaiian or Pacific Islander
Two or more races: _____

Are you a "Sworn" police officer: **(YES)** or **(NO)** If yes then what State? _____

Have you ever been convicted, pleaded guilty or no contest before a court for any federal, state or municipal criminal offense, such as a misdemeanor/felony, regardless of the age of conviction? Please include any felony/misdemeanor driving offenses such as Driving While Suspended, DWI (Driving while under the influence) or OWI (Operating a vehicle under the influence). Traffic infractions are not required for disclosure. **(YES)** or **(NO)**

Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?
(YES) or **(NO)**

Do you currently have any pending charges against you? **(YES)** or **(NO)**

(If YES to any questions, complete the details on page 2)

AUTHORIZATION: I understand that by providing my signature and by signing below "I agree" and consent to Penn-Harris-Madison School Corporation to complete a limited background check and/or civil records using federal, state and local agencies for verification. I understand I have rights under the Fair Credit Reporting Act, including having access to this report. This information will be considered by P-H-M when making decisions regarding my application for Volunteer Services.



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SCHOOL CORPORATION

My Signature: _____

Date of Signature: ____/____/____ School Name _____

School Name: _____

Last Name: _____

First Name: _____

If yes to any questions on previous page, please complete the following:

Date: _____

County: _____

State: _____

Type of Offense:

Explanation:

The facts set forth on this form are true and complete to the best of my knowledge. I understand that false statements on this form shall be considered sufficient cause for non-consideration as a volunteer.

Other Explanations:

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FOR OFFICE USE ONLY: Approved By: _____ Date: _____

Forwarded To: _____ Date: _____

Disapproved By: _____ Date: _____