



August 11, 2020

To Whom It May Concern:

Penn-Harris-Madison School Corporation is developing a Superintendent's Advisory Council to provide the school constituency the opportunity to have input into the corporation's decision making process toward the achievement of district-wide goals regarding valuing and celebrating diversity as well as working to eliminate racial injustices and discrimination. This council will be chaired by Dr. Jennifer Sears, Director of Social-Emotional Learning and Mental Health. The Vice-Chairperson is Mr. Aaron Leniski, Chief Operating Officer. The committee will include Penn-Harris-Madison administration, teachers, staff, parents/guardians as well as members of the community.

We welcome parents/guardians of current P-H-M students and community members to consider applying to the Superintendent's Advisory Council (district initiative). All interested parties who wish to seek the potential to serve on the Superintendent's Advisory Council for the duration of the 2020-21 school year are encouraged to apply. The application can be found online at this link www.phmschools.org/SAC or a hard copy can be picked up from the Educational Services Center (ESC) at 55900 Bittersweet Road, Mishawaka, IN 46545 during business hours (7:30 a.m. to 4:30 p.m. Monday through Friday). Applications and materials may be submitted online, emailed to Dr. Sears at jsears@phm.k12.in.us, or mailed or dropped off at the Educational Services Center no later than 4:30 p.m. on August 28, 2020.

The applicants will be reviewed by Dr. Sears, Mr. Leniski and administrators. Then, all applicants will be notified of the decisions via email by September 9, 2020.

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

Kind regards,

Jennifer Sears, Ph.D., Director of Social-Emotional Learning & Superintendent's Advisory Council Chairperson

Aaron Leniski, Chief Operating Officer & Superintendent's Advisory Council Vice-Chairperson

Superintendent's Advisory Council

Parent/guardian and community members are welcome to apply to the Superintendent's Advisory Council. This application is for the Superintendent's Advisory Council.

PURPOSE of the Superintendent's Advisory Council: It is the purpose of the Superintendent's Advisory Council to provide the school constituency the opportunity to have input into the corporation decision making process, toward the achievement of district-wide goals for valuing and celebrating diversity as well as working to eliminate racial injustices and discrimination. The primary focus for the 20-21 school year will benefit our students district wide:

- A. Enhance communication between the Superintendent and school patrons.
- B. Serve as a sounding board for new ideas.
- C. Help the Superintendent and school board anticipate and/or identify community concerns and potential solutions to those issues.
- D. Assist with planning issues surrounding the implementation of change.

AUTHORITY: The Superintendent's Advisory Council (SAC) serves as an advisory group to the Superintendent and not a decision making body for the district.

MEETINGS: The SAC will hold a minimum of one meeting every month (September through May, with the exceptions of January and April) during the school year. More frequent meetings may be scheduled as the need arises.

We invite parents/guardians who currently have a student at Penn-Harris-Madison to apply to serve as a member of the Superintendent's Advisory Council (SAC) as we work to build a strong community-parent-school partnership. P-H-M Community Members are most welcome to apply as well.

MEMBERSHIP: The SAC members will include:

- P-H-M staff members and administrators
- Parents/guardians of current students from P-H-M's schools & Community Members
- School student representative(s)
- Additional nominations from the Superintendent (community experts/members)

Members will represent the many cultures, languages, ethnicities and neighborhoods of the district's student body. The Superintendent will appoint some Community Experts to serve.

SAC parent/guardian members will:

- Actively participate in monthly meetings with the Superintendent Advisory Council.
- Share input on upcoming policy decisions and best practices.
- Discuss parent perspectives on topics impacting their child's school and the school district.
- Build relationships with parents from across the school district.
- Provide feedback and be responsible for sharing, promoting and communicating information to parents in our district generated through the SAC to parents in our district.
- Members will maintain professional and positive intent while addressing and brainstorming solutions.
- Stay within the topic framework for the meeting.

Phone: (574) 259-7941 Fax: (574) 258-9547 Email: jsears@phm.k12.in.us

Dr. Jennifer Sears, Director of Social-Emotional Learning and Mental Health & SAC Chairperson Mr. Aaron Leniski, Chief Operating Officer, SAC Vice-Chairperson

Superintendent Advisory Schedule (SAC) Meeting Schedule 2020-2021 School Year

Date	Time
September 14, 2020	6:30 – 8:00 p.m.
October 5, 2020	6:30 – 8:00 p.m.
November 16, 2020	6:30 – 8:00 p.m.
December 7, 2020	6:30 – 8:00 p.m.
February 1, 2021	6:30 – 8:00 p.m.
March 15, 2021	6:30 – 8:00 p.m.
May 3, 2021	6:30 – 8:00 p.m.

Agendas will be emailed prior to the meeting along with meeting location as some meetings may need to be held virtually.

Superintendent's Advisory Council 2020-2021 Application

P-H-M's Superintendent's Advisory Council will meet throughout the 2020-2021 school year. Meetings are scheduled for certain Mondays throughout the school year, starting in September, 2020.

If you are interested in serving on the SAC, you will need to submit: **1.) this completed Application; 2.) a current resume; 3.) and two Letters of Recommendation** to Dr. Jennifer Sears, SAC Chairperson, at jsears@phm.k12.in.us, or drop off or mail to the Educational Services Center, Attention Dr. Sears, SAC Chairperson, 55900 Bittersweet Road, Mishawaka, IN 46545. All materials must be received no later than **4:30 p.m. on August 28, 2020**. Applications will not be considered if they are received after the deadline or are not filled out completely. Applicants will be informed by email on or before September 9, 2020 if they were accepted to serve on the SAC.

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 meetings. By initialing here _____, I indicate I am able to commit to the scheduled dates for the SAC meetings for the 20-21 school year (9-14-20, 10-5-20, 11-16-20, 12-7-20, 2-1-21, 3-15-21, 5-3-21).

I understand my commitment for the SAC is for one school year and will be for the 20-21 school year.

Initials Here _____

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 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: www.phmschools.org/volunteer. If you would prefer to not 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.**

Superintendent's Advisory Council 2020-2021 Application

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

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

**Superintendent's Advisory Council
2020-2021 Application**

2. Within the parameters of valuing and celebrating diversity as well as working to eliminate racial injustices and discrimination, 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?

Superintendent's Advisory Council 2020-2021 Application

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

**Submit a current volunteer background check online
Form at www.phmschools.org/volunteer OR complete
the attached paper form.**



PENN·HARRIS·MADISON

SCHOOL CORPORATION

Volunteer Limited 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.



PENN·HARRIS·MADISON

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:

=====

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

Forwarded To: _____ Date: _____

Disapproved By: _____ Date: _____