

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

April 9, 2013

CALENDAR

Apr	9	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	9	immediately following	Executive Session, J.C. Rice Educational Services Center
Apr	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	9	immediately following	Executive Session, J.C. Rice Educational Services Center
Apr	16	8:30 a.m.	Action Planning Session, Ivy Tech Community Center, Elkhart Campus
Apr	23	7:00 p.m.	Regular Board Meeting, Beck Elementary School

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
- D. GIFT ACCEPTANCE - The administration recommends that the Board accept with appreciation recent donations made to Elkhart Community Schools.
- E. DISTRICT HIGHLIGHT
- F. SPECIAL RECOGNITION
Employee of the Year Nominees
- G. STUDENT RECOGNITION
Bully Prevention Bookmark Winners
Robotics
- H. MINUTES
March 26, 2013 – Public Work Session
March 26, 2013 – Regular Board Meeting
March 28, 2013 – Special Meeting

I. TREASURER'S REPORT

Consideration of Claims

Fund Loan – The Business Office reports on fund loans made at the end of March 2013.

403(b) Amendment Resolution - The administration recommends Board approval of a resolution to amend the 403(b) retirement plan adoption agreement

J. OLD BUSINESS

2013-2014 Board Meeting Schedule - The administration presents the 2013-2014 Board of School Trustees meeting schedule for approval as initially presented at the Board's March 26th meeting.

K. NEW BUSINESS

Board Policy GDBA-12 - The administration presents proposed revisions to Board Policy GDBA-12, Employees in Technology Services Positions Compensation Plan, for initial consideration

Grant Application - The administration seeks Board approval for the submission of the following grants to the United Way: Reading Camp, \$2,000.00; Reading Boost, \$1,500.00; and Minds in Motion, \$1,000.00 by Bristol Elementary School.

Grant Application - The administration seeks Board approval for the submission a grant to the Indiana Department of Education High Ability for the "Making a Difference Grant" up to \$15,000 for testing or curriculum purchases for the 2013-2014 school year.

Grant Application - The administration seeks Board approval for the submission of a grant to the Monsanto Fund for the America's Farmers Grow Rural Education for \$25,000.00 to support the transition of Roosevelt Elementary into a STEAM school

L. PERSONNEL

Conference Leaves - It is recommended that the Board grant conference leave requests in accordance with Board Policy to staff members as recommended by the administration.

Certified and Classified Staff - See the report and recommendations of the administration.

M. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

N. ADJOURNMENT

**ELKHART CENTRAL H. S. ATHLETIC DEPARTMENT
BRIAN BUCKLEY, ATHLETIC DIRECTOR
#1 BLAZER BLVD. * ELKHART IN 46516
574-295-4720 * 574-295-4726 Fax**

DATE: April 2, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Brian Buckley, ECHS Athletic Director
RE: Donation Approval

JJ Babbitt and William Reglein have donated 15 golf bags to the Elkhart Central Golf program. The golf bags are valued at \$ 1,875.00 and will be used by members of the Elkhart Central Golf Team during practice and competition.

I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

**William Reglein
C/O JJ Babbitt and Company
2201 Industrial Parkway
Elkhart, IN 46516**



Elkhart Community Schools and Indiana
Graduation Rates
2007-2012

<u>Year</u>	<u>ECS</u>	<u>Indiana</u>
2007	66.3%	78.4%
2008	62.7%	79.7%
2009	70.4%	83.3%
2010	75.4%	85.9%
2011	83.0%	87.1%
2012	84.5%	88.2%

MINUTES OF THE
PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

March 26 2013

Central High School, 1 Blazer Blvd, Elkhart - 5:30 p.m.

Board Members
Present:

Jeri E. Stahr
Dorisanne H. Nielsen
Carolyn R. Morris

Karen S. Carter
Susan C. Daiber
Glenn L. Duncan
Douglas K. Weaver

ECS Personnel Present:

Doug Hasler
Rob Haworth

Thomas Neat
Doug Thorne

Time/Place

Roll Call

Board members received a report from Edulog on transportation optimization study.

Topics
Discussed

The meeting adjourned at approximately 6:40 p.m.

Adjournment

APPROVED:

Signatures

Jeri E. Stahr, President

Karen S. Carter, Member

Dorisanne H. Nielsen, Vice President

Susan C. Daiber Member

Carolyn R. Morris, Secretary

Glenn L. Duncan, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
March 26, 2013

Central High School, 1 Blazer Boulevard, Elkhart - 7:00 p.m.

Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen Carolyn R. Morris	Karen S. Carter Susan C. Daiber Glenn L. Duncan Douglas K. Weaver
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Place/Time

Roll Call

President Jeri Stahr called the regular meeting of the Board of School Trustees to order.

Call to
Order/Pledge

Presentation of the Colors by Cub Scout Pack #62 sponsored by Riverview PTO.

Presentation of
Colors

Ms. Stahr discussed the invitation to speak protocol.

Protocol

Superintendent's Student Advisory Council (SSAC) representatives from both high schools were welcomed and introduced themselves. Marielena Rios of Memorial reported Service Project X community service hours total 10,812 to date; students have helped build a Habitat for Humanity house and athletes and art students are currently painting hallways. Future projects include cleaning up the park near Riverview school and helping build a house with LaCasa. Jessica Gorden of Central reported Service Project X community service hours total of 13,000 to date; and the recent St. Baldrick's fundraiser raised \$4,940.00.

SSAC
Representatives

By unanimous action, the Board accepted with appreciation donations made to Elkhart Community Schools (ECS): 15 dictionaries and 10 thesauruses' valued at \$150.00 to a third grade classroom at Woodland Elementary from DonorsChoose.org; \$95.00 from First Congregational United Church of Christ to Beardsley Elementary School to be used for children in need; and an Armstrong Flute valued at \$250.00 from an anonymous donor to music department.

Gift Acceptance

Bristol Elementary Principal, Melissa Jennette, reported the Math Bowl Team's first place finish at the Regional Math Bowl competition. Mrs. Jennette introduced team sponsor Tom Jones, and team members: Nathan Dibley, Sienna Eby, Elizabeth Harmon, Tori Hartl, Caleb Howell, Alexis Jackson, Olivia Maack, Jared Miller, Jaycee Rossi, Tyler Smith, Jacob Tiffany, and Carson Wells. They received certificates from Board member Carolyn Morris. Pinewood Elementary Math Bowl team sponsor Monica Keggerreis reported the Math Bowl Team's top 10 finish in the 2013 Indiana Math Bowl competition. Mrs. Keggerreis introduced team members: Savion Bias, Braden Black, Ryan Cart, Spencer Dexter, Joe Gard, Jenni Gill, Michael Huang, Sarah Joy, Ellie Malloy, Clare Millstone, Niyami Mitchell, Ted Myers, Samantha Sarber, Elizabeth Weimer, Sean Wilson, and Christian Yoder. They received certificates from Board member Karen Carter.

Student
Recognition

Central High School principal Frank Serge gave a report the school. Mr. Serge introduced administrators, Blazer Club president, Band Booster president, and staff members who were present. Art projects were on display in the student center and the girls' barbershop quartet performed their song in which they earned gold at the State Ensemble contest. Assistant Principal Dan Swygart reported Central's graduation rate has increased from 68% in 2010 to 85% in 2012; average SAT scores have increased from a score of 968 in 2008 to an average score of 1054 in 2011; the percentage of students passing the Algebra 1 end of course assessment (ECA) has increased from 60% in 2010 to 79% in 2012, also increasing the number of students taking the exam; the percentage of students passing the English 10 ECA has increased from 49% in 2010 to 70% in 2012. Mr. Swygart reported monthly writing prompts are used as English 10 ECA success predictors across racially disaggregated groups; and have shown an increase in the number of students passing. Central offers honors classes and 59% of students participating in Advanced placement testing received a score of 3, 4, or 5 which indicates results in earned college credit. Band director Scott Garner introduced a performance of a flute trio who earned a perfect score at the State Solo and Ensemble contest. Assistant Principal Kelly Berheide distributed a brochure Central High School compiled after the school went through an advanced accreditation process, and gathered input from ninth grade parents regarding what they wanted to know about Central. The information was also used in planning the showcase in April. A listing of clubs was included and Ms. Berheide invited the Board to visit any Tuesday morning to see the variety of clubs offered. Kathy Nusbaum and John Hunziker described the afterschool program, Blazer Connections. The first hour offers homework assistance to students with club opportunities following. Parent Katrina Torres and student Austin Torres shared their personal experience with Blazer Connections and the improvement Austin has had in school. Student Shaquona Ellis shared how Blazer Connections helped her with math and she has received a full ride scholarship to Marion College and student Morgan Medlen passed around a few of his art projects made in the 3D Art/Sculpture club. The percussion ensemble performed and the Winter Guard was recognized for their third place at the Indiana winter guard State finals. The ElkLogic Robotics Team, which includes Central and Memorial students, displayed their robot which took six weeks to build for the FIRST Robotics competition and placed 21st out of 40 teams, \$16 million is available in scholarships. Mr. Serge recognized Nick Ponce for his 12th place at the State Diving competition and Johnny Treadway for his 8th place in the State Wrestling match. Mr. Serge recognized students who have received art awards: Morgan Medlen, Mary Jane Parmater Keefe Award of Excellence \$1000.00 Scholarship; Anya Stucky, Mary Jane Parmater Keefe Award of Excellence; Wendy Sandoval, American Visions Award nomination of Scholastic Art Awards; and Julianne Whyte, Docents' Choice Award at Scholastic Art Awards.

By unanimous action, the Board approved minutes of:

- March 12, 2013 – Public Work Session
- March 12, 2013 – Regular Board Meeting
- March 19, 2013 – Public Work Session
- March 19, 2013 – Listening/Public Work Session

Approval of
Minutes

By unanimous action, the Board approved payment of claims totaling \$6,681,693.47 as shown on the March 26, 2013, claims listing. (Codified File 1213-90)

Payment of Claims

The Board The Board received a financial report for the period January 1-February 28, 2013, and found it to be in order.

Financial Report

By unanimous action, the Board approved the purchase of a gas chromatograph for Central High School for \$1,957.00 to enhance chemistry and chemistry electives to be paid out of extracurricular funds.

Extra Curricular Purchase

By unanimous action, the Board awarded the bid for the Physical Plant improvements project to Griffen Plumbing and Heating of Elkhart in the amount of \$1,015,800.00 with a base bid plus alternate no. 1 to upgrade the urinals at Monger. The base bid includes the replacement of the boilers and chillers at Monger Elementary; a new chiller for North Side Middle School; and new water heaters for Pierre Moran Middle School and West Side Middle School. In response to Board inquiry, ECS has used Griffen Plumbing and Heating on other projects in the past. (Codified File 1213-91)

Bid Award

By unanimous action, the Board tabled a resolution regarding gift cards.

Gift Card Resolution

By unanimous action, the Board approved cash tuition rates for the 2013-2014 school year, Douglas Hasler, executive director of support services, reported Indiana provides free tuition for students to attend the school district in which they live; if a family chooses to send their child to school out of their home district, they must pay the state's tuition rate. For the 2013-2014 school year, the rate is \$4,715.00 for kindergarten students and \$7,300.00 for students in grades 1-12. Students seeking a transfer are subject to Board Policy JECB. If a student transfers before the cutoff date, the fee is waived. (Codified File 1213-92)

Cash Tuition Rates

Ted Foland, energy education specialist, reported the last audit was conducted at Central on Saturday, March 16th at 8:30 a.m. He reported the building temperature was within the appropriate range; lights were on in unoccupied band room; and staff needs to continue to work on shutting down computer lab's screens, printers and manually controlled exhaust fans. Two thirds of all rooms received a "thanks for saving energy" sticker. Mr. Foland indicated Central's administration and staffs efforts have resulted in a 25.4% cost avoidance for 2013, which is 2.3% behind of 2012. For the corporation, year to date 2013 cost avoidance is 27.2%, overall program cost avoidance from September 2009-current is valued at \$3,182,059.00. In response to Board inquiry at the last meeting, Mr. Foland reported if the elementary school day were to be extended by one hour, the projected increase in cost would be an additional \$86,500.00 annually.

Energy Ed Report

The Board approved proposed revisions as initially presented at the March 12th Regular Board meeting to Administration Regulation JECB, Admission of Non-Resident Students. The Board offered no further changes or corrections.

Administrative Regulation JECB

The Board approved proposed revisions as initially presented at the March 12th Regular Board meeting to Administration Regulation JECBB, Student Transfers. The Board offered no further changes or corrections.

Administrative
Regulation
JECBB

By unanimous action, the Board approved the submission of a grant to the Indiana Department of Education of Special Education for \$70,000.00 to facilitate systems of change and improvement in the areas of school to college and career preparation and readiness. (Codified File 1213-93)

Grant
Application

The Board was presented with a draft of the Board of School Trustees meeting schedule for the 2013-2014 school year. The schedule follows past years' schedules - regular meetings on the second and fourth Tuesdays of the month at 7:00 pm and public work sessions on the third Tuesday of the month at 7:00 am with exceptions in December; the location for all meetings are routinely at the J. C. Rice Educational Services Center, but during the school year are held at various schools. Final approval of the schedule will be sought at the Board's next regular meeting.

2013-2014
Meeting
Schedule

By unanimous action, the Board approved overnight trip requests for members of Central Key Club to travel to Bloomington, IN to attend the District Key Club convention on March 22-24, 2013; Early Childhood Education II students at the Career Center to travel to Indianapolis to attend the Indiana Early Childhood State Conference on April 11-13, 2013; members of Central Key Club to travel to Camp Tecumseh, Brookston, IN to attend leadership training on April 12-14, 2013; and members of Central and Memorial Rotary club to travel to Camp Tecumseh, Brookston, IN to attend Rotary leadership camp on April 19-21, 2013.

Overnight Trip
Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the March 26, 2013 listing. (Codified File 1213-94)

Conference
Leaves

By unanimous action, the Board approved the following personnel recommendations of the administration:

Personnel
Report

Consent agreement regarding unpaid time (Codified File 1213-95)

Consent
Agreement

Employment of the following two (2) certified employees, effective on dates indicated:

Certified
Employment

Andrea Bayadsy, language arts at West Side, 4/8/13
Hans Hess, ESL at St. Vincent, 3/22/13

A change to the voluntary leave of absence for Kellie Wheeler - first grade at Osolo, beginning 8/12/13 and ending on 5/30/14

Change to
Voluntary Leave
of Absence

A change to the parental leave of absence for Shannon Lovely, math at West Side, beginning 1/7/13 and ending on 5/31/13

Change to
Parental Leave
of Absence

Rescinding of a parental leave of absence for Jill Coffman, third grade at Hawthorne	Rescinding a Parental Leave of Absence
Health leave of absence for Janet Toland, ESL at Bristol, beginning 3/11/13 p.m. and ending on 5/31/13	Health Leave of Absence
Maternity leave of absence for Katie Wallace, first grade at Bristol, beginning 5/1/13 and ending on 5/30/14	Maternity Leave of Absence
Retirement of the following six (6) certified staff members effective at the end of the 2012-2013 school year with years of service in parenthesis: John Hutchings – director of Student Services, (35) Nancy Hutchings – special education at Cleveland, (24) Thomas Neat – assistant superintendent, (17) James Rice – assistant director of Career/Technology, (20) Phillip Stillson – assistant principal at Central, (37) Diana Vermeulen – science at Memorial, 917)	Certified Retirement
Regular employment for the following three (3) classified employees who have successfully completed their probationary periods, on dates indicated: Lynda Barker - food service at North Side, 3/13/13 Shannon Butts - paraprofessional at Cleveland, 3/13/13 Carissa Glasgow – paraprofessional at Feeser, 3/13/13	Classified Employment
Resignation of Judith Miller, paraprofessional at Career Center, effective 3/22/13.	Classified Resignation
The Board heard from a parent regarding concerns about bullying.	From the Audience
Board President Jeri Stahr expressed the Board’s appreciation to the Central custodians for all of their work to set up and tear down the cafeteria and the staff and students at Central for their program.	From the Board
The meeting adjourned at approximately 8:40 p.m.	Adjournment

APPROVED:

Jeri E. Stahr - President

Dorisanne H. Nielsen - Vice President

Carolyn R. Morris - Secretary

Karen S. Carter - Member

Susan C. Daiber - Member

Glenn L. Duncan - Member

Douglas K. Weaver - Member

Signatures

MINUTES OF THE
SPECIAL MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
March 28, 2013

J. C. Rice Educational Services Center, 2720 California Road, Elkhart – 12:00 p.m.

Time/Place

Board Members Present:	Jeri E. Stahr Dorisanne H. Nielsen	Karen S. Carter Susan Daiber Douglas K. Weaver
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Roll Call

Absent:	Glenn L. Duncan Carolyn R. Morris
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President Jeri Stahr called the meeting to order and the pledge was recited.

Call to
Order/Pledge

By unanimous action, the Board adopted a resolution WHEREAS it is not conducive to the school learning environment to have property of any of its schools surrounded by manufacturing and industrial operation, THAT it is not in the best interests of the children attending the Elkhart Community Schools that adjacent public and private land, where its schools are located, be zoned M1C. (Codified 1213-96)

Adoption of
Resolution

The meeting was adjourned at approximately 12:06 p.m.

Adjournment

APPROVED:

Signatures

Jeri E. Stahr, President

Karen S. Carter, Member

Dorisanne H. Nielsen, Vice President

Susan C. Daiber Member

~~-absent-~~
Carolyn R. Morris, Secretary

~~-absent-~~
Glenn L. Duncan, Member

Douglas K. Weaver, Member

ELKHART COMMUNITY SCHOOLS

DATE: 03/28/13

TO: MR. DOUGLAS A. HASLER

FROM: DIANA STAMPER

RE: LOANS - ONE FUND TO ANOTHER

THE FOLLOWING LOANS WERE MADE ON 03/28/13:

\$ 650,000 TO FUND 0410 TRANS-OPERATING FUND FROM FUND 0420 TRANS-BUS REPLACEMENT
\$ 150,000 TO FUND 0350 CAPITAL PROJECTS FUND FROM 0420 TRANS-BUS REPLACEMENT

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings
2013-2014

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center, 2720
California Road, Elkhart, Indiana

July	9, 2013	January	7, 2014
July	23, 2013	January	21, 2014 - Beardsley
August	13, 2013	February	11, 2014
August	27, 2013	February	25, 2014 – North Side
September	10, 2013	March	11, 2014
September	24, 2013 - Feeser	March	25, 2014 - Daly
October	8, 2013	April	15, 2014
October	22, 2013 - Cleveland	April	29, 2014 - Memorial
November	12, 2013	May	13, 2014
November	26, 2013 - Pinewood	May	27, 2014
December	10, 2013	June	10, 2014
December	17, 2013 - 7:00 a.m.	June	24, 2014

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

Public Work Sessions
2013-2014

Public work sessions will be held at 7:00 a.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, unless otherwise noted.

July	16, 2013	January	14, 2014 - West Side
August	20, 2013	February	18, 2014
September	17, 2013 - Woodland	March	18, 2014
October	15, 2013	April	22, 2014 - Pierre Moran
November	19, 2013 - Monger	May	20, 2014
December	17, 2013	June	17, 2014

As presented to Board at the March 26, 2013 Regular Meeting – April 9, 2013



BUSINESS SERVICES
J. C. Rice Educational Services Center
Elkhart Community Schools
2720 California Road, Elkhart, IN 46514-1220
(574) 262-5563 / 5565 fax
www.elkhart.k12.in.us

INTEROFFICE MEMO

DATE: APRIL 1, 2013

TO: DR. ROB HAWORTH, SUPERINTENDENT

**FROM: DEBORAH S. SHOUP, CPA
SUPERVISOR OF ACCOUNTING, AUDITING, & INVESTMENT**

RE: AMENDMENT TO 403B PLAN

Many of our employees have requested a change to our enrollment periods within our 403b Plan. Since the IRS allows the plan sponsor to set enrollment periods and no longer limits these periods, and the State of Indiana no longer requires annual contributions to be included on a teacher's contract, I respectfully request that our enrollment periods be changed from twice a year, August 1 and December 1, to a quarterly schedule to occur on December 1, March 1, June 1, and September 1.

I would also request that we change our approved vendor list by dropping ING as an approved vendor. The school has an opportunity to decrease the administrative cost of the plan by only including vendors who participate in the OMNI Group P3 program. All of our vendors except ING participate in this program which will allow the school to save approximately \$12,996 on the administrative costs in 2013.

**ELKHART COMMUNITY SCHOOLS
RESOLUTION TO AMEND
THE ELKHART COMMUNITY SCHOOLS 403(b) RETIREMENT PLAN ADOPTION AGREEMENT
APRIL 9, 2013**

WHEREAS, the Elkhart Community Schools (District) maintains the Elkhart Community Schools 403(b) Retirement Plan ("Plan") and Adoption Agreement; and

WHEREAS, the Plan was duly adopted on the 23rd day of September, 2008 by the District's Board of Education ("Board"); and

WHEREAS, the Board desires to restate and amend the Plan Adoption Agreement as regards the Plan Administration and Appendix 1, the approved vendor list;

NOW, THEREFORE, BE IT RESOLVED that the Plan Administration of the Plan Adoption Agreement is hereby restated and amended to read as follows:

"Other provisions of the Plan:

- *Enrollment may occur four times per year on a quarterly basis as follows:*
 - *December 1st effective with the first payroll of January*
 - *March 1st effective with the first payroll of April*
 - *June 1st effective with the first payroll of July*
 - *September 1st effective with the first payroll of October"*

NOW, THEREFORE, BE IT RESOLVED that **Appendix 1** of the Plan Agreement is hereby restated and amended to read as follows:

"Vendors authorized to start new account enrollments, receive ongoing contributions, and Exchange and Transfers under the Plan:

MetLife, 403(b) ASP (Aspire Financial), and VALIC."

NOW, THEREFORE, BE IT RESOLVED that **Appendix 2** of the Plan Agreement is hereby restated and amended to read as follows:

"Vendors authorized only to receive ongoing contributions on their existing accounts under the plan: ING"

BE IT FURTHER RESOLVED that the Plan Adoption Agreement, as restated and **amended** is hereby approved and adopted.

IN WITNESS WHEREOF, the District has caused this Resolution and Amendment to be adopted this 9th day of April, 2013.

BOARD OF SCHOOL TRUSTEES

AYE

NAY

X

Secretary, Board of School Trustees

EMPLOYEES IN TECHNOLOGY SERVICES POSITIONS COMPENSATION PLAN

Section 1. TECHNOLOGY SERVICES WAGE/SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for the positions below to be effective November 1, 2012. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Support Technician (I)	15.38 – 24.04
Office Systems Support Technician (I)	14.42 – 18.00

POSITION	YEARLY SALARY RANGE
Network Engineer (V)	56,000 – 84,000 60,000 – 86,000
Technical Support Manager (III) (IV)	53,000 – 71,000 60,000 – 80,000
Computer Systems Specialist (IV)	56,000 – 74,000 76,000
Office Systems Support Manager (III)	48,000 - 66,000
Database Administrator/Programmer (III)	44,545 – 68,107
Technical Support Specialist (III)	48,000 – 66,000
Advanced Support Technician (II)	40,000 – 58,000 42,000 – 60,000
Network Infrastructure Technician (II)	36,000 – 60,000
Programmer/Analyst (II)	40,000 – 58,000 42,000 – 60,000
Office Systems Support Specialist (II)	40,000 – 58,000
<u>Digital Communications Specialist</u>	<u>35,000 – 55,000</u>

Section 2. FRINGE BENEFITS

Placement shall be determined on verified past experience. Policies which are applicable to all other classified employees shall be applicable to these positions.

A. Income Protection and Annuities

The Elkhart Community Schools provides the opportunity for regular classified employees to purchase income protection and tax-sheltered annuities. This is done by specifications and through a company or broker approved by the Board of Schools Trustees of the Elkhart Community Schools.

B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee who is a member of the group hospitalization, major medical, dental, prescription drugs and life insurance program approved by the Board of School Trustees. Effective January 1, 2008, the Board will pay \$5,000 (for single, full-time coverage), \$3,986 (single, half-time), \$10,000 (for family, full time coverage), \$7,931 (family, half-time), or \$10,232 (family, both employed) of the premium cost of such plan. The employee may select one or the other plan

provided by the Board. The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

C. Information Technology Skills/Certification Training

In order to properly serve our schools, Elkhart Community Schools must ensure that its technology service employees are professionally educated, trained and certified within the industry and with those products and services which the district provides. Throughout the term of employment, Elkhart Community Schools expects its technology service employees to undergo training on behalf of Elkhart Community Schools to advance their skills, to update or gain new certifications, and/or to remain current with industry developments.

Elkhart Community Schools will pay for the costs of training pursuant to the following requirements:

1. Training must be completed successfully. Training leading to certification must result in obtaining said certification.
2. The training must be approved in advance. Such training may be requested by technology service employees, or may be directed by the Director of Technology.
3. The "INFORMATION TECHNOLOGY SKILLS/CERTIFICATION TRAINING" request form must be prepared and submitted in advance of such training. Requested training will be subject to the approval of the Director of Technology.

In consideration for Elkhart Community Schools' agreement to pay for training costs, technology service employees requesting such training agree to repay Elkhart Community Schools for the costs of training on a pro-rated basis, rounded to the nearest month, in the event that the technology service employee leaves the employ of Elkhart Community Schools within two years following the completion of any such training. At the discretion of the Director of Technology, this requirement may be waived with consideration to whether the technology service employee is continuing his or her employment within an information technology field.

The Director of Technology shall develop the forms necessary for implementation of this section of Board Policy.

D. Severance Benefits

Technology Services Employees who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Personnel at least ten (10) working days prior to the last date of employment.

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Vacation days earned in the current year shall also be paid to full-time employees. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave and unused vacation days.

2. Retirement, Death, or Disability – The benefits listed below are in addition to those in Section C-1.
- a. For purposes of this benefit, “retirement” shall be defined as resignation by an employee who at the time of retirement is age fifty-five (55) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six months service requirement must be met to be eligible for the disability or death benefit.
 - b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the benefit shall be paid to the decedent’s estate.
 - c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools’ group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying one hundred percent (100%) of the premiums in advance at the business office.
 - d. A Technology Services Employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a Technology Services Employee who dies with ten (10) or more consecutive years of service is eligible to select one of the following benefits based upon the employee’s daily rate at the time of retirement:
 - 1) One day’s pay for each full year employed by the Elkhart Community Schools.
 - 2) At least forty-five (45%) of the unused sick leave will be paid, in accordance with the provisions of this compensation plan.
- In the case of the death of an eligible employee, this benefit will be paid to the employee’s beneficiary.
- e. Any Technology Services Employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2006, shall be paid the sum of one hundred dollars (\$100) for each year at the time of retirement. Any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave days, shall be paid the sum of fifty dollars (\$50) for each year at the time of retirement.

E. Change in Support Staff Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy GDJ

Section 3. ABSENCES

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his or her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours per day are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Section 4. PERSONAL ILLNESS/FAMILY ILLNESS ABSENCES AND LEAVESPersonal Illness/Family Illness Absence

As used in this section, "immediate family" includes spouse, child, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, daughter-in-law, son-in-law, and any other member of the family unit who is regularly living in the same household as the employee.

"Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

Full-time classified personnel will be allowed the number of hours equal to one workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to two hundred (200) days as personal illness.

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

Job-Related Injury Absence

An employee injured in the performance of his or her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

Section 5. BEREAVEMENT

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for a period extending not more than seven (7) consecutive calendar days immediately beyond each death.

“Immediate family” is defined as father, mother, brother, sister, spouse, child, grandfather, grandmother, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or any other member of the family unit regularly living in the same household as the employee.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

When requested, additional bereavement day(s) with or without pay may be granted by the Superintendent or designee.

Section 6. MILITARY LEAVE

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after he or she receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Section 7. HEALTH LEAVE

Through Board of School Trustees' action regular classified employees may be granted a health leave after one year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board of School Trustees, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his or her responsibilities.

Health leaves may be granted for a maximum period of one year. An employee shall be afforded the opportunity to continue participation in any insurance program in which he or she is enrolled. Such participation shall be at the employee's own expense.

Health Leave – Procedure

An employee with at least one year's service, who has used all of his or her personal illness, personal leave, FLMA Leave, and vacation benefits, may be placed on a health leave.

- 1) *After all other available benefit days have been exhausted, or*
- 2) *When a physician's statement indicating inability to perform regular duties for an extended period of time has been provided, or*
- 3) *Upon receipt of a request for placement on such leave by the Director of Personnel from the appropriate administrator.*

Should the employee fail to provide a requested physician's statement within thirty days after he or she has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer.

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one year. After the employee has been on leave for a year, he or she will be eligible for re-employment when an opening for which he or she is qualified becomes available.

Section 8. PERSONAL LEAVE

Full-time classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

Unused personal leave will accumulate for retirement.

Personal Leave – Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Fall Recess, Thanksgiving, Winter Recess, Spring Break, or Summer Break as defined by the school calendar unless the employee complies with the following procedure:

- a. *Once every five (5) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.*
- b. *The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.*

- c. *All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his or her assigned duties.*

Section 9. JURY AND WITNESS DUTY PAY

A. Jury Duty

All Technology Services Employees will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days with pay, with substitute deduction where applicable, or without pay. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any employee relations related litigation involving the employer or any other school employer, unless the employer subpoenas the employee to testify.

Section 10. PARENTAL LEAVE

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Personnel is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one year, and are non-renewable.

The staff member shall return to the first position which becomes available for which she or he is qualified, as determined by the employer, or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which she or he is eligible, at her or his own expense, by paying the full cost of premiums in advance at the Business Office.

Section 11. ADOPTIVE LEAVE

An employee who legally adopts a child whose age is less than 6 years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Personnel and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such

leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

Section 12. HOLIDAYS AND VACATIONS

Definitions

As used in this policy, the term "full-time employee" means an employee who is employed on a twelve-month basis and who has a regular workday of four (4) or more hours.

Holidays

Full-time classified employees shall be paid for the following holidays, when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two days	(see A-1)
Martin Luther King Jr. Day	
Presidents Day - <u>(two days, but only one day may then be used at Independence Day)</u>	(see D)
Memorial Day	
Independence Day	(see B)
Labor Day	
Thanksgiving - two days	(see C)
Christmas - two days	(see A-1)

- A. During the winter break (when schools are closed) four (4) days will be allowed as follows:
1. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.
 2. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one of these days, in which case an alternate day will be determined.
- B. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.
- C. Thanksgiving Day and the day following will be paid holidays.
- D. Presidents' Day and the Friday preceding will be paid holidays **subject to the employee election provision outlined in the chart above.**

Vacations

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For purposes of computing an employee's number of years of service in the school corporation, a school-year employee who subsequently changes to full-time employee status will have the number of paid hours as a school year employee divided by 2080 to obtain the number of years of school corporation service to be used in determining the working days vacation which such full-time employee is entitled to receive under this policy.
- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor. When vacation days have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).
- I. Vacation days unused during the previous calendar year or as indicated in G, will be lost.
- J. Only 12 month employees will be entitled to paid vacation days.
- K. The superintendent's designee shall have the authority to place employees on the above-described schedule in such a way as to give credit for years of experience to employees whose prior employment was for a contractor which assigned that employee on a full time basis to the school district.

~~October 23, 2012~~ **April 9, 2013**



inspiring. excellence.

BRISTOL ELEMENTARY SCHOOL
Elkhart Community Schools
705 Indiana Avenue, Bristol, IN 46507-9458
(574) 848-7421 / 7422 fax
www.elkhart.k12.in.us

DATE: March 22, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Melissa Jennette
RE: Grant Application

I am interested in applying for the following United Way Creative Schools Grants to be used at Bristol Elementary School:

- Reading Camp Grant - \$2,000.00
- Reading Boost Grant -\$1,500.00
- Minds in Motion Grant - \$1,000.00

I am requesting approval from the Board of School Trustees to submit these grant applications.



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High Ability Office
Elkhart Community Schools
53215 C.R. 15 North Elkhart, IN 46514-8583
(574) 262-5935 / 5585 fax
www.elkhart.k12.in.us

DATE: March 20, 2013
TO: Dr. Rob Haworth
Board of School Trustees
FROM: Faith S. Schultz
RE: Grant Application

I am asking permission to apply for a "Making A Difference Grant from the IDOE High Ability Coordinator Amy Marschand. I would request the full amount for this competitive grant which is \$10,000. to \$15,000. for identification (testing) or curriculum purchases for the 2013-2014 school year. The grant must be encumbered by June 30, 2013.

Specifically I would be purchasing the CogAT (ability tests) for first grade and kindergarten ECS students and some research curriculum pieces needed for cluster teachers. The grant is due on Wednesday, April 10, 2013 and came on line today March 21, 2013.

I am requesting approval from the Board of School Trustees to submit this grant.

Faith Schultz
District Wide High Ability Program Supervisor

America's Farmers Grow Rural EducationSM
The Monsanto Fund

DATE: March 27, 2013

TO: Dr. Rob Haworth
Board of School Trustees

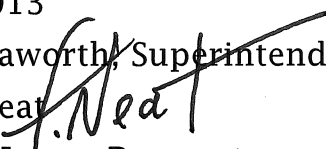
FROM: Dr. David R. Benak

RE: Grant Application

Elkhart Community Schools is applying for the America's Farmers Grow Rural EducationSM grant through the Monsanto Fund. The amount of the grant is \$25,000. The funding will be used to provide intensive training to Roosevelt Elementary staff in inquiry teaching pedagogy and inquiry science curriculum and instruction. The training will support the transition of Roosevelt Elementary into a STEAM school.

I am requesting approval from the Board of School Trustees to submit this grant.

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: March 28, 2013
 TO: Dr. Robert Haworth, Superintendent
 FROM: Thomas L. Neat 
 RE: **Conference Leave Requests**
April 9, 2013 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2012 - 2013 CONFERENCES	EXPENSES	SUBSTITUTE
EARLY YEARS ARE LEARNING YEARS This conference will provide the most up-to-date information regarding early childhood and special education with a focus on behavior, curriculum, and music and movement. Indianapolis, IN April 12, 2013 (1 day's absence) JEANNE DAVIDSON - PACE (0-0) CHARLENE FLOWERS - PACE (0-0)	\$770.60	\$0.00
SKILLS USA STATE COMPETITION Accompanying students to the State Skills USA Competition. Indianapolis, IN April 19 - 20, 2013 (1 day's absence) RYAN GORTNEY - EACC (0-0)	\$0.00	\$0.00
TENTH ANNUAL COPYRIGHT CONFERENCE This conference will provide the most up-to-date information regarding both academic and K-12 intellectual property needs. Muncie, IN April 24, 2013 (1 day's absence) NICO VALENTIJN - CENTRAL (1-2)	\$246.90	\$0.00
INDIANA ASSOCIATION FOR ADULT CONTINUING EDUCATION CONFERENCE - 2013 This conference will provide information regarding the new GED test as well as instructional support to help teachers better prepare students for the test. Indianapolis, IN April 24 - 26, 2013 (1 day's absence) TERRY TAYLOR - ADULT EDUCATION (0-0)	\$856.44	\$0.00
TOTAL	\$1,873.94	\$0.00

2012 - 2013 CONFERENCES	EXPENSES	SUBSTITUTE
2012 YEAR-TO-DATE GENERAL FUNDS	\$9,328.39	\$1,615.00
2013 YEAR-TO-DATE GENERAL FUNDS	\$3,989.65	\$1,105.00
2012 YEAR-TO-DATE OTHER FUNDS	\$102,003.59	\$12,290.00
2012 YEAR-TO-DATE ADJUSTMENTS	(\$487.05)	(\$170.00)
2013 YEAR-TO-DATE OTHER FUNDS	\$33,291.29	\$5,780.00
2013 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$148,125.87	\$20,620.00

(Figures in parentheses are the number of conferences & the number of absence days previously approved for the current school yr.)



Date: April 9, 2013
To: Dr. Robert Haworth
From: Mr. W. Douglas Thorne
Subject: Personnel Recommendations

Certified

a. **Resignation** – We report the resignation of the following employee:

Molly Gibson
Began: 8/13/12

Hawthorne/Mild Intervention
Resign: 5/31/13

Classified

a. **New Employees** - We recommend regular employment for the following classified employees:

Mayra Adame
Began: 1/23/13

Monger/Paraprofessional
PE: 3/28/13

Paul Boers
Began: 1/22/13

Roosevelt/Paraprofessional
PE: 3/27/13

Joseph Wood
Began: 1/28/13

ESC/Support Tech I
PE: 4/2/13

b. **Resignation** – We report the resignation of the following classified employee:

Erika Ledezma-Martinez
Began: 8/14/12

Beck/Paraprofessional
Resign: 3/28/13

c. **Retirement** – We report the retirement of the following classified employee:

Doyle Franklin
Began: 5/10/01

Hawthorne/Custodian
Retire: 5/31/13; 13 Years of Service