

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 9, 2016

CALENDAR

Aug	9	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	9	Immediately following	Executive Session, J.C. Rice Educational Services Center
Aug	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	11	8:30 a.m.	Board Retreat/Work Session, J.C. Rice Educational Services Center
Aug	16	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	19	8:30 a.m.	Board Retreat/Work Session, J.C. Rice Educational Services Center
Aug	23	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	23	Immediately following	Executive Session, J.C. Rice Educational Services Center
Aug	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. MINUTES -
 - July 26, 2016 – Public Work Session
 - July 26, 2016 – Regular Board Meeting
- D. COMMUNICATION UPDATE
- E. TREASURER'S REPORT

Consideration of Claims

Gift Acceptance - The administration recommends Board acceptance with appreciation recent donations made to the Elkhart Community Schools.

Fundraisers - The Business Office recommends Board approval of proposed school fundraisers in accordance with Board Policy.

Annual Financial Report – The Annual Report for 2015-2016 is presented for Board Information

Consulting Agreement – The Business Office recommends approval of an agreement for consulting services for the employees benefit program.

Partnership Agreements Update – Updates on the partnerships with the Elkhart Boys & Girls Club and with Beacon Health Systems.

Summer Field Experience Transportation Report

F. UNFINISHED BUSINESS

Board Policy IGBCA – School Owned Electronic Devices -The administration recommends approval of the new Board Policy IGBCA – School Owned Electronic Devices, as initial presentation at the Board’s July 26th regular meeting.

G. NEW BUSINESS

Board Policy GDBA-13 – Permanent Substitute Teachers’ Compensation Plan. – The administration presents proposed revisions to Board Policy GDBA-13 – Permanent Substitute Teachers’ Compensation Plan for initial review.

Summer School Report

Memorandum of Understanding – The administration recommends approval of a Memorandum of Understanding between ECS and Elkhart and St. Joseph Counties Head Start Consortium.

H. PERSONNEL

Conference Leaves - It is recommended 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.

INFORMATION AND PROPOSALS

I. From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

July 26, 2016

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – 5:30 p.m.

Time/Place

Board Members
Present:

Glenn L. Duncan
Susan C. Daiber
Karen S. Carter

Carolyn R. Morris
Dorisanne H. Nielsen
Jeri E. Stahr
Douglas K. Weaver

Roll Call

ECS Personnel Present:

Tony England
Shawn Hannon
Doug Hasler
Rob Haworth

Dawn McGrath
Kevin Scott
Doug Thorne
Bob Woods

The Board was presented an overview of the 2016-2017 budget by Kevin Scott, Chief Financial Officer; and agenda items for the regular Board meeting.

Topics
Discussed

The meeting adjourned at approximately 6:05 p.m.

Adjournment

APPROVED:

Signatures

Glenn L. Duncan, President

Carolyn R. Morris, Member

Susan C. Daiber, Vice President

Dorisanne H. Nielsen, Member

Karen S. Carter, Secretary

Jeri E. Stahr, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
July 26, 2016

<p>J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – at 7:00 p.m.</p>	<p>Place/Time</p>
<p>Board Members Present: Glenn L. Duncan Carolyn R. Morris Susan C. Daiber Dorisanne H. Nielsen Karen S. Carter Jeri E. Stahr Douglas K. Weaver</p>	<p>Roll Call</p>
<p>President Glenn Duncan called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.</p>	<p>Call to Order</p>
<p>Mr. Duncan discussed the invitation to speak protocol.</p>	<p>Protocol</p>
<p>By unanimous action, the Board approved the following minutes: June 29, 2016 – Public Work Session/Community Meeting July 12, 2016 – Public Work Session July 12, 2016 – Regular Board Meeting July 19, 2016 – Public Work Session</p>	<p>Approval of Minutes</p>
<p>By unanimous action, the Board approved payment of claims totaling \$2,488,835.15 as shown on the July 26, 2016, claims listing. (Codified File 1617-8)</p>	<p>Payment of Claims</p>
<p>The Board received a financial report for the period January 1 – June 30, 2016 and found it to be in order.</p>	<p>Financial Report</p>
<p>Kevin Scott, chief financial officer, reported the following fund loans were repaid on June 30, 2016: \$593,000 from Referendum Tax Levy Fund to General Fund; \$440,000 from Debt Service Fund to General Fund; \$1,450,000 from Retire/Sev Bond Fund to Debt Service Fund; \$364,000 from Transportation Operating Fund to General Fund; and \$240,000 from Transportation Operating Fund to Capital Projects Fund.</p>	<p>Fund Loans</p>

Doug Hasler, chief operating officer, presented updates on the partnerships with Elkhart Boys & Girls Club and with Beacon Health Systems. Mr. Hasler reported the Boys & Girls Club's fundraising efforts have resulted in \$3.4 million of their \$4.2 million goal. Construction costs are estimated at \$3.1 million with the balance to be placed in an endowment for future expenses. The lease has been drafted from a similar contract between the City of Toledo and a Boys & Girls Club, it was more in line with a partnership than a standard commercial lease agreement. Elkhart Community Schools (ECS) will own the real estate and improvements, with a 20+ year, long-term lease. The 26-page document has been reviewed by both parties and after suggested edits, is close to finalization. The draft document is available for Board review.

Partnership
Updates

Mr. Hasler also reported on the lease agreement regarding the future aquatic center with Beacon Health Systems and the Community Foundation of Elkhart County. The lease is a standard commercial agreement complicated by the number of parties, diverse uses and proposed programs. Currently, the 34-page document is under revision and review by all parties. The current lease is also available for Board review.

By unanimous action, the Board approved the submission of a petition to the Indiana State Board of Education School Technology Advancement Account for the 2016-2017 school year. The funds will provide low interest loans to ECS for the addition of projection technology in 300 classrooms. The projected loan amount is between \$250,000 and \$260,000. (Codified File 1617-9)

School
Technology
Advancement
Account

By unanimous action, the Board approved the revised Emergency Preparedness Plan effective for the 2016-2017 school year. (Codified File 1617-10)

Emergency
Preparedness
Plan

By unanimous action, the Board approved an extra-curricular purchase for Memorial High School's (MHS) athletic department to purchase a golf cart. The MHS Booster Club donated \$2,500 for the cart with the balance coming from the extra-curricular fund.

Extra Curricular
Purchases

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1617-11)

Fundraiser
Approval

By unanimous action, the Board accepted potential conflicts of interest statements from the following administrators: Brian Buckley, Shawn Hannon, Dawn McGrath, Valerie Priller, Jacqueline Rost, and Kevin Scott. (Codified File 1617-12)

Administrative
Conflicts of
Interest

The Board was presented with proposed new Board Policy IGBCA – School Owned Electronic Devices, for initial consideration. Doug Thorne, executive director of personnel and legal services, explained the policy would cover the chrome books and other school owned devices used by students.

Board Policy
IGBCA

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 26, 2016 listing. (Codified File 1617-13)

Conference
Leaves

By a 6-1 vote (Carter: nay), the Board approved the following personnel recommendations of the administration:

Personnel
Report

An agreement regarding retirement and severance for a certified staff member. (Codified Files 1617-14)

Consent
Agreement

Retirement of certified staff member Mary Jo Sartorius, assistant director of special education, effective July 19, 2016 with 39 years of service.

Certified
Retirement

Administrative appointments effective July 21, 2016:

Kelly Carmichael - principal at Cleveland
Howard Edwards - principal at Roosevelt
Eric Chandler - assistant principal STEAM coordinator at Roosevelt

Administrative
Appointments

Administrative transfers effective July 21, 2016:

Rebecca Crocker - assistant principal at Pinewood
Tessa Sutton - supervisor of connective leadership and inclusion at Educational Service Center (ESC)

Administrative
Transfers

Employment of the following five (5) certified staff members for the 2016-2017 school year:

Hannah Boyd - special education at Roosevelt
Janice Joldersma - special education at Daly
Molly Kellner - music at Memorial
Joshua Tyson - music at Pierre Moran
Lisa Ward - psychologist at Memorial

Certified
Employment

Resignation of the following ten (10) certified staff members effective on dates indicated:

Certified
Resignation

Jacklin Beard - grade 4 at Beardsley, 7/12/16
Stacy Fann - social studies at Pierre Moran, 7/7/16
Staycie Lievens - kindergarten at Bristol, 7/29/16
Christine Malecki - special education at Beardsley, 7/13/16
Jill Marston - science at Central, 8/1/16
Jerry Schultz, grade 2 at Daly, 7/11/16
Doreen Shelt, grade 6 PEP at Pinewood, 6/27/16
Patrick Shelton - grade 6 at Cleveland, 6/1/16
Elizabeth Signor - grade 2 at Hawthorne, 6/28/16
Brian Tompkins - industrial technology at Pierre Moran, 7/8/16

<p>Maternity leave for the following three (3) certified staff members:</p> <ul style="list-style-type: none"> Amy Garretson - health at Central, beginning 9/6/16 and ending 10/6/16 Maria Hernandez - ENL at Memorial, beginning 8/30/16 and ending 9/12/16 Alexa Waggoner - grade 3 at Bristol, beginning 8/2/16 and ending 9/2/16 	Certified Leave
<p>Release from employment of the following two (2) certified staff members:</p> <ul style="list-style-type: none"> Abigail Kimbrell - elementary/TBD Carlos Pruitt - elementary/TBD 	Released from Employment
<p>Voluntary leave for certified staff member Carla Ray, special education at Pierre Moran, beginning 8/2/16 and ending 5/26/17.</p>	Certified Leave
<p>Retirement of the following four (4) classified employees with years of service in parenthesis:</p> <ul style="list-style-type: none"> Mary Grove - secretary at ESC, effective 11/11/16; (32) Donna Hemmig - secretary at ESC, effective 11/11/16; (15) Ada Johnson - food service at Central, effective 6/1/16; (17) Christine Sherry - bus driver at Transportation, effective 6/1/16; (31) 	Classified Retirement
<p>Resignation of the following nine (9) classified employees effective on dates indicated:</p> <ul style="list-style-type: none"> Carla Anderson - food service at Daly, 6/1/16 Tonya Fisher - paraprofessional at North Side, 7/13/16 Leah Gregory - paraprofessional at Riverview, 6/1/16 Fearne Leader - paraprofessional at Memorial, 7/19/16 Allison Smith - paraprofessional at Daly, 6/9/16 Byron Swartentruber - paraprofessional at Memorial, 7/13/16 Lisa Ward - psychologist intern at Student Services, 7/19/16 Peggy Wentland - food service at Central, 7/29/16 Adrienne Williams - misc. college and career resources at Memorial, 7/13/16 	Classified Resignations
<p>Regular employment of classified employee, Obra Vavrek, custodian at Central, who successfully completed her probationary period on 7/26/16.</p>	Classified Employment
<p>Administrative appointment effective August 15, 2016 of Erica Purvis, controller at ESC.</p>	Administrative Appointment
<p>The Board heard an audience member speak regarding the strategic planning process: the necessity of putting children at the center; the need for another pillar to the plan – parent involvement; and the goal of becoming a Blue Ribbon school. The Board thanked him for his presentation.</p>	From the Audience

The Board heard an audience member request procedure for questioning a personnel decision.

The meeting adjourned at approximately 8:10 p.m.

APPROVED:

Glenn L. Duncan, President

Susan C. Daiber, Vice President

Karen S. Carter, Secretary

Carolyn R. Morris, Member

Dorisanne H. Nielsen, Member

Jeri E. Stahr, Member

Douglas K. Weaver, Member

From the
Audience

Adjournment

Signatures



ELKHART MEMORIAL HIGH SCHOOL

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: July 28, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Jacquie Rost, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and other miscellaneous costs associated with this program.

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:

GE Foundation
C/O Christal D. Henderson
3135 Easton Turnpike
Fairfield, CT 06828



GE Foundation

3135 Easton Turnpike
Fairfield, CT 06828 USA

www.gefoundation.com

July 5, 2016

Attn: Matching Gifts Administrator
ELKHART MEMORIAL HIGH SCHOOL
2608 CALIFORNIA RD
ELKHART, IN 46514 1222

Dear Gift Recipient,

The individuals listed below have reported charitable gifts made to your organization and have applied for matching funds from the GE Foundation. In order to be considered eligible for matching, your organization must confirm receipt of each gift (please note that donors listed as "GE Participant" are located outside the U.S.; information about the international donor was not available at the time of this letter, but his/her name will be included in your next reminder letter).

Donor Name	Gift ID	Gift Amount	Gift Date
CHRISTAL HENDERSON	75043339	\$500.00	03/04/2016
Designation: Unrestricted			

To confirm receipt of these gifts, please go to www.gefoundation.com/matchinggifts and click on the "Non-Profit Participants" button to log in (if registering for the first time, please see below for further details).

- ~ As a first-time user, you will be asked to enter a Gift ID & Last Name from one of the gifts provided above.
- ~ Should you be asked to select your organization from a list, please do so and do not create a new organization (otherwise you will create a duplicate entry and will need to search for each gift individually).
- ~ If registering for the first time, enter the Organization Name and Zip/Postal Code exactly as listed above. **The NCES School ID currently on file with the GE Foundation for your organization is 00430. Please use this NCES School ID to register and contact the GE Foundation Customer Support Team if it is not correct.** If you do not use this NCES School ID, you will create a duplicate entry and will need to search for each gift individually.
- ~ Upon logging in, accepting the program rules, providing contact information, and confirming compliance with the program guidelines, you will have the ability to review and confirm these gifts.
- ~ Once your account is set up, you are welcome to log in any time to confirm gifts. These notification letters are sent as a courtesy; you do not need to wait for their arrival in order to confirm gifts.
- ~ Please note that to the extent GE employees and/or retirees are involved with your organization, they should NOT confirm their own gifts. Please also note that donor information must not be shared with other GE employees or retirees.
- ~ The GE Foundation issues quarterly matching payments (additional details are available in the above-referenced website).

Please e-mail any questions to the GE Foundation Customer Support Team at gesupport@cybergrants.com.

Thank you-
The GE Foundation

Elkhart Community Schools
Proposed School Fundraising Activities
August 9, 2016 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Central Boy's Tennis	Team members will sell advertising for banners at the tennis court. Proceeds will be used to help defray the cost of uniforms.	8/9/2016 - 9/30/2016	8/2/2016	Ric Wiskotoni & Betsy Delks
Memorial Boy's Soccer	A Nelson's BBQ chicken sale will be held. Proceeds will be used for spirit wear.	8/20/16 or 8/27/16	7/27/2016	Todd Sheely
Memorial Boy's Soccer	Team members will sell mums for \$5.00 each. The team will keep \$2.50 of the profit. Proceeds will be used to offset cost for boy's gear.	8/15/2016 - 9/1/2016	8/3/2016	Todd Sheely
Memorial Boy's /Girl's Cross Country	A Run-A-Thon will be held on Memorial's campus. Proceeds will be used to purchase team shirts and pay for meals at Saturday invitational's.	8/27/2016	8/2/2016	Adam Homo
Memorial Student Government	Students will sell homecoming t-shirts. Proceeds will be used to cover the cost of the shirts and homecoming activities.	9/12/2016 - 9/16/2016	8/3/2016	Julie Tyrakowski
	Please note the following fundraiser is presented for confirmation only.			

ELKHART COMMUNITY SCHOOLS

ANNUAL FINANCIAL REPORT

2015-2016

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**Receipt Comparisons
Calendar Year 2015**

Receipt Accounts	2015 Approved Budget Receipts	2015 Actual Receipts
<u>GENERAL FUND</u>		
1000 Local Sources	340,000	657,726
2000 Intermediate Sources	530	795
3000 State Sources	84,787,704	85,941,907
4000 Federal Sources	---	---
5000 Other Financing Sources	7,500	7,736
6000 Loans	---	11,901
TOTAL	\$ 85,135,734	\$86,620,065
<u>REFERENDUM FUND</u>		
1000 Local Services	4,249,191	4,191,283
TOTAL	\$4,249,191	\$4,191,283
<u>DEBT SERVICE FUND</u>		
1000 Local Sources	14,819,227	13,924,415
2000 Intermediate Sources	---	---
3000 State Sources	---	---
4000 Federal Sources	---	---
5000 Other Financing Sources	---	---
6000 Other Items	---	---
TOTAL	\$14,819,227	\$13,924,415
<u>RETIREMENT/SEVERANCE BOND DEBT SERVICE FUND</u>		
1100 Local Sources	1,491,225	1,337,913
3000 State Sources	---	---
TOTAL	\$1,491,225	\$1,337,913
<u>CAPITAL PROJECTS FUND</u>		
1000 Local Sources	10,296,136	9,709,861
2000 Intermediate Sources	---	---
3000 State Sources	---	---
4000 Federal Sources	---	---
5000 Other Financing Sources	---	61,550
6000 Other Items	---	---
TOTAL	\$10,296,136	\$9,771,411

Receipt Accounts	2015 Approved Budget Receipts	2015 Actual Receipts
<u>SCHOOL TRANSPORTATION FUND</u>		
1000 Local Sources	4,567,982	4,177,072
3000 State Sources	---	---
5000 Bonds and Advances	---	---
6000 Other Items	---	\$3,598
TOTAL	\$4,567,982	\$4,180,670
 <u>SCHOOL BUS REPLACEMENT FUND</u>		
1000 Local Sources	997,057	936,853
TOTAL	\$997,057	\$936,853

Expenditure Accounts	2015 Approved Budget Expenditures	2015 Actual Expenditures
<u>GENERAL FUND</u>		
11000 Instruction/Regular Programs	48,395,567	48,049,690
12000 Instruction/Special Programs	11,169,702	11,167,930
13000 Instruction/Adult/Continuing Education	572,243	564,829
14000 Instruction/Summer School	419,650	419,650
15000 Enrichment Programs	---	---
16000 Remediation Programs	95,288	95,288
17000 Payments to Governmental Units in State	1,734,743	1,628,796
21000 Support Services/Pupils	5,435,045	5,426,604
22000 Support Services/Instruction	1,922,795	1,791,400
23000 Support Services/General Admin.	1,077,887	1,077,887
24000 Support Services/School Admin.	6,909,663	6,909,663
25000 Central Services	2,327,578	2,308,360
26000 Operation & Maintenance of Plant Srvc.	6,484,969	6,427,341
27000 Student Transportation	28,930	28,930
30000 Operation of Non-instructional Srvc.	1,061,115	1,061,116
40000 Facility Acquisition and Construction	---	---
50000 Debt Services	---	---
6000 Non-programmed Charges	---	---
TOTAL	\$87,635,175	\$86,957,484
<u>REFERENDUM FUND</u>		
27000 Student Transportation	4,000,000	2,916,376
4000 Facility Acquisition and Construction	---	90,200
TOTAL	\$4,000,000	\$3,006,576
<u>RETIREMENT/SEVERANCE BOND FUND, DEBT SERVICE FUND</u>		
50000 Debt Services	1,636,557	1,636,557
TOTAL	\$1,636,557	\$1,636,557
<u>DEBT SERVICE FUND</u>		
25000 Central Services	400	400
50000 Debt Services	13,025,594	12,225,936
60000 Non-programmed Charges	---	---
TOTAL	\$13,025,994	\$12,226,336

Expenditure Accounts	2015 Approved Budget Expenditures	2015 Actual Expenditures
<u>CAPITAL PROJECTS FUND</u>		
22300 Instruction-Related Technology	1,991,111	1,982,920
25000 Central Services	217,160	217,160
26000 Operation & Maintenance of Plant	2,883,958	2,856,257
40000 Facility Acquisition and Construction	9,302,906	5,222,398
50000 Debt Services	223,000	223,000
TOTAL	\$14,618,135	\$10,501,735
<u>SCHOOL TRANSPORTATION FUND</u>		
21000 Support Services/Pupils	---	6,208
22000 Support Services/Instruction	---	97
23000 Support Services/General Admin.	---	12,384
24000 Support Services/School Admin	---	26,744
25000 Central Services	---	40,659
26000 Operation & Maintenance of Plant Srvc.	---	3,738
27000 Student Transportation	6,008,851	4,717,606
40000 Facility Acquisition and Construction		13,800
TOTAL	\$6,008,851	4,821,236
<u>SCHOOL BUS REPLACEMENT FUND</u>		
27000 Student Transportation	1,045,741	1,257,312
TOTAL	\$1,045,741	\$1,257,312
GRAND TOTAL	\$127,970,453	\$120,407,236
GRAND TOTAL	\$127,125,009	\$117,225,592

E. Compensation Plan

Salary Schedule

The "Individual Base Salary" ("Base Salary") for each bargaining unit member shall be defined as the salary earned by that bargaining unit member under the assumption that the bargaining unit member is employed by ECS for 184 days and 7.5 hours per day.

2015-2016 School Year

Stipend – ECS will pay a stipend in the amount of \$1,000 for full-time teachers and \$500 for part-time teachers (as defined by Article 2) on the first pay of December 2015, with the exception of those teachers who have received an annual rating of Ineffective or Improvement Necessary.

Base Pay Compensation Plan Contribution – Effective with the February 19, 2016 pay, ECS shall contribute \$801,000 into the base pay compensation plan for those teachers paid by General Funds, with a similar percentage increase for those teachers paid from other funds. Teachers who receive an annual rating, as of January 10, 2016, of Ineffective or Improvement Necessary shall not be eligible for increases resulting from this contribution. This increase will be retroactive to the beginning of the 2015-2016 school year and all retroactive pay will be paid on the February 19, 2015 pay.

Budget Transparency Commitment – Should the 2015 year end General Fund cash balance exceed 4.2 million dollars, ECS will contribute a pro-rata portion of the sum exceeding 4.2 million dollars to employee HSA's, or VEBA's for those employees not on the ECS insurance plan, during the month of March 2016.

2016-2017 School Year

Base Pay Compensation Plan Contribution – ECS shall contribute \$1,128,635 into the base pay compensation plan during the 2016-2017 school year. Teachers who receive an annual rating of Ineffective or Improvement Necessary shall not be eligible for increases resulting from this contribution.

Budget Transparency Commitment – Should the 2016 year end General Fund cash balance exceed 3.7 million dollars, ECS will contribute a pro-rata portion of the sum exceeding 3.7 million dollars to employees HSA's, or VEBA's for those employees not on the ECS insurance plan, during the month of March 2017.

An increase in the bargaining unit member's base salary will be based upon the bargaining unit member's accumulation of compensation units as follows:

Measure	Compensation Units
Annual Rating as Effective or Highly Effective	67
Attainment of Masters Degree or Higher ¹ /Teaching Dual Credit	33

Compensation Unit Value

Compensation unit value will be determined through negotiations between Elkhart Community Schools and the Elkhart Teachers Association.

1. ECS and ETA reach agreement on the revenue available for increased teacher compensation.
2. Total Revenue is divided by the total number of compensation units accrued by all eligible employees in the ETA's bargaining unit to determine the value of an individual compensation unit.
3. Eligible employees would be defined as bargaining unit members who received a rating of effective or highly effective during the prior school year from the Elkhart Community Schools.
4. Once earned, a degree earned beyond a Bachelor's Degree shall continue to be counted as thirty-three compensation units.

Increases to Individual Teacher's Base Salary

The base salary for an individual bargaining unit member who attains a rating of effective or highly effective would be increased by the number of compensation units accrued by that bargaining unit member multiplied by the value of a compensation unit.

Per Diem Rate

The Per Diem or Daily Rate for a bargaining unit member shall be determined by dividing the base salary for a bargaining unit member by 184.

¹ Maximum number of points available is one hundred. In order to receive compensation units for attainment of an additional degree beyond a bachelor's degree, the teacher must have submitted an official transcript from a degree granting institution or a letter from the Registrar's Office of the degree granting institution, to personnel, indicating the successful completion of a master's degree or other degree beyond the conference of a bachelor's degree, on or before September 1st each year.

Compensation for Part-Time Teachers

Compensation for part-time teachers will be determined by dividing the average number of student contact minutes the bargaining unit member is working, plus fifteen (15) minutes before and after student contact time, each day divided by 340. The report time for the teacher shall be adjusted accordingly and the additional thirty (30) minutes shall be used by the teacher on a part-time contract for collaboration, consultation, and preparation.

Compensation for Teachers with Extended Contracts

Compensation for teachers with extended contracts shall be determined by adding the teacher's base salary to the teacher per diem rate for each 7.5 hour day worked beyond 184 days.

Yrs Exp	BS+0	BS+06	BS+12	BS+18	BS+24	BS+30	MS+0	MS+06	MS+12	MS+18	MS+24	MS+30	MS+36	MS+42	MS+48	MS+54	MS+60	MS+66	Grand Total
0	41	1			1		4												47
1	33	1			2	1	2		1										40
2	26		1	3	1	1	3												35
3	24			1			4	1											30
4	13		1		2		4	1											21
5	20	3		2	2		9	1	2		1		1		1				42
6	9	3	1	2	1	2	12	3		1			2	1					37
7	18	5	4	2	1		18	2	3	1				1					55
8	11	6	1	2	5	1	16	5		1		1			1			1	51
9	10	4		1		1	19	3	1				1	1					41
10	9	2	2	1	1		17	4	3	2	1	1							43
11	2	2	1	1	2	1	18	5	2	2	1			1				1	39
12	4	5	1	1	1	1	20	3	2	2									40
13	5	5	1		1		13	2	5	1	1	1	1	1					37
14	4	2	6	1	2	1	17	4	2	2	1	1			1				43
15		5	5			1	15	3	3		2						1	1	36
16	2	1	4	1			17	1	3	1									30
17		1	1				13	5	1	1		1							23
18	1		1	2	2		12	1	5			1		1					26
19			1	1			6	6	2	2		1							19
20		1	1				5	1	1	1	1								11
21	1		1				16	4	6	1	1	1							30
22		1	1				4	3		2	2			1	1				15
23	3						3	4	1	4		1						1	17
24		1		2	1		6	3	3	1	3								20
25			1	1			6	1	5	1	1								16
26			1				2	3	2	1	1	1							11
27							3		1	1	1			1				1	8
28							4	2	1	2	1		1						11
29			1				7	1	1	2					1	1			12
30							5	2	2	1									10
31-up							13	7	1	2	3	2	3					2	33
Grand Total	236	49	37	24	25	10	313	81	59	33	20	11	9	9	4	1	1	7	929

Part time certified teachers: 11

Full time certified teachers: 918

Total certified teachers: 929

APPENDIX B
2015-2016 ADDED PAY SCHEDULE

B-1. ADDED PAY/EXTRA DUTY

	INDEX 2015-2016	AMOUNT 2015-2016
BASE	31,430	
SYSTEM-WIDE ASSIGNMENTS		
*Guidance Coordinator	0.059	1,855
Additional Instructional Responsibility	0.12	3,775
Cooper Science Lab Coordinator	0.04	1,260
Athletic Training Coordinator	0.04	1,260
Science Fair Coordinator	0.045	1,415
Assistant Science Fair Coordinator	0.0225	710
Science Mentor Coordinator	0.03	945
GEI Coordinator	0.04	1,260
GEI Team Member	0.02	630
Building Level High Ability Coordinator	0.015	475
Building Wellness Coordinator	0.015	475
Lacrosse Program Development Position Year 1	0.015	3,145
Lacrosse Program Development Position Year 2	0.15	4,715
Hourly Employment		
Building Rental Manager		14.50
Curriculum Development	0.0009	28.29/hr
Data Coordinator		35.00/hr
Intramurals		7.25/hr
Health Programs & Other Programs from 8-D-2	0.001	31.43/hr
Evening High School Coordinator	0.001	31.43/hr
Homebound or Adult Continuing Education		35.20/hr
HIGH SCHOOL ASSIGNMENTS		
Department Chairpersons:		
English	0.12	3,775
Mathematics	0.11	3,460
Business, Guidance, Social Studies, Science, Industrial Arts	0.104	3,270
Art, Home Economics, Media, Physical Education, Health	0.088	2,770
Special Education	0.088	2,770
Foreign Language, Music	0.088	2,770
Athletics		
Cross Country	0.12	3,775
Golf Coach	0.1	3,145
Boys Athletics		
Assistant Basketball Coach	0.15	4,715
Freshman Basketball Coach	0.1	3,145
Assistant Football Coach	0.15	4,715
Freshman Football Coach	0.1	3,145
Baseball Coach	0.15	4,715
Assistant Baseball Coach	0.075	2,360
Track Coach	0.15	4,715
Assistant Track Coach	0.075	2,360
Wrestling Coach	0.15	4,715
Assistant Wrestling Coach	0.075	2,360
Swimming Coach	0.15	4,715
Assistant Swimming Coach	0.075	2,360
Tennis Coach	0.14	4,405
Assistant Tennis Coach	0.07	2,205
Soccer Coach	0.1818	5,715
Assistant Soccer Coach	0.0909	2,860
Girls Athletics:		
Basketball Coach	0.3	9,430
Assistant Basketball Coach	0.15	4,715
* Swimming Coach	0.15	4,715
Assistant Swimming Coach	0.075	2,360
Volleyball Coach	0.15	4,715

	INDEX 2015-2016	AMOUNT 2015-2016
BASE	31,430	
Assistant Volleyball Coach	0.075	2,360
Gymnastics Coach	0.15	4,715
Assistant Gymnastics Coach	0.075	2,360
Track Coach	0.15	4,715
Assistant Track Coach	0.075	2,360
Softball Coach	0.15	4,715
Assistant Softball Coach	0.075	2,360
Soccer Coach	0.1818	5,715
Assistant Soccer Coach	0.0909	2,860
Tennis Coach	0.14	4,405
Assistant Tennis Coach	0.07	2,205
Athletic-Related Assignments:		
*Pool Manager/Maintenance	0.08	2,515
Ticket Manager	0.1	3,145
Athletic Trainer	0.24	7,545
Supervisor and Instructor of Student Trainers	0.04	1,260
Cheerleader Sponsor	0.15	4,715
JV Cheerleader Sponsor	0.075	2,360
Freshman Cheerleader Sponsor	0.075	2,360
Supervision Manager	0.068	2,140
Cheer Block Sponsor	0.03	945
Booster Club Sponsor	0.03	945
Pool Rental Supervisor		10.00/hr
Non-Athletic Assignments:		
Building Level Data Coordinator	0.075	2,360
Technology Coordinator (2 positions)	0.1	3,145
Activities Director	0.11	3,460
Drama Coach	0.15	4,715
Assistant Drama Coach	0.075	2,360
Forensics Coach	0.14	4,405
Assistant Forensics Coach	0.068	2,140
Speech Coach	0.11	3,460
Assistant Speech Coach	0.05	1,575
Mock Trial Coach	0.02	630
ElkLogic Robotics Coach	0.15	4,715
Elklogic Robotics Assistant Coach	0.075	2,360
Marching Band Color Guard Director	0.12	3,775
Winter Color Guard Director	0.12	3,775
Pep Band	0.04	1,260
Marching Band Percussion Director	0.085	2,675
Winter Percussion Director	0.1	3,145
Co-Curricular Jazz		
Jazz Choir	0.025	790
Jazz Band	0.025	790
Jazz String	0.025	790
Extra Curricular Jazz		
Jazz Choir	0.05	1,575
Jazz Band	0.05	1,575
Jazz String	0.05	1,575
Move to Stand	0.02	630
Key Club	0.02	630
Academic Competition Teams (Full Squad Competing Teams)	0.077	2,425
National Honor Society	0.03	945

	INDEX 2015-2016	AMOUNT 2015-2016
BASE	31,430	
Student Government Sponsor	0.03	945
Senior Class Sponsor	0.028	885
Junior Class Sponsor	0.035	1,105
Sophomore Class Sponsor	0.02	630
Freshman Class Sponsor	0.02	630
MIDDLE SCHOOL ASSIGNMENTS:		
Building Department Chairpersons		
English, Mathematics	0.088	2,770
Science, Social Studies	0.047	1,480
Special Education	0.088	2,770
Art, Home Economics, Industrial Arts, Media, Music, Physical Educ/Health	0.035	1,105
System-wide Chairperson (Year of adoption and prior year only)		
English, Mathematics, Science, Social Studies	0.0235	740
Art, Home Economics, Industrial Arts, Media, Music, Physical Educ/Health	0.0175	555
Athletics		
Eighth Grade Basketball Coach	0.1	3,145
Eighth Grade Assistant Basketball Coach	0.0375	1,180
Seventh Grade Basketball Coach	0.1	3,145
Seventh Grade Assistant Basketball Coach	0.0375	1,180
*Eighth Grade Track Coach	0.055	1,730
Eighth Grade Assistant Track Coach	0.0375	1,180
*Seventh Grade Track Coach	0.055	1,730
Seventh Grade Assistant Track Coach	0.0375	1,180
Eight Grade Soccer Coach	0.075	2,360
Eighth Grade Assistant Soccer Coach	0.0375	1,180
Seventh Grade Track Coach	0.075	2,360
Seventh Grade Assistant Track Coach	0.0375	1,180
Cross Country Coach	0.055	1,730
Swimming Coach	0.055	1,730
Boys Athletics		
Eighth Grade Lacrosse Coach	0.075	2,360
Eighth Grade Assistant Lacrosse Coach	0.0375	1,180
Seventh Grade Lacrosse Coach	0.075	2,360
Seventh Grade Assistant Lacrosse Coach	0.0375	1,180
Eighth Grade Feeder Football Coach	0.1	3,145
Eighth Grade Feeder Assistant Football Coach	0.05	1,575
Seventh Grade Feeder Football Coach	0.1	3,145
Seventh Grade Feeder Assistant Football Coach	0.05	1,575
Wrestling Coach	0.075	2,360
Assistant Wrestling Coach	0.035	1,105
Girls Athletics:		
Eighth Grade Volleyball Coach	0.075	2,360
Seventh Grade Volleyball Coach	0.075	2,360
Assistant Basketball Coach	0.0375	1,180
Athletic Related Assignments		
Eighth Grade Cheerleader Sponsor	0.075	2,360
Seventh Grade Cheerleader Sponsor	0.075	2,360

	INDEX 2015-2016	AMOUNT 2015-2016
BASE	31,430	
Non-Athletic Assignments:		
Building Level Data Coordinator	0.075	2,360
Technology Coordinator	0.09	2,830
Drama Director	up to .05	535 to 1,575
Yearbook Sponsor	0.03	945
Debate Coach	0.01	315
Move to Stand	0.02	630
Academic Competition (Full Squad Competing Teams)	0.05	1,575
Robotics Coach	0.05	1,575
Junior Honor Society	0.015	475
Student Council	0.015	475
Science Fair Coordinator	0.017	535
ELEMENTARY ASSIGNMENTS:		
Athletics		
System-wide Athletic Director	0.24	7,545
Boys Basketball Coach	0.0485	1,525
Boys Softball Coach	0.021	665
Boys Track Coach	0.015	475
Boys Football Coach	0.0485	1,525
Boys Soccer Coach	0.0485	1,525
Boys Lacrosse Coach	0.032	1,010
Girls Volleyball Coach	0.0485	1,525
Girls Basketball Coach	0.0485	1,525
Girls Softball Coach	0.021	665
Girls Track Coach	0.015	475
Girls Soccer Coach	0.0485	1,525
Assistant Basketball Coach	0.02425	765
Assistant Softball Coach	0.0105	335
Assistant Track Coach	0.0075	240
Assistant Football Coach	0.02425	765
Assistant Soccer Coach	0.016	505
Assistant Lacrosse Coach	0.02425	765
Assistant Volleyball Coach	0.02425	765
Cheerleader Sponsor	0.025	790
Non-Athletic Assignments:		
Building Level Data Coordinator	0.075	2,360
Technology Coordinator	0.07	2,205
Safety Patrol Sponsor	0.017	535
Science Fair Coordinator	0.017	535
Instructional Systems Manager	0.032	1,010
Robotics Coach	0.05	1,575
Academic Competition (Full Squad Competing Teams)	0.05	1,575
Oratorical	0.024	755
Student Council	0.0075	240
SPECIAL PROGRAMS		
Special Olympics Coordinator		7.50/hr.
Special Olympics Basketball Coach - Traditional	0.041	1,290
Special Olympics Basketball Coach - Unified	0.041	1,290
LIFE ALTERNATIVE PROGRAM		
Jr. Elkhart Academy Lead Teacher	0.14	4,405
ELKHART AREA CAREER CENTER		
Lead teacher at EACC Annex	0.1	3,145
Vocational Club Coordination Sponsor	0.05	1,575
Vocational Advisors	0.015	475
Attendance at State Competition		500
Attendance at National Competition		1,000
Approved Equipment Repair, Maintenance or Procurement	.001/hr	31.43/hr
Guidance Chairperson	0.07	2,205
National Honor Society Sponsor	0.03	945

	INDEX 2015-2016	AMOUNT 2015-2016
BASE	31,430	

B-2 ADDED PAY/INCLUDED DUTY

SYSTEM-WIDE ASSIGNMENTS		
6th Grade Band	0.048	1,510
6th Grade Orchestra	0.048	1,510
Psychologist	0.068	2,140
Data Team	0.0125	395
HIGH SCHOOL ASSIGNMENTS		
Boys Football Coach	0.3	9,430
Boys Basketball Coach	0.3	9,430
Band Director	0.18	5,660
Assistant Band Director	0.09	2,830
Head Band Director Competitive Marching Band	0.15	4,715
Assistant Band Director Competitive Marching Band	0.075	2,360
Orchestra Director	0.12	3,775
Assistant Orchestra Director	0.06	1,890
Choir Director	0.12	3,775
Assistant Choir Director	0.06	1,890
Annual Sponsor	0.1	3,145
Magazine Sponsor	0.1	3,145
Media Specialist	0.047	1,480
MIDDLE SCHOOL ASSIGNMENTS:		
Activities Director	0.17	5,345
Media Specialist	0.03	945
Middle School Band	0.1	3,145
Assistant Middle School Band	0.05	1,575
Middle School Orchestra	0.1	3,145
Assistant Middle School Band	0.05	1,575
Middle School Choir	0.068	2,140
Assistant Middle School Choir	0.034	1,070
ELEMENTARY ASSIGNMENTS		
Elementary Music	0.01	315

**Noncertified Employee Classifications
and Range of Pay Rates 2015-16**

Classifications	Pay Rate Range
I. Instructional and Supplementary Pupil Services	
a. Library Paraprofessionals	9.17 - 13.23
c. Special Education Paraprofessionals	9.17 - 13.23
d. Instructional Paraprofessionals	9.17 - 13.23
f. Other	
Technical Assistants	13.46 - 16.39
II. Cafeteria and Food Services	
a. Food Service Director	80,000 - 90,000
b. Managers	9.21 - 18.86
c. All other food service employees	7.99 - 11.02
Food Services Coordinator	16.37 - 25.58
Food Service Truck Driver	15.17 - 18.02
Food Service Receiving/Supply	15.17 - 18.02
III. Health Services	
a. Nurses	31,283 - 38,822
c. Therapists	41,321 - 61,732
d. Social Workers	29,383 - 43,207
IV. Office/Clerical/Secretarial	
	11.24 - 18.17
V. Chief Operating Officer	
a. Executive Director of Personnel and Legal Services	105,000 - 125,000
b. Buildings and Grounds Director	90,000 - 105,000
c. Chief Financial Officer, Chief Operating Officer	105,000 - 125,000
d. Supervisor of Accounting, Audits and Investments	90,000 - 105,000
e. Other	
Executive Assistants	42,779 - 55,613
VI. Maintenance/Custodial/Warehouse/Security/Transportation	
a. Building custodians	12.62 - 18.92
b. Bus drivers	17.84 - 20.43
c. Other	
Ass't Supervisor of Transportation	22.68 - 28.01
Transportation Route/Driver Coordinator	18.90 - 22.08
Transportation Trainer/Dispatcher	18.90 - 22.08
Ass't Supervisor of Building Services	53,040 - 66,300
Head Custodial Pool	15.09 - 17.79
Maintenance	24.44 - 28.73
Mechanics	13.52 - 28.02
Bus Helpers	9.70 - 12.37
VII. Computer Services	
Support Technician (I)	15.69 - 24.52
Office Systems Support Technician (I)	14.71 - 18.36
Network Engineer	61,200 - 90,780
Technical Support Manger (IV)	63,240 - 88,740
Database Administrator/Programer	45,436 - 69,469
Network Infrastructure Technician	36,720 - 61,200
Computer Systems Specialist (IV)	57,120 - 77,520
Office Systems Support Manager (III)	48,960 - 68,340
Technical Support Specialist (III)	48,960 - 68,340
Office Systems Support Specialist (II)	40,800 - 59,160
Advanced Support Technician (II)	42,840 - 61,200

Classifications	Pay Rate Range
Programmer/Analyst (II)	42,840 - 61,200
Digital Communications Specialist	36,247 - 56,959
VIII. Other	
WVPE Radio Station Staff Announcers	8.90 - 12.66
WVPE Radio Station Manager	47,860 - 71,105
WVPE Development Director	45,042 - 68,157
WVPE Business Account Mgr	35,550 - 67,023
WVPE Program Director	35,550 - 54,694
WVPE Operations Manager	24,613 - 49,337
WVPE Morning Edition Host	27,933 - 43,970
WVPE Promotions Manager	28,730 - 42,748
WVPE Membership Manager	31,862 - 45,138
WVPE Sr. Report & Assignment Editor	30,711 - 44,969
Safe & Drug Free Schools Coordinator	28,403 - 29,041
Title I Funded Pupil, Program, Parent Support Person	18.87 - 27.48
H.S. Parent/Community Liaison	18.87 - 27.48
School Security Officer	22.43
Bldg. Community Ed Coordinator	26.41 - 33.02
Adult Education Non-Contract Teachers	31.43
After School Comm. Ed. Organized Activities Leader	14.00
After School Comm. Ed. Organized Activities Assistant	9.39
21st Century Community Learning Center Coordinator	2,500/Semester

Total number of non-certified part-time employees = 50

Total number of non-certified full-time employees = 820

Certified Administrative Staff
In effect June 17, 2014

	Lowest Salary	Highest Salary	Average Salary	Number Personnel
Administrative Staff	\$61,200	\$180,000	\$92,005	72

Student Enrollment
October 1, 2014

Grade Level	Enrollment
Pre-School Ages 0-2 (PW)	---
Pre-Kindergarten Ages 3-5 (PK)	369
Kindergarten	957
Grade 1	1,038
Grade 2	1,108
Grade 3	1,221
Grade 4	993
Grade 5	980
Grade 6	934
Grade 7	868
Grade 8	833
Grade 9	948
Grade 10	965
Grade 11	961
Grade 12	936
Grade 12+/Adult (13)	36
Total	13,147

Reported

Assessed Valuation and Tax Rates
Calendar Years 2014 and 2015

	2014	2015
Assessed Valuation	2,688,693,674	2,700,782,759
Tax Rate – General Fund	N/A*	N/A*
Tax Rate – Referendum Fund	--	--
Tax Rate – Debt Service Fund	0.5275	0.5098
Tax Rate – Retirement/Severance Bond Debt Service Fund	.1028	.0513
Tax Rate – Capital Projects Fund	.3896	.3542
Tax Rate – School Transportation Fund	.2662	.1482
Tax Rate – School Bus Replacement Fund	0	.0343
Tax Rate – Special Education Preschool Fund	N/A	N/A

*The school corporation general fund will only have a tax rate if an excess levy appeal has been approved. Per HB 1001 passed in 2008.

7/3/16

Vendor State Report Card

Elkhart Community Schools

Payments made in excess of 1 to Vendors for date span 01/01/2015 through 12/31/2015

Note: Report Includes the first 250 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
001661	Elkhart Community School	60,445,975.60	943,558.42	2,422,950.24		63,812,484.26
001654	Elkhart Community School	7,130,482.50	83,967.29	276,974.17		7,491,423.96
001650	Elkhart Community School	1,149,000.00	4,469,200.00	496,000.00		6,114,200.00
001646	Elkhart Community School	4,413,952.28	68,107.45	163,339.36		4,645,399.09
002705	Indiana State Teachers'	4,272,922.78		2,312.38		4,275,235.16
001652	Elkhart Community School	(96,270.85)	2,043,500.00	847,333.74		2,794,562.89
001803	Elkhart Community School	1,098,000.00		251,000.00	1,407,000.00	2,756,000.00
004477	Public Employees	1,684,365.99	133,984.65	315,542.24		2,133,892.88
006066	Bank Transfers	2,070,357.57				2,070,357.57
001651	Elkhart Community School	2,043,500.00				2,043,500.00
001670	Elkhart Community School	1,275,760.67	556,761.47			1,832,522.14
002690	Indiana Michigan Power		1,738,089.77	31,783.22		1,769,872.99
001741	Elkhart Community School			1,407,000.00		1,407,000.00
003661	Midwest Transit Eqpt Co		35,755.00	2,535.43	1,257,312.00	1,295,602.43
005375	Tepe Sanitary Supply Co	621,203.07	177,613.01	1,153.86		799,969.94
009876	Gibson Insurance Agency Inc	503,295.33		144,028.91		647,324.24
002944	Datena Construction Inc		622,078.10			622,078.10
002963	Bashor Children's Home	588,612.60				588,612.60
003051	C D W-G	822.50	562,401.90	1,032.35		564,256.75
007161	Elkhart Community Schools		561,000.00			561,000.00
008395	CenterPoint Energy Svcs, Inc.		487,723.99	5,065.61		492,789.50
010408	KB Mechanical Inc		478,447.96			478,447.96
004188	Ethos Inc	1,986.50	472,288.00			474,274.50
001384	Advanced Imaging	94,394.54	321,291.35			415,685.89
002671	Lincoln National Life	324,006.61	5,328.85	8,588.49		337,923.95
010196	ONB Benefits Administrations	282,425.42	721.28	19,722.30		302,869.00
007844	Lattimer Lawn Care		259,248.00			259,248.00
002802	Bank of New York Mellon		223,000.00			223,000.00
003782	Two Cubed Solutions, LLC		202,966.95			202,966.95
001724	City of Elkhart		198,709.91	2,324.95		201,034.86
010445	North Central Cooperative Inc			195,197.58		195,197.58
003103	Sinclair Recreation LLC	42,491.15	137,133.31			179,624.46
004059	Northern In Public Sv		174,949.60	1,297.82		176,247.42
006858	Crossing National The Inc	149,938.75				149,938.75
002325	Dell Marketing L P		149,837.95			149,837.95
008738	Transpar Group			148,510.00		148,510.00
003291	Low, L L Assoc Inc		143,976.00			143,976.00
010264	Conn-Selmer Inc	366.46	139,783.54			140,150.00
000621	Northwest Evaluation Assn	138,337.00				138,337.00
001944	Follett School Solutions Inc	128,947.81	202.98			129,150.79
008856	Child and Parent Services Inc	127,960.06				127,960.06
002138	Gibson-Lewis Llc		127,035.65			127,035.65
002245	Griffen P & H Inc		117,605.08			117,605.08
008147	Central Michigan Paper	117,339.62				117,339.62
003235	M C Equipment Inc			116,377.84		116,377.84
002459	Himco Waste-Away Ser Inc	112,802.93				112,802.93
002184	Goshen Comm Schools	109,836.34	467.15			110,303.49

Vendor State Report Card

Payments made in excess of 1 to Vendors for date span 01/01/2015 through 12/31/2015

Note: Report Includes the first 250 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
009565	Frontier	109,995.83				109,995.83
003174	Lee Company Inc	1,177.00	107,421.00			108,598.00
003634	Mid-City Supply Co., Inc	76,385.58	31,905.59			108,291.17
008751	Quinlan & Fabish Music Co.	12,079.72	89,953.22			102,032.94
004290	Petroleum Traders Corp			100,817.95		100,817.95
003863	Tom Naquin Chevrolet Inc	33,412.95	64,681.10	622.59		98,716.64
005697	School Specialty Inc	61,604.50	34,867.07	171.70		96,643.27
000045	Schwartz Electric Inc		78,549.76	13,800.00		92,349.76
000350	Leisure Pools & Spas Co	24,883.70	66,708.26			91,591.96
001544	Education Logistics Inc			82,168.76		82,168.76
004388	Power Brake &	113.72		79,615.16		79,728.88
006149	Elkhart Community School	78,613.76				78,613.76
003638	Midland Engineering Co. Inc.		75,514.22			75,514.22
004995	Shoff Security Sers Inc		71,394.60			71,394.60
003270	Lochmandy Mtr Sales Inc		65,894.00	1,163.70		67,057.70
001354	Demco Inc	9,372.71	49,276.88			58,649.59
000432	Barnes & Thornburg	57,090.00				57,090.00
001793	Monteith's Best-One-Goshen			55,422.85		55,422.85
009639	York Risk Services Group	50,882.86		4,348.25		55,231.11
003838	N J N Inc			51,450.00		51,450.00
002450	Truck Centers Inc			50,517.48		50,517.48
005044	Snap-On Incorporated		50,355.00	108.76		50,463.76
004609	United States Postal Ser	45,499.16		1,521.23		47,020.39
002368	Lower Great Lakes Kenworth			46,370.68		46,370.68
008798	G E Betz, Inc.		45,264.00			45,264.00
002988	Kerlin Bus Sales			42,227.45		42,227.45
003847	I D N H Hoffman Inc	39,925.85	548.31			40,474.16
004016	Wa-Nee Community Schools	38,709.08				38,709.08
009588	Mc Allister, Rick		38,428.38			38,428.38
004459	Goshen Farm/Lawn Ctr Inc	5,837.94	31,154.00	1,229.65		38,221.59
010466	Dolby Steve		9,658.17	26,363.40		36,021.57
000926	C E D Credit Office	35,689.29				35,689.29
004504	Quill Corporation	33,111.42		2,041.09		35,152.51
005749	Anthem Ins Co, Inc		6,412.00	28,396.00		34,808.00
005114	Air Filter & Equipment, Inc.	33,296.02				33,296.02
010486	CBIZ Valuation Group LLC		33,000.00			33,000.00
002331	Educational Furniture		32,934.11			32,934.11
010606	Truck City Sales Inc		32,110.00			32,110.00
009939	Kovert Hawkins Architects		29,573.60			29,573.60
004810	Schindler Elevator Corp		29,207.14			29,207.14
010189	LeRoy's Collision Center Inc			29,008.97		29,008.97
006027	Electro Painting & Refurbishin		28,615.60			28,615.60
006843	Safe Hiring Solutions	28,418.15				28,418.15
002501	M S D Of Wabash County	28,046.01				28,046.01
004852	Schuell Fence Co		27,845.00			27,845.00
005654	Wabash Electric Sup Inc	27,642.71				27,642.71
004294	Scholastic Inc	406.56	27,178.07			27,584.63

Vendor State Report Card

Payments made in excess of 1 to Vendors for date span 01/01/2015 through 12/31/2015

Note: Report Includes the first 250 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
003283	Long's Lock Shop		27,502.95			27,502.95
008504	Education Networks of Americ	27,401.70				27,401.70
010474	Midwest Motor Supply Co Inc			26,422.43		26,422.43
009173	Proctor Todd W		25,494.05			25,494.05
010678	Ball State University	25,470.79				25,470.79
001637	Elkhart Clinic LLC	25,445.01				25,445.01
009039	E S C O Communications	7,728.16	17,435.37			25,163.53
008842	Software Services Group		25,100.00			25,100.00
010698	BBVA Compass			24,784.28		24,784.28
003078	Unity School Bus Parts			24,413.58		24,413.58
010200	Mid-Town Petroleum Acquisiti			24,280.27		24,280.27
010521	BrainWare Company The		24,000.00			24,000.00
003366	ZZ-Grainger W W Inc	18,348.71		5,175.18		23,523.89
005891	Decatur Truck & Tractor			22,133.88		22,133.88
003368	Menards	19,742.77		2,271.94		22,014.71
009030	Auto Owners Insurance Co	21,292.00				21,292.00
003906	Print Shop The	20,915.26				20,915.26
003189	Novak-Roberts, Frances			20,812.00		20,812.00
004061	North Side Service Center	1,324.11		19,472.25		20,796.36
010546	Cothard Construction		20,592.61			20,592.61
005352	Lake City Bank	20,401.92				20,401.92
008388	Primary Engineering Inc		19,115.69			19,115.69
003823	Michiana Public Broadcasting		18,975.00			18,975.00
010476	Weber Psychoeducational Ass	18,931.00				18,931.00
010070	Ross Stephen C		18,864.50			18,864.50
001713	Elkhart Clinic LLC			18,488.00		18,488.00
004831	School Health Corp.	18,357.41				18,357.41
010136	Presidio Infrastructure		18,247.82			18,247.82
007690	S M R Communications Inc	158.00	4,945.00	12,556.95		17,659.95
002206	Lars Rishaug Painting &		17,417.90			17,417.90
006355	Foundation Building Materials	16,955.46				16,955.46
002254	Glass Doctor		15,703.48	1,238.12		16,941.60
002609	Hydronic & Steam Eq Co	16,870.58				16,870.58
000727	Bugsy's Elkhart		16,815.00			16,815.00
007111	Elkhart County Treasurer		16,568.12			16,568.12
005701	Guardian - Appleton	15,314.95	192.08	850.64		16,357.67
002550	Grove Iverson C		16,100.00			16,100.00
004331	Pioneer Randustrial	15,951.65				15,951.65
009619	Sportsarama	12,345.24	3,405.00			15,750.24
009010	MacAllister Machinery Co Inc			15,350.07		15,350.07
009695	Pemberton Davis		15,184.82			15,184.82
007061	Elkhart Community Schools	15,078.53				15,078.53
001767	Enyart Ele Motor Ser Inc		14,756.08			14,756.08
006514	Schuster Sheet Metal Inc	1,728.80	12,823.00			14,551.80
000299	Apple Computer Inc	1,437.00	12,981.90			14,418.90
009866	Horizon Education	14,300.00				14,300.00
009738	H J Umbaugh & Associates	14,242.50				14,242.50

Vendor State Report Card

Payments made in excess of 1 to Vendors for date span 01/01/2015 through 12/31/2015

Note: Report Includes the first 250 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
000566	Blick Dick Co	8,841.77	5,315.00			14,156.77
002747	Educational Services Co	14,130.00				14,130.00
010536	Playpower LT Farmington Inc		13,215.00			13,215.00
003394	Verizon Wireless			13,209.04		13,209.04
001739	Big B's Tree Service		13,200.00			13,200.00
000825	Elkhart General Health Care		13,000.00			13,000.00
010584	Elkhart General Hospital, Inc.	13,000.00				13,000.00
005986	Yoder Oil Company	56.30		12,356.45		12,412.75
006272	Wildman Business Group	11,914.21		466.37		12,380.58
008352	Rosetta Stone Ltd	12,375.00				12,375.00
005862	C I M Technology Solutions		12,320.00			12,320.00
009792	Taylor Blackburn & Joy			12,271.29		12,271.29
000017	National School Board	11,785.00				11,785.00
005116	Specialty Sys Of So Bend		11,534.22			11,534.22
004636	Ridge Company	100.53		11,135.67		11,236.20
010491	Wright Specialty Insurance	10,947.50				10,947.50
002652	Cengage Learning Inc	10,598.74				10,598.74
006456	Niblock Excavating Inc	601.00	9,964.50			10,565.50
005259	Kenney Corporation	10,481.43				10,481.43
007825	Mc Millan Metal Craft		5,342.26	4,928.98		10,271.24
007004	UniFirst Corporation Loc 099			10,189.24		10,189.24
001719	Elkhart Steel Ser Inc	798.36		9,314.87		10,113.23
010346	Hicks Stephen Alan		10,099.00			10,099.00
010159	Premier Arts Inc		10,000.00			10,000.00
008291	Five Star	10,000.00				10,000.00
005121	Spear Corporation	235.86	9,748.01			9,983.87
005494	M S C Industrial Supply	4,526.42		5,452.85		9,979.27
009280	US Bank National Assoc	7,627.70	1,169.37	860.97		9,658.04
004665	Hazelden Publishing	9,601.87				9,601.87
002840	A-One Signs & Graphics	7,417.49	1,538.96	638.90		9,595.35
009413	Humanex Ventures LLC	9,545.00				9,545.00
008615	N C S Pearson Inc	9,518.50				9,518.50
002877	Johnson Controls Inc	9,466.44				9,466.44
008705	N C S Pearson INC		9,450.00			9,450.00
007715	Auto Jet Muffler Corp			9,365.56		9,365.56
002751	N E A LLC	7,778.59		1,367.30		9,145.89
005559	United States Postal Ser	9,116.00				9,116.00
004702	Interstate Power Systems Inc			9,033.52		9,033.52
007055	Open Storage Solutions Inc		8,799.20			8,799.20
005992	Elkhart Youth & Community	3,400.00	5,250.00			8,650.00
002578	Hull Lift Truck Inc	229.28	7,900.65	456.89		8,586.82
002674	Indiana Employment Sec Div	4,794.80		3,740.01		8,534.81
000637	Boyce A E Co Inc	8,482.99				8,482.99
004828	School City Of Mishawaka	8,460.71				8,460.71
009580	Help Desk Technology		8,368.00			8,368.00
003496	Martin's Supermarket #02	8,180.67				8,180.67
005493	186 Elkhart Truth	7,943.31				7,943.31

Vendor State Report Card

Payments made in excess of 1 to Vendors for date span 01/01/2015 through 12/31/2015

Note: Report Includes the first 250 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
001698	All Phase Electric	7,917.17				7,917.17
001623	City Of Elkhart			7,916.44		7,916.44
004522	Rainbow Irrigation Inc	2,208.05	5,626.77			7,834.82
000582	Abes Plumbing Company Inc		7,815.00			7,815.00
003875	Uline Inc	4,243.57	3,502.10			7,745.67
000682	Bristol Municipal Util	7,740.81				7,740.81
010640	Swann Contracting		7,692.00			7,692.00
005487	Indiana Developmental	7,668.00				7,668.00
002695	Indiana School Boards Assoc	7,530.00				7,530.00
003612	Fastenal Supplies	1,291.82		6,170.01		7,461.83
005193	Sharp School Ser Inc	268.86	7,182.00			7,450.86
010338	J J White Incorporated		7,300.00			7,300.00
001574	Fox Fire Safety Inc		6,828.89	303.50		7,132.39
002638	Facilities Management		7,040.00			7,040.00
002089	Duncan Supply Company Inc	3,232.08	3,769.25			7,001.33
000771	Bye Mo'R Inc	6,983.99				6,983.99
003836	Byers Communications Servic	3,795.80		3,183.92		6,979.72
002843	Papers Inc, The	6,864.31				6,864.31
001437	Neat Thomas L	6,714.57				6,714.57
003864	Nasco	6,678.66				6,678.66
004272	Gardners Outdoor Power Equi	1,216.59		5,433.60		6,650.19
009981	All American Sports Corp.	6,620.83				6,620.83
004133	Accu-Screen Labs, Inc	6,603.00				6,603.00
000008	4 T Door Systems Inc		6,065.59	525.50		6,591.09
009757	Sprigeo Inc	6,227.76				6,227.76
002571	Welch Packaging Elkhart Inc	6,217.14				6,217.14
009559	R-Way Trailer Inc			6,179.91		6,179.91
003717	Praxair Distribution Inc	2,974.70		3,137.56		6,112.26
004258	J W Pepper & Son Inc	6,095.30				6,095.30
005746	Water Managers Inc	6,030.80				6,030.80
003149	Automatic Door Controls Inc		6,020.64			6,020.64
009112	Lake Michigan Mailers	6,000.00				6,000.00
009257	Havel		5,999.06			5,999.06
010320	Jones Petrie Rafinski Corp		5,300.00	600.00		5,900.00
003526	Martin's Supermarket #14	5,739.15				5,739.15
006673	Proforma Data & Marketing	4,742.94		918.72		5,661.66
007090	J B Enterprises		4,964.00	669.00		5,633.00
003969	Martin Mkt Spec Inc	5,614.35				5,614.35
000517	Best Sweeping Spec Inc		5,512.00			5,512.00
010527	Selective Insurance Company	5,488.00				5,488.00
005728	Ward's Natural Science Est.	5,403.60				5,403.60
005149	My Preschool	5,250.00				5,250.00
007408	B & B Equipment Inc			5,181.80		5,181.80
001658	Elkhart Community Schools	5,130.69				5,130.69
002298	Halogen Supply Co Inc	2,795.80	2,295.21			5,091.01
009857	U S Signcrafters Inc	1,821.18	3,226.00			5,047.18
010373	Indiana Urban Schools Assoc.	5,000.00				5,000.00

Vendor State Report Card

Elkhart Community Schools

Payments made in excess of 1 to Vendors for date span 01/01/2015 through 12/31/2015

Note: Report Includes the first 250 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
010180	NationJob Inc	5,000.00				5,000.00
005589	University Of Notre Dame	5,000.00				5,000.00
001648	Elkhart Community School	4,859.70		119.88		4,979.58
008499	Decker Inc	1,400.13	3,541.94			4,942.07
005551	United Art & Education	2,126.08	2,810.96			4,937.04
000912	Greater Elkhart Chamber	4,924.00				4,924.00
010074	NEOLA Inc	4,888.74				4,888.74
005873	Rollie Williams Paint	2,562.35		2,308.10		4,870.45
002583	Bock Engineering Co Inc		4,849.12			4,849.12
007132	I D Enhancements Inc		4,842.00			4,842.00
000833	Carolina Biological	4,835.60				4,835.60
005206	Herff Jones Inc	4,833.03				4,833.03
005468	Los Angeles County Off of Edu	4,817.80				4,817.80
004544	Barnes & Noble Inc	4,686.45				4,686.45
006873	Dave's Music Den	4,656.37				4,656.37
250	Vendor(s)	90,469,404.54	17,425,800.76	7,843,121.50	2,664,312.00	118,402,638.80

Annual Financial Report

**Statement of Indebtedness
Calendar Year 2015**

Indebtedness	Principal Outstanding
Temporary Loans	---
School Bonds	29,745,000.00
Emergency Loans	---
School Bus Loans	---
Holding Company – Public & Private	41,803,575.00
Veterans' Memorial Loans	---
Common School Loans	2,261,784.78
Indiana Bond Bank/Anticipation Notes	---
Retirement/Severance Bond Debt	---
Other Tax Board Approved Debt	---
TOTAL	\$73,810,359.78
Outstanding Encumbrances - All Funds (Include purchase orders, vendor contracts, letters of commitment, leases)	\$ 5,464,402.37

I hereby certify that the annual financial report is true and accurate in every respect to the best of my knowledge and belief. I further certify that all contracts, vouchers, and bills for all payments made by the school corporation are in its possession and open to public inspection.

Date 7/26/16

Signature Karen S. Carter

Karen S. Carter

Secretary, Board of School Trustees

Elkhart Community Schools

2720 California Road

Elkhart, IN 46514



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES
DR. HAWORTH**

FROM: DOUGLAS A. HASLER

DATE: AUGUST 4, 2016

SUBJECT/ EMPLOYEE BENEFIT PLAN CONSULTING SERVICES

Elkhart Community Schools offers various employee benefit opportunities to eligible school employees. Such benefits include medical/dental plan, life insurance, and long and short-term disability. Proper management of these benefit plans is no small undertaking, and requires the assistance and resources of an employee benefit consultant.

In order to make certain that Elkhart Schools is receiving high quality consulting services, I requested proposals for consulting services from Locascio Hadden & Dennis, and the Horton Group. Representatives of both of these organizations had opportunities to meet with, and/or present to the Board of School Trustees and the Insurance Committee. The submitted proposals have been reviewed, and evaluated.

Based on my review of the proposals, and the presentations, it is my judgment that both Locascio Hadden and Dennis and the Horton Group offer the same level and quality of services. The total annual cost of the Locascio proposal is \$110,965. The total annual cost of the Horton proposal is \$150,980.

Based on the cost difference between the two proposals, I will be recommending that the Board of School Trustees approve Locascio Hadden & Dennis to provide employee benefit plan consulting services to Elkhart Schools.

Please contact me at 262-5563 if you have any questions concerning this matter prior to Tuesday night's Board meeting.

School Owned Electronic Devices

Students have no expectation of confidentiality or privacy with respect to any usage of a school issued electronic device, regardless of whether the use is for school or personal purposes. The school may, without notice or consent, supervise, access, view, monitor, and record use of these devices at any time for any reason related to the operation of the school. By using these devices, students agree and consent to such access, monitoring, and recording.

Students who use electronic devices issued by Elkhart Community Schools in a manner inconsistent with board policies and administrative regulations related to the use of technology and the governing of student conduct such as Guidelines for Good School Order, Rules for Student Conduct, and Bullying Prevention may be subject to disciplinary consequences.

August 9, 2016

PERMANENT SUBSTITUTE TEACHERS' COMPENSATION PLAN

Section 1. PERMANENT SUBSTITUTE TEACHERS' SALARY SCHEDULE

- A. The Board of School Trustees hereby adopts the following wage schedule for those classified professional employees to be effective August 2, 2016. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

Substitute with Bachelors Degree and Substitute Permit	Substitute with Substitute Permit only
\$140.00 per day 180 days \$25,200.00	\$130.00 per day 180 days \$23,400.00

Section 2. FRINGE BENEFITS

- 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 and life insurance program approved by the Board of School Trustees. Effective January 1, 2015, the Board will pay \$5,500 (for single, full-time coverage), \$4,400 (for single, half-time coverage), \$11,000 (for family, full-time coverage), \$8,800 (for family, half-time coverage), or \$11,275 (for family, full-time coverage, both employed) of the premium cost of such group 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. Change in 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 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 LEAVES

A. Personal Illness/Family Illness Absence

Regular school-year classified employees will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness leave.

Any unused hours will accumulate as illness absence to a total of the number of hours equal to one hundred twenty (120) workdays. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

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

B. Family Illness

"Immediate family" shall be interpreted as spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, daughter-in-law, son-in-law, or any other members of the family unit living in the same household. "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.

C. Job-Related Injury

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. JURY AND WITNESS DUTY PAY

A. Jury Duty

All Permanent Substitute Teachers 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 8. HOLIDAYS

Permanent Substitute Teachers shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Labor Day
- Thanksgiving Day and Friday following (2 days)
- Christmas Day (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

August 9, 2016

Memorandum of Understanding

Between

Elkhart Community Schools

and

Elkhart and St. Joseph Counties Head Start Consortium

This Memorandum of Understanding (MOU) sets forth the understanding between the Elkhart Community Schools and the Elkhart and St. Joseph Counties Head Start Consortium to improve the availability and quality of services for Elkhart Community Schools Pre K children.

Term of Agreement

This MOU shall become effective upon signature by the authorized officials from Elkhart Community Schools and the Elkhart and St. Joseph Counties Head Start Consortium and will remain in effect until modified or terminated by any one of the partners or by mutual consent. Signature indicates agreement from each party to the terms set forth in the Memorandum of Understanding. The signed agreement will be binding on all successor parties to the agreement.

The agreement will be jointly reviewed by all parties on an annual basis and more frequently if laws and regulations are amended significantly impacting the agreement. Either party may request a review or formal change at any time.

Purpose

- A. Improve the availability and quality of early childhood services for Elkhart Community Schools' children, specifically preschool-aged children who are on the Elkhart Community Schools Head Start waitlist.
- B. Support children's optimal development and readiness for success.
- C. Address the unique strengths and needs of the local population who are eligible for Head Start (waitlist) or Title I services.
- D. Promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate, including that which is set forth in the current Memorandum of Understanding between the Elkhart Community Schools and the St. Joseph and Elkhart Counties Head Start Consortium.
- E. Promote further collaboration to reduce duplication of services and enhance efficiency of services.
- F. Define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational support services.
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families.

- H. Secure qualified staff and support services, which would be financially supported through Title I Funds, to further enhance the availability of services to eligible preschool-aged children within Elkhart Community Schools.
- I. Provide relevant professional development which would reinforce current research for effective curriculum implementation to meet the goals and objectives towards kindergarten entry skills.
- J. Enhance the opportunity for children to attend school who would otherwise be placed on a Head Start wait list in the Elkhart community.

The above goals will be accomplished by undertaking the following activities:

Elkhart Community Schools will

- distribute information regarding the Head Start program, enrollment, and program goals to families and will assist with informing the community of the early childhood education opportunity;
- maintain oversight of two Title I classrooms with alignment of transportation and collaborative training. Staff in the current Title I Pre K classrooms will remain Elkhart Community School employees and the programs will operate on an schedule five days/week;
- collaborate with Head Start staff in their buildings and across the Elkhart Community School district;
- deliver instruction using the Tools of the Mind curriculum in the two Title I classrooms under Elkhart Community School oversight;
- provide classroom space for 7 Head Start classrooms and 5 Title I funded classrooms in Elkhart Community Schools' buildings;
- reimburse the Elkhart and St. Joseph Counties Head Start Consortium for three Title I funded classrooms, including staff members (3 lead teachers, 3 assistant teachers, 3 paras/subs), materials and supplies, Family and Community Specialist staff (1 staff member) and Administrative Costs;
- work collaboratively with Head Start to identify training and coaching opportunities which support high quality instruction;
- participate in discussion of class rosters, applications, and determination of student placement into appropriate programs; and
- ensure appropriate support is available for high needs students to be successful in their participation in Head Start and Title I programs based on the Multi-tiered Systems of Support (MTSS) framework.

Elkhart and St. Joseph Counties Head Start Consortium will

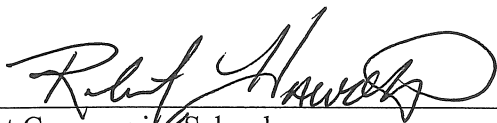
- coordinate and manage enrollment, registration, and placement of children for 7 Head Start funded and 5 Title I funded classrooms (Elkhart Community Schools will oversee the 2 extended day classrooms once enrollment, registration, and placement are complete);

- organize and coordinate First Friday professional development and training necessary for improved instruction, access to support services, and staff development activities;
- support the professional development, collaboration, and implementation to improve self-regulation strategies and skill development in all preschool classrooms;
- provide management support and compliance oversight for 7 Head Start classrooms and 3 Title I classrooms;
- provide preschool services to an additional 100 preschool-aged children who would be eligible or were placed on the Head Start waiting list;
- Secure qualified staff and provide fringe benefits, training and child/parent engagement as outlined in Chart A (see attached);
- invoice Elkhart Community Schools on a monthly basis for agreed upon staff costs set forth in the attached budget; and
- support the delivery of instruction using the High Scope curriculum with supplemental self-regulation skill development embedded in 7 Head Start and 3 Title I classrooms.

Contact Information

Elkhart Community Schools
 Dr. Robert Haworth
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 2720 California Road
 Elkhart, Indiana 46514
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Elkhart and St. Joseph Counties Head Start Consortium
 Dr. Kathy Guajardo
 Executive Director
 245 N. Lombardy Drive Suite A
 South Bend, Indiana 46619
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Elkhart Community Schools
 Authorized Representative

7/12/16
 Date



St. Joseph and Elkhart County Head Start Consortium
 Authorized Representative

7/18/16
 Date

Chart A

Position	Salary	Fringe Benefits (39%)	Total/Staff Member	Number Needed	Total/Year
Lead Teacher	\$31,000	\$12,090	\$43,090	3	\$129,270.00
Assistant Teacher	\$20,000	\$7,800	\$27,800	3	\$83,400.00
FACS	\$34,000	\$13,260	\$47,260	1	\$47,260.00
Sub/Para	\$8,000	\$2,500	\$10,500	3	\$31,500.00
Total Staff					\$291,430.00
Admin Cost (6%)					\$17,485.80
Classroom Set-up (Furniture)	\$27,000.00/classroom			3	\$81,000.00
Total Expenditure					\$389,915.00

Approved by Board of School Trustees on: _____

President

Secretary

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: August 3, 2014
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. David Benak
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 August 9, 2016 - Board of School Trustees Meeting**

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA SCHOOL SAFETY SPECIALIST ADVANCED TRAINING Attendance at this training is mandatory for certification renewal as the school safety specialist. INDIANAPOLIS, IN August 29-30, 2016 MATT WERBIANSKY (0-0) CERTIFICATION	\$237.00	\$0.00
ROBOTICS AND 3D TRAINING This training will cover ways robotics will be used in the future and what skills should be taught to students. It also reviews and troubleshoots 3D printing and informs the group on different grant programs available. SAN DIEGO CA August 11-15, 2016 DAVID KRIEGEL (0-0) INDUSTRY SPECIFIC	\$0.00	\$285.00
TOTAL	\$237.00	\$285.00
2016-17 YEAR-TO-DATE PERKINS FUNDS	\$2,587.35	\$475.00
GRAND TOTAL	\$2,824.35	\$760.00

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: August 4, 2016

TO: Dr. Robert Haworth, Superintendent

FROM: Dr. Dawn McGrath



RE: **Conference Leave Requests**
August 9, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS (NACEP) Elkhart Community Schools is invested in promoting, implementing, and expanding dual credit opportunities for students. This conference will consist of a day of pre-conference workshops and two full day's of presentations, speakers, and discussions about the latest innovations and practices in the field, cutting edge research, national trends and legislation, and networking with secondary and post-secondary professionals from across the nation. Louisville, KY October 16 - 18, 2016 (2 day's absence) GAIL DRAPER - EARLY COLLEGE (0-0)	\$1,601.16	\$0.00
	\$1,601.16	\$0.00
2015 YEAR-TO-DATE GENERAL FUNDS	\$15,398.78	\$1,500.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$4,371.42	\$170.00
2015 YEAR-TO-DATE OTHER FUNDS	\$170,119.88	\$7,915.00
2015 YEAR-TO-DATE ADJUSTMENTS	(\$3,878.00)	(\$140.00)
2016 YEAR-TO-DATE OTHER FUNDS	\$126,765.54	\$12,880.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$312,777.62	\$22,325.00

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



TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: AUGUST 9, 2016

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Consent Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2016-17 school year:

Anna Bishop	Daly/Grade 3
Stephanie Boggs	Daly/Grade 4
Heather Kidder	West Side/Science
Julie Rokop	Beck/Special Education (temporary contract)
Corin Sailor	Memorial/Language Arts
Troy Sausaman	Riverview ~ SWW/Physical Education
Sara Sawtelle	Central/Science
Jessica Shander	Riverview/ENL
Jana Spears	Memorial/Special Education
Paul Walker	North Side/Business Education

- c. **Resignation** – We report the resignation of the following employees:

Amanda Brandy Began: 8/13/07	Daly/Kindergarten Resign: 8/1/16
Robert Gingrich Began: 8/13/07	Beck/Grade 3 Resign: 7/26/16
Amanda Hoke Began: 8/23/04	Feeser/Grade 4 Resign: 8/1/16

Karrie Kolbow
Began: 8/12/13

Bristol/Grade 5
Resign: 8/1/16

Adriana Largotta
Began: 9/8/15

West Side/Science
Resign: 7/21/16

Tara Pieters
Began: 8/22/05

West Side/Industrial Technology
Resign: 7/29/16

Kelle Price
Began: 8/23/04

Daly/Grade 5
Resign: 8/1/16

Cynthia Smith
Began: 9/24/15

North Side/ENL
Resign: 7/26/16

Timothy Taylor
Began: 9/8/14

Daly/Grade 5
Resign: 6/1/16

Sarah Tripp
Began: 8/4/15

Memorial/Special Education
Resign: 8/1/16

Kellie Wheeler
Began: 8/19/02

Riverview/Grade 3
Resign: 7/18/16

d. **Personal Leave** – We recommend a personal leave for the following employee:

Mary Boehman
Begin: 8/2/16

Memorial/Spanish
End: 10/7/16

CLASSIFIED

a. **Retirement** – We report the retirement of the following employees:

Susan Hunt
Began: 12/17/01

North Side/Paraprofessional
Retire: 7/1/16
15 Years of Service

Karen Rogacki
Began: 2/24/78

Career Center/Secretary
Retire: 12/29/16
38 Years of Service

b. **Resignation** – We report the resignation for the following classified employees:

Noemi Alvarez
Began: 4/9/13

Pinewood/Secretary
Resign: 7/27/16

Linda Brewer
Began: 9/10/13

Riverview/Paraprofessional
Resign: 8/4/16

Sherry Burton Began: 8/27/13	Riverview/Paraprofessional Resign: 7/28/16
Tisa Dobie Began: 5/6/14	Daly/Food Service Resign 8/3/16
David Fisher Began: 8/15/14	Transportation/Bus Driver Resign: 6/1/16
Maria Gonzales Began: 9/21/15	Elkhart Academy/Paraprofessional Resign: 8/4/16
Jeannene Jenks Began: 11/10/03	West Side/Technical Assistant Resign: 7/28/16
Douglas May Began: 1/7/16	Transportation/Unassigned Bus Driver Resign: 6/1/16
Lindsay Pence Began: 12/1/14	Riverview/Paraprofessional Resign: 8/2/16
Tavarus Perry Began: 9/20/13	Transportation/Bus Driver Resign: 8/2/16
Brennan Scharrer Began: 10/26/15	Career Center/Paraprofessional Resign: 7/26/16
Tammie Thompson Began: 10/26/15	Beck/Academic Trainer Resign: 7/29/16
Leia Williams Began: 2/4/14	Hawthorne/Secretarial Resign: 8/5/16

c. **New Hires** – We recommend regular employment for the following classified employees:

Tara Butler Began: 4/11/16	Bristol/Social Worker PE: 8/2/16
Undra Clay Began: 6/6/16	Central/Custodian PE: 8/1/16
Barbara Gropp Began: 5/2/16	Bristol/Secretary PE: 8/3/16
Melonie Tiley Began: 4/11/16	North Side/Food Service PE: 8/8/16