

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

REVISED
December 19, 2016

Elkhart Community Schools
Elkhart, Indiana

December 20, 2016

CALENDAR

Dec	20	8:00 a.m.	Business Meeting/Public Work Session, J.C. Rice Educational Services Center
Jan	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	10	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	10	7:00 p.m.	Organizational Meeting, J.C. Rice Educational Services Center
Jan	10	Immediately following	Finance Meeting, J.C. Rice Educational Services Center
Jan	10	Immediately following.	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	24	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	24	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	24	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

December 13, 2016 – Public Work Session
December 13, 2016 – Regular Board Meeting

D. TREASURER'S REPORT

Consideration of Claims

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

Financial Report – January 1, 2016 – November 30, 2016

Fund Loans – The Business Office reports on fund loans made on November 30, 2016.

Fuel Bids – the Business Office recommends awarding bids for the purchase of gasoline and diesel fuel for calendar year 2017.

E. UNFINISHED BUSINESS

2017-2018 School Calendar – The administration presents the 2017-2018 School Calendar as initially presented at the Board’s December 13th regular meeting.

Administration Regulation DLC – Expenditure Reimbursements - The administration presents proposed revisions to Administrative Regulation DLC – Expenditure Reimbursements, as initially presented at the Board’s December 13th regular meeting.

F. NEW BUSINESS

2016-2017 Board Meeting Schedule – The administration seeks Board approval of the proposed changes to the Board of School Trustees’ meeting schedule for 2016-2017, and asks to waive 2nd reading.

Access to Health and Wellness Center - The administration seeks Board approval of a recommendation regarding employee access to the Health and Wellness Center.

Board Policies - Compensation – The administration presents proposed revisions to the following Board Policies and asks to waive 2nd reading:

3422.07S - Executive Assistants’ Salary Schedule

3421.01A – Professional Staff Contracts and Compensation Plans

Overnight Trip Requests - The administration seeks Board approval of an overnight trip request.

G. 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.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
December 13, 2016

Mary Feeser Elementary School, 26665 County Road 4, Elkhart – at 7:00 p.m.

Place/Time

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

President Glenn Duncan called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to Order

Mr. Duncan discussed the invitation to speak protocol.

Protocol

Superintendent’s Student Advisory Council (SSAC) representatives introduced themselves: Emma Romero, a junior from Central High School (CHS) and Mitchell Crothers, a senior from Memorial High School (MHS). Emma Romero highlighted the following events: over \$600.00 was raised for the family being sponsored for Christmas; auditions for Hairspray are currently taking place; winter sports; and students signing for college sports teams. In addition to SSAC, Mitchell Crothers is involved with the National Honor Society and varsity baseball. He reported on winter sports and the improvement of the swim team with the new coach; and Memorial’s athletic club beginning a new leadership series with 29 athletes who have gone through training for the outreach program at West Side concentrating on preparing athletes for high school sports.

SSAC Representatives

Jeff Komins, energy education specialist/elementary activities, reported on the Mary Feeser building audit performed December 13th at 4:50 a.m. 77% of all work stations were found to be in complete compliance of energy shut down policies including electronics and room lights off, windows, blinds and doors closed. Feeser is ranked 4th overall among classroom buildings. District-wide cost avoidance for 2016 is valued at \$1,052,496. Mr. Komins thanked Principal Kevin Dean and his staff for all of their efforts towards the energy savings policies.

Building Energy Report

Principal Dean welcomed the Board to Mary Feeser. He introduced assistant principal Micah Lambert who recognized and thanked the staff for their professionalism and for making learning fun. Music teacher, Kim Garner, led 3rd grade students accompanied by eight 6th grade students playing recorders, through a variety of Christmas songs.

Building Report

By unanimous action, the Board approved the following minutes:
November 22, 2016 – Public Work Session
November 22, 2016 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$3,360,971.57 as shown on the December 13, 2016, claims listing. (Codified File 1617-74)

Payment of Claims

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. It was noted how many fundraisers are for other good causes in our community. (Codified File 1617-75)

Fundraiser Approval

By unanimous action, the Board authorized Tony Gianesi, director of building services, to advertise a timber harvest at 51242 Ash Road, known as the 'farm' and at 2608 California Road, in Cooper's Lab. Mr. Gianesi discussed the steps taken to assure minimum disruption of the properties during the harvest. Approximately 200 trees from the farm and 80 from Cooper's Lab of various species have been clearly identified for the harvest. Bidders will be required to make a deposit and pay the balance when the trees are harvested within the next 15 months. Cynthia Keeling, agriculture coordinator, was credited with the concept of the harvest.

Permission to Advertise

The Board was presented the 2017-2018 School Calendar for initial consideration. The Calendar will be presented for approval at the December 20th business meeting.

2017-2018 School Calendar

Superintendent Haworth requested the Board provide a recommendation for an appointment to the City of Elkhart's Redevelopment Commission as requested by Mayor Tim Neese. The appointment is a non-voting position to the Commission which meets monthly.

Redevelopment Commission Appointment

By unanimous action, the Board approved the organizational chart as presented by the administration with noted format changes. (Codified File 1617-76)

Organizational Chart

By unanimous action, the Board approved proposed revisions and waived second reading of the following Board policies regarding compensation:

- 3422.01S - Food Service Employees' Compensation Plan
- 3422.02S - Mechanics' Compensation Plan
- 3422.03S - Bus Drivers' Compensation Plan
- 3422.04S - Bus Helpers' Compensation Plan
- 3422.05S - Support Staff Salary Schedule
- 3422.06S - Secretarial/Business Compensation Plan
- 3422.09S - Technical Assistants' Compensation Plan
- 3422.11S - Social Workers' Compensation Plan
- 3422.12S - Employees in Misc. Positions Compensation Plan
- 3422.13S - Therapists' Compensation Plan
- 3422.14S - Employees in Technology Services Positions Compensation Plan

By unanimous action, Board member Doug Weaver abstained, the Board approved proposed revisions and waived second reading of Board policy 3422.08S – Paraprofessionals' Compensation Plan.

By unanimous action, Board member Glenn Duncan abstained, the Board approved proposed revisions and waived second reading of Board policy 3422.10S - Registered Nurses' Compensation Plan.

By unanimous action, the Board approved proposed revisions to the agreement with the American Federation of State, County, and Municipal Employees (Local #2925) related to compensation. (Codified File 1617-77)

The Board was presented Administrative Regulation DLC – Expenditure Reimbursements, for initial consideration. The noted change is in regards to paragraph G – submission of reimbursements to the first of each month.

Gary Sawtelle, director of technology, recommended changing to Google Drive for Board packet electronic distribution. A presentation of Google Drive will be given at an upcoming work session.

By unanimous action, the Board approved the submission of grants to the Community Foundation of Elkhart County for a Good Neighbor Grant; and to the Lily Endowment for a Comprehensive Counseling Initiative Grant as recommended by the administration. Dawn McGrath, deputy superintendent, announced the award of the 21st Century grants and a Work Ethic Certification Grant from the State Workforce Innovative Council and Workforce Development. (Codified File 1617-78)

By unanimous action, the Board approved an alternative residential services agreement for an Elkhart Community Schools' student. (Codified File 1617-79)

Board Policies -
Compensation

Board Policy
3422.08S

Board Policy
3422.10S

Custodial
Agreement

Administrative
Regulation DLC

Technology
Report

Grant Approval

Alternative
Residential
Services
Agreement

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the December 13, 2016 listings. (Codified File 1617-80)

Conference Leaves

The Board was notified of the passing on December 6, 2016 of certified staff member Marie Roose, grade 1 at Osolo.

Death of an Employee

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

Personnel Report

Employment of the following two (2) certified staff members for the 2016-2017 school year, effective on dates indicated:

Certified Employment

Anthony DeFelice, math at Elkhart Academy, 11/28/16
Natalie Murphey, behavior support at Cleveland/Feeser, 12/5/16

Maternity leaves for the following three (3) certified staff members:

Maternity Leave

Adrienne Bashore, counselor at Memorial, beginning 1/20/17 and ending 2/3/17
Nicole Gray, grade 2 at Daly, beginning 1/3/17 and ending 2/3/17
Tara Schuster, grade 4 at Osolo, beginning 12/7/16 and ending 1/13/17

Resignation of certified staff member, Matthew Miles, special education at Central, effective 1/1/17.

Certified Resignation

Change to personal leave for certified staff member Nicole Vesta Wade, special education at Memorial, beginning 8/2/16 and ending 5/26/17.

Change to Parental Leave

Retirement of the following two (2) classified employees on dates indicated:

Classified Retirement

Tamara Ashley, business account manager at EACC, 2/24/17 with 19 years of service
Debora Hagans, bus driver at Transportation, 11/30/16 with 28 years of service

Resignation of the following four (4) classified employees effective on dates indicated:

Classified Resignations

Terry Cochran, misc. trainer-dispatch at Transportation, 12/30/16
Demetrius Pegues, academic trainer at Beck, 12/16/16
Kristin Speed, food service at Cleveland, 12/7/16
Diana Weber, food service at Commissary, 12/5/16

Regular employment of the following thirteen (13) classified employees, who have successfully completed their probationary periods, on dates indicated:

- Chatuan Bailey, paraprofessional at Hawthorne, 12/8/16
- Madison Bartley, paraprofessional at Cleveland, 11/28/16
- Martha Brown, food service at Beck/North Side, 12/5/16
- Sylvester Brown, food service at Commissary, 12/12/16
- Joan Brzozowski, secretary at ESC, 11/30/16
- Jessica Chupp, food service at Woodland, 11/29/16
- Jennifer Glover, paraprofessional at Monger, 12/1/16
- Dewayne House, food service at Hawthorne, 11/30/16
- Brenda King, paraprofessional at EACC, 11/22/16
- Joseph Rodriguez, bus driver unassigned at Transportation, 12/7/16
- Linda Sedlock, food service at Feeser, 11/28/16
- Alexia Smith, paraprofessional at Bristol, 12/12/16
- William Stebbins, custodian at Osolo/Feeser, 12/5/16

Classified
Employment

An audience member commented on the need to be sure no kids are left behind in the plan for the school merger. He requested more career/community options be available to students and cited an example of an urban farm. He thanked the Board for their time and wished them well in moving the strategic plan forward.

From the
Audience

An audience member complimented the outstanding staff at Feeser. She suggested improvements in the following areas in regarding to Feeser: technology, dry erase boards, grants, improved communication especially regarding testing periods and bus schedule changes.

From the
Audience

Superintendent Haworth provided the Board with the school's A-F accountability grades.

From the
Superintendent

Superintendent Haworth presented present Board member Dorisanne Nielsen with a gift in recognition of her 24 years as a Board member. He gave a brief background on Mrs. Nielsen and read Helen Marshall's poem 'Aim for a Star' in her honor.

From the
Superintendent

The meeting adjourned at approximately 8:45 p.m.

Adjournment

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

Signatures



ELKHART
COMMUNITY SCHOOLS

DATE: December 14, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley, AD
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$1,000.00 has been given to the Elkhart Central High School Athletic Department from the David Schnell family. These funds will be used for the 2016-17 Dave Schnell Football Scholarship.

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:

Mr. Doug Schnell & Family
58071 Crystal Springs Dr.
Goshen, IN 46528-9127



ELKHART
COMMUNITY SCHOOLS

DATE: November 29, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley, AD
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$4,780.00 has been given to the Elkhart Central High School Athletic Department from the Tom Eastman family. These funds will be used for the annual "Beast Award" scholarship given to a Blazer football player each year.

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:

Mr. William Eastman & Family
125 Fox Hollow Rd.
Suite 104
Pinehurst, NC 28374



ELKHART
COMMUNITY SCHOOLS

DATE: November 22, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Brian Buckley, AD
Elkhart Central Athletic Department

RE: Donation Approval

A donation of \$1,425.00 has been given to the Elkhart Central High football team from the Community Foundation of Elkhart County.

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:

Community Foundation of Elkhart County
P.O. Box 2932
Elkhart, IN 46514



ELKHART CENTRAL HIGH SCHOOL
ONE BLAZER BOULEVARD • ELKHART, IN 46516
PHONE: 574-295-4700



ELKHART COMMUNITY SCHOOLS
J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: November 23, 2016
TO: Dr. Rob Haworth
Board of School Trustees

FROM: Frank Serge

RE: Donation Approval

We are requesting approval to accept a donation from C & K Manufacturing. C & K Manufacturing is donating to the Elkhart Central/Elkhart Memorial Elk Robotics Team Fund for \$2,000. The Elk Robotics Fund will be used for registration fees and expenses occurred at high level competitions.

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:

C & K Manufacturing
Attn: Lindsey Konecny
PO Box 3015
Elkhart IN 46515-3015

cc: Ted Elli
Nick Siedl



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: DR. DAVID BENAK

DATE: DECEMBER 1, 2016

RE: DONATION APPROVAL - EACC

Ronald DeWinter of Hair Crafters has donated hair color with an approximate value of \$607.00 to be used in our Cosmetology classes.

Pachia Rumble and Nakara Murray, our second year Cosmetology instructors, report these items will be useful in their classes and will be used by students for training purposes.

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:

Ronald DeWinter
602 Lincoln Way East
South Bend IN 46514



STUDENT SERVICES

PHONE: 574-262-5540



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: December 6, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Anthony England, Assistant Superintendent of Student Services

RE: Donation Approval

Elkhart Community Schools received approximately 350 coats for distribution to our children. School Social Workers picked up coats for children they knew were in need and also to have on hand for future needs.

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:

United Way
Attn: James Mason
601 County Road 17
Elkhart, IN 46517



HAWTHORNE ELEMENTARY SCHOOL

501 WEST LUSHER AVENUE • ELKHART, IN 46517

PHONE: 574-295-4820



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: November 17, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Principal Mary Teeter *MJT*
Teacher Dawn Ashton

RE: Donation Approval

A donation of \$125 was received from Elkhart Memorial Choirs to Hawthorne's Drum2Change drumming program. Money will be used for purchasing instruments and cleaning the uniforms.

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:

Elkhart Memorial High School Choirs
c/o Josh Hren
2608 California Road
Elkhart, IN 46514



HAWTHORNE ELEMENTARY SCHOOL

501 WEST LUSHER AVENUE • ELKHART, IN 46517

PHONE: 574-295-4820



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: November 17, 2016

TO: Dr. Rob Haworth
Board of School Trustees

FROM: Principal Mary Teeter *MBT*

RE: Donation Approval

A donation of five boxes of school supplies was received from Kroger to Hawthorne students and staff. Donations will fill the gap for students who do not have supplies. Some of the donations also provide instructional materials for teachers, ie., dry erase markers.

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:

Kroger
c/o Justin Geiger
130 W. Hively Ave.
Elkhart, IN 46517



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: December 5, 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:

Cressy & Everett, Inc. Realtors
332 N. Ironwood Dr.
South Bend, IN 46615



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: November 29, 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:

Dr. Richard C. and Babette Boling
30006 Hickory Lane
Elkhart, IN 46514



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: November 29, 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 \$2,000.00 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:

Mr. Dana Homo
20399 S.R. 120
Bristol, IN 46507



MONGER ELEMENTARY SCHOOL

1100 HIVELEY AVENUE • ELKHART, IN 46517

PHONE: 574-295-4860



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: December 15, 2017

TO: Dr. Rob Haworth
Board of School Trustees

FROM: April Walker, Principal

RE: Donation Approval

Monger Elementary is requesting permission to accept a donation of 13 winter coats, gloves, hats and socks to go towards students in need this holiday season.

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:

Lippert Components, Inc.
Attn: Director of Philanthropic Relations
3501 CR 6
Elkhart, IN 46514



PIERRE MORAN MIDDLE SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROB HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: CYNTHIA BONNER, PRINCIPAL

DATE: DECEMBER 6, 2016

RE: DONATION APPROVAL

National Flag Football has made a donation of Five Hundred Dollars (\$500.00) to Pierre Moran Middle School Athletic Department for their use of the football field. This donation will be used for athletic equipment and supplies.

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:

National Flag Football
Corporate Headquarters
2055 Franklin Road
Bloomfield Hills, MI 48302



PIERRE MORAN MIDDLE SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROB HAWORTH
BOARD OF SCHOOL TRUSTEES

FROM: CYNTHIA BONNER, PRINCIPAL

DATE: DECEMBER 6, 2016

RE: DONATION APPROVAL

RE Balance Church has made a donation of One Thousand Ninety Dollars (\$1,090.00) to sponsor two Pierre Moran Middle School students to attend the Summer Washington, D.C. trip.

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:

RE Balance Church
3624 Terry Lane
Mishawaka, IN 46544

ACCOUNT BALANCES/INVESTMENT DETAIL
November 2016

PETTY CASH	\$	500.00
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GENERAL ACCOUNTS:

Lake City Bank	15,636,514.08
Lake City Bank - Merchant Account	1,244,389.78
Teachers Credit Union	2,833,278.33
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank	(1,480,808.52)
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	1,402,231.98
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	50,237.68
Lake City Bank - Flex Account	51,540.96
Teachers Credit Union-Payroll Account	(753,730.25)
Teachers Credit Union - Flex Account	11,639.13

INVESTMENTS:

Certificate of Deposit	-
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\$ 19,405,223.17



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: KEVIN SCOTT

FROM: ERICA PURVIS

DATE: DECEMBER 6, 2016

SUBJECT: TEMPORARY INTER-FUND LOANS

The following temporary inter-fund loans have been executed effective 11/30/16:

\$141,000 from Fund 0100 General Fund to Fund 0160 Referendum Tax Levy



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**To: BOARD OF SCHOOL TRUSTEES
DR. ROBERT HAWORTH**

**FROM: KEVIN SCOTT
HENRY LOHMEYER
DR. ROBERT WOODS**

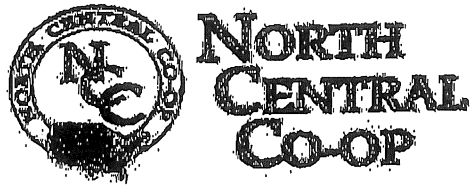
DATE: DECEMBER 20, 2016

SUBJECT: FUEL BIDS

Final pricing for fuel bids for 2017 were received on December 19, 2016 by Henry Lohmeyer. After reviewing the bid documents it is recommended the bid be awarded to North Central CO-OP. This is the same company that has provided fuel for us in 2015 and 2016. The transportation department is very satisfied with their service in terms of high quality consistent fuel and carries through to include how they deliver and manage their invoicing to us.

We are pleased that we received competitive bids from two other sources. While somewhat cheaper, they both obtain fuel from multiple sources that in the past has resulted in equipment failure issues and caused increased vehicle maintenance costs. In addition, while North Central will honor the quoted price for gallons purchased above the quantities used for quoting purposes, both Crystal Flash and Petroleum Traders will revert to market pricing once we have consumed the quote quantities. This uncertain additional cost will mitigate a portion if not all of the initial price savings at the onset of the agreement. As a result of these two important factors the Board is requested to accept the bid from North Central Co-op.

COMPANY	FIXED UNLEADED	FIXED DIESEL
North Central	\$1.9380	\$1.8730
Petroleum Traders	\$1.7062	\$1.8519
Crystal Flash	\$1.7757	\$1.7317



ELKHART SCHOOLS
FIXED FUEL PRICING – 2017
DEC. 19, 2016

PAGE 1 OF 2



Centered on you.
We'll take care of you, the way you want.



NORTH CENTRAL CO-OP

ELKHART SCHOOLS - FIXED PRICING 2017

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1 (FIRM)	25,000	GALLON	COUNTRYMARK 87 E-10 PLUS	<u>\$1.938</u>	\$48,450.00
			GASOLINE - 87 OCTANE		
			State Road Tax	\$0.180	\$4,500.00
			inspection Fee	\$0.010	\$250.00
			L.U.S.T. Tax	\$0.001	\$25.00
			NET TRANSPORT FIRM PRICE	\$2.129	\$53,225.00
2 (FIRM)	200,000	GALLON	COUNTRYMARK #2 DIESEL	\$1.808	\$361,600.00
			ON ROAD		
			State Road Tax	\$0.160	\$32,000.00
			Inspection Fee	\$0.010	\$2,000.00
			L.U.S.T. Tax	\$0.001	\$200.00
			NET TRANSPORT FIRM PRICE	\$1.979	\$395,800.00
2A (FIRM)	200,000	GALLON	COUNTRYMARK PREMIUM	<u>\$1.873</u>	\$374,600.00
			DIESELEX-4 ON ROAD <u>50+ CETANE</u>		
			State Road Tax	\$0.160	\$32,000.00
			Inspection Fee	\$0.010	\$2,000.00
			L.U.S.T. Tax	\$0.001	\$200.00
			NET TRANSPORT FIRM PRICE	\$2.044	\$408,800.00

PLEASE NOTE: ABOVE FIXED PRICE FOR PREMIUM DIESELEX-4 ON ROAD INCLUDES NORMAL WINTERIZATION TO APPROX. -12F.

Gallons are approximate and +/- the quantity listed.

THE ABOVE FIRM PRICING FOR ELKHART COMMUNITY SCHOOLS IS FOR INFORMATIONAL PURPOSES ONLY. THE ACTUAL FIXED PRICE CANNOT BE ESTABLISHED UNTIL DATE OF NOTIFICATION OF ACCEPTANCE IS RECEIVED

NORTH CENTRAL CAN CONTRACT FUEL FROM 9:15 AM - 3:00 PM MONDAY-FRIDAY. PRICE BASED ON 12/19/2016 AT 10:55 AM

Contact Person: Bruce Richman
 Energy Products & Services Administrator
 Telephone: 800-720-0550
 Email: brichman@ncc.coop

B. Richman 12/19/16

Rec'd
11:37 Via Email

ELKHART COMMUNITY SCHOOLS
2720 California Road
Elkhart, IN 46514

BID FORM – FIXED PRICE
GASOLINE AND DIESEL FUEL

Please List Your Lowest FIXED PRICE

No-lead Gasoline \$1.7062 50 Cetane
Diesel Fuel \$1.8219 + .03 = 1.8519

List your available Suppliers:

Various to include, Luke Oil,
World Fuel Services, Valero
Murphy Oil USA, Marathon

Niles, MI and South Bend, IN
area terminals.

This proposal is submitted in compliance with and full knowledge of the Legal Advertisement. Instructions to Bidders and Specifications prepared by the Elkhart Community Schools for Furnishing Gasoline and Diesel Fuel.

Petroleum Traders Corporation
Name of Company
7120 Pointe Inverness Way
Address
Fort Wayne, IN 46804
City/State Zip Code
800-348-3705 Option 4
Phone Number

12/19/2016
Date

Vicki L. Himes Vice President
By Vicki L Himes Title

BIDS DUE: Monday, December 15, 2016, 10:00 A.M., E.S.T.



FAX SHEET

TO: ELKHART COMM. SCHOOLS - DR. ROBERT WOODS

FROM: JIM TEFFT

DATE: 12/19/16

PAGES INCLUDING COVER: 2

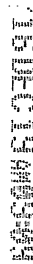
FAX NUMBER: 574-262-5565

COMMENTS: 2017 FIXED PRICE FUEL BID

CRYSTAL FLASH FAX #616-363-7130

ELKHART COMMUNITY SCHOOLS
2720 California Road
Elkhart, IN 46514

BID FORM - FIXED PRICE
GASOLINE AND DIESEL FUEL



Please List Your Lowest FIXED PRICE

No-lead Gasoline \$ 1.7757

Diesel Fuel \$ 1.6717 + .06 = 1.7317

List your available Suppliers:

MARATHON
VALERO
US OIL

EXXON MOBIL
GROUND MARK
PETROLEUM TRADERS

This proposal is submitted in compliance with and full knowledge of the Legal Advertisement. Instructions to Bidders and Specifications prepared by the Elkhart Community Schools for Furnishing Gasoline and Diesel Fuel.

CRYSTAL FLASH, INC.

Name of Company

1754 ALPINE NW.

Address

GRAND RAPIDS, MI. 49504

City/State

Zip Code

616-363-4851

Phone Number

[Signature] Director of Commercial Sales

By

Title

12/19/16
Date

BIDS DUE: Monday, December 15, 2016, 10:00 A.M., E.S.T.

"IGNITE" ADDITIVE - PREMIUM DIESEL = ADD .03 CPG.

"IGNITE 50" ADDITIVE - WINTERIZED PREMIUM DIESEL = ADD .06 CPG.



SCHOOL CALENDAR: JULY 2017 - JUNE 2018

JULY 2017 calendar grid

AUGUST 2017 calendar grid

SEPTEMBER 2017 calendar grid

OCTOBER 2017 calendar grid

NOVEMBER 2017 calendar grid

DECEMBER 2017 calendar grid

JANUARY 2018 calendar grid

FEBRUARY 2018 calendar grid

MARCH 2018 calendar grid

APRIL 2018 calendar grid

MAY 2018 calendar grid

JUNE 2018 calendar grid

August: Full day pre-session for teachers - non-student day
September: Labor Day - All Schools Closed
October: End of 1st grading period/midterm - all schools
November: Thanksgiving Recess - all schools closed
December: NWEA Assessment Window (Grades K-9)
January: School resumes after Winter Recess
February: ACCESS (ELL) Assessment Window (Grades K-12)
March: ISTEP+ Part I Assessment Window (Grades 3-8, 10*)
April: Spring Recess - all schools closed
May: ISTEP+ Part II Assessment Window (Grades 3-8, 10*)
June: NWEA Assessment Window (Grades K-9) (continued)
Last Day of School - full day for all students **

Key: underlined = Professional day for teachers (non-student day), X School Out of Session, Triangle Parent/Teacher Conferences, E No School, K Kindergarten Kick-off, *Graduation Qualifying Exam, Grade 10 only, ** If necessary, additional emergency make-up days will be added at the end of the school year.

Proposed Revised Administrative Regulation**EXPENSE REIMBURSEMENTS****Section 1. Guidelines for Mileage Claims**

The following guidelines are to be used by employees filing for reimbursement of transportation expenses incurred in fulfilling their assignment of duties:

- A. Transportation expenses incurred to and from work on a direct route shall not be considered as a proper claim for mileage reimbursement; however, in the event school-related business or job-related responsibilities require a deviation from an employee's regular route to work, then it is proper to claim reimbursement for additional transportation expenses above and beyond those expenses incurred in the regular route to and from the place of work.
Example: If an employee travels a total of 18 miles in visiting two schools on the way to work, and a direct route from home to work is 12 miles, the employee may claim mileage reimbursement for 6 miles.
- B. Transportation expenses incurred in returning to work in the evening or on Saturday to complete unfinished job requirements, except where such return is to attend a meeting, conference, or other required evening or weekend activity shall not be a claimable expense.
- C. The primary place of job responsibility is to be used to determine beginning and ending points in computing total mileage traveled during the regular work day.
- D. When departing from the employee's residence for the purpose of attending evening or Saturday meetings, conferences or other required activity within the Elkhart Community Schools corporation boundaries, the employee's residence is to be used to determine beginning and ending points in computing total mileage traveled (no more than 20 miles may be claimed when using the employee's residence in computing mileage).
- E. In determining whether or not mileage can be claimed when attending extra or co-curricular activities, mileage can be claimed when the employee attends for the purpose of direct work responsibility.
- F. To claim mileage, the activity attended must be related to the employee's position description, or be an express direction or requirement of the employee's supervisor.
- G. The appropriate information is to be transferred to official Claim Form 101 and filed in the Business Office ~~at least twice annually~~ on the first of each month. Claim Form 101 is obtainable from the Business Office.

- H. Questions concerning interpretation of this regulation are to be directed to the Executive Director of Support Services.
- I. Mileage claims are not to be confused with conference attendance claims. Each employee's must have the Deputy Superintendent's or, when applicable, the Director of the Elkhart Area Career Center's approval for conference attendance prior to such attendance. Only the immediate supervisor's approval is needed for administrative/professional assignment and prior approval of other claimable transportation expense is not necessary.
- J. Administrative Regulation DLC (Mileage Chart) shall be used in determining distance between particular buildings in the school corporation except that no mileage between buildings shall be considered to be less than one mile.

~~September 22, 2015~~ December 20, 2016

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2016-2017

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

A public work session is held at 5:30 p.m. preceding each regular meeting in the J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted

July	12, 2016	January	10, 2017	July	11, 2017
July	26, 2016	January	24, 2017	July	25, 2017
August	9, 2016	February <i>at Pinewood</i>	14, 2017	August	8, 2017
August <i>at Cleveland</i>	23, 2016	February <i>5 pm at No. Side prior to BB</i>	28, 2017	August <i>at Beardsley</i>	22, 2017
September	13, 2016	March	14, 2017	September	12, 2017
September	27, 2016	March <i>at Memorial</i>	28, 2017	September	26, 2017
October <i>at West Side</i>	11, 2016	April	11, 2017	October <i>at Daly</i>	10, 2017
October <i>at North Side</i>	25, 2016	April	25, 2017	October	24, 2017
November	8, 2016	May <i>at Monger</i>	9, 2017	November	14, 2017
November	22, 2016	May	23, 2017	November	28, 2017
December <i>at Feeser</i>	13, 2016	June	13, 2017	December <i>at North Side</i>	12, 2017
December	20, 2016*	June	27, 2017	December	19, 2017*

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 - 2016-2017

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

July	19, 2016	January 19 & 20, 2017**	July	18, 2017	
August	16, 2016	February	21, 2017	August	15, 2017
September	20, 2016	March	21, 2017	September	19, 2017
November	15, 2016	April	18, 2017	November	21, 2017
December	20, 2016*	May	16, 2017	December	19, 2017*
		June	20, 2017		

* denotes 8:00 a.m.

** denotes – Annual Board Retreat

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Assistant Secretary to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.



EXECUTIVE DIRECTOR OF
PERSONNEL AND LEGAL SERVICES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES
ROBERT E. HAWORTH, SUPERINTENDENT**

FROM: W. DOUGLAS THORNE *[Signature]*
EXECUTIVE DIRECTOR OF PERSONNEL AND LEGAL SERVICES

DATE: DECEMBER 16, 2016

RE: EMPLOYEE ACCESS TO HEALTH AND WELLNESS CENTER

During the Board of School Trustees' meeting on December 20, 2016, the administration will be recommending that employees who were on the Elkhart Community Schools' Insurance Plan and working less than 30 hours but working 20 or more hours, be authorized to continue to have access to the Health and Wellness Center operated by Activate. Those employees who elect to continue to work with Activate would be required to pay, through a payroll deduction, fifty (\$50) each month. It would be our intention to communicate this information to employees upon their return from break, presuming the recommendation is approved.

Should any of you have questions regarding this, please feel free to contact me at 262-5517 or dthorne@elkhart.k12.in.us.

WDT/dls

Cc: Kevin Scott
Cathy Sailor

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PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (Administrators)

Annual Base Salary Amount

Each year two (2) representatives of the Board, two (2) representatives of the administrative staff, and the Superintendent and Assistant Superintendent for Business shall meet and determine a recommendation to the Board regarding 1) annual base salary, 2) formula for allocation of funds toward base salary, salary range, and fringe benefits, and 3) the funds for performance awards. A school year shall be July 1 through June 30.

Administrative Salary Schedule

Annually, the Superintendent shall recommend and the Board of School Trustees shall set the salaries of administrators employed by the corporation. To determine salary, the Superintendent may assign each administrator to one of the salary ranges set forth below:

Class		
I	\$50,000 <u>\$51,380</u>	\$60,000 <u>\$61,656</u>
II	\$60,000 <u>\$61,656</u>	\$80,000 <u>\$82,208</u>
III	\$80,000 <u>\$82,208</u>	\$90,000 <u>\$92,484</u>
IV	\$90,000 <u>\$92,484</u>	\$105,000 <u>\$107,898</u>
V	\$105,000 <u>\$107,898</u>	\$125,000 <u>\$128,450</u>

The Administrative Salary Schedule shall be reviewed periodically by three (3) representatives appointed by the Elkhart Principal's Association, three (3) members appointed by the Board of School Trustees, and the Superintendent.

Placement in the salary classification shall be based on the following considerations:

- A. Other professional salaries in education

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- B. Other management salaries in public and private sectors
- C. Changes in responsibility for specific assignments
- D. Community expectations
- E. Available corporation resources
- F. Amount of money under the administrator's direction
- G. Level of decision-making
- H. Expertise required
- I. Amount of public contact
- J. Time commitment
- K. Prerequisites
- L. Number of days on contract during the school year
- M. Compensation rate of administrators in similar positions within the district
- N. other appropriate factors

The Superintendent or his or her designee is directed by the Board to conduct a bi-annual analysis of administrative salaries to ensure pay equity exists for those administrators subject to the provisions of this policy.

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Salary Ranges, Placement, and Appeal

Annually the Superintendent, utilizing input from various sources where applicable, will establish a salary for each administrator. Such salary shall be established within the salary classes on the Administrative Salary Schedule. After establishing such salaries, the Superintendent shall report such recommended salaries to the Board.

An administrator who is not satisfied with their salary placement may schedule a meeting with the Superintendent to discuss his or her concerns.

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An administrator employed on a less than a twelve (12) month contract shall be eligible to be reimbursed for up to five (5) days for time worked beyond the term of his or her contract. The rate of pay shall be \$100 per day so long as the reason for working is shown on the list below.

- A. Required conference/training attendance
- B. Interviewing prospective employees
- C. Curriculum work
- D. Other, with prior approval of the Superintendent

To receive reimbursement, the administrator must prepare a properly completed payroll form and submit it to the superintendent for approval. Additional days beyond five (5) may be utilized only with prior approval of the superintendent.

Length of Administrative Contract

Each administrator who is to continue to be employed shall be recommended by the Superintendent for re employment. The length of contract may be for a period not to exceed three (3) years with compensation review to be made on an annual basis.

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EXECUTIVE ASSISTANTS' SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for Executive Assistant positions, effective January 1, ~~2016~~2017. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

Annual Base Salary Amount

Each year the Superintendent and/or his/her designee(s), and the Executive Assistants on this schedule shall meet and determine a recommendation to the Board regarding the annual base salary and policy changes affecting these staff members. The year shall be January 1 to December 31.

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Salary Factor Range and Review

- A. Each Executive Assistant shall be assigned a salary factor range which shall serve as a range for salaries applicable to that given position. This salary factor range is intended to reflect the actual degree of responsibility in a particular assignment, as well as the expected minimal amount of time required to perform the responsibilities. Such salary factor range takes into account both qualitative and quantitative aspects of a particular assignment.

Salary Factor
Range*

Assignment

.92 - 1.04~~09~~

Executive Assistant to Superintendent of Schools

~~.91 - 1.03~~

~~Executive Assistant/Comptroller~~

.80 - .92~~97~~

Executive Assistant to ~~Assistant Superintendent for Business Affairs/Executive Director of Support Services~~Chief Financial Officer and Chief Operating Officer

.80 - .92~~97~~

Executive Assistant to ~~Executive Director of Personnel and Legal Services~~District Counsel/Chief of Staff

.80 - .92~~97~~

Executive Assistant/~~Personnel~~Human Resources

* Apply factor to base amount of ~~\$53,474~~\$54,950

Upon an individual's assignment as an Executive Assistant, the ~~Executive Director of Personnel and Legal Services~~Director of Human Resources, with input from the Superintendent and the staff member's immediate supervisor, shall:

1. determine "recognized" previous experience in the Elkhart Community Schools.
2. determine the staff member's placement on the salary factor range on the basis of previous experience in the Elkhart Community Schools and other experience and training.

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- B. The placement on the salary factor range shall be reviewed annually by the immediate supervisor(s) of the Executive Assistant and any recommendation for change shall be submitted to the Superintendent for review and a final decision regarding range placement.
- C. Any Executive Assistant, acting in his or her own behalf, may appeal the established salary factor or the salary factor range. Such appeal shall first be made to the staff member's immediate supervisor(s). If said appeal results in an unsatisfactory decision to the appellant, then an appeal may be made to the Superintendent. The Superintendent's decision shall be final.

Performance Award

Executive Assistant's will be eligible for an annual performance award up to \$1,000. The performance award will be based upon the Executive Assistant's accomplishments in the performance of duties exceeding normal expectations. Administrators who supervise Executive Assistants are to make a recommendation to the Superintendent for an award. All awards must be approved by the Superintendent prior to payment.

Insurance

- A. Health

All Executive Assistants shall be provided a group hospitalization, major medical, dental and prescription drug insurance policy. Effective January 1, 2015, the Board will pay \$5,500 (for single, full-time coverage), \$11,000 (for family, full-time coverage), or \$11,275 (for family, full-time, both employed) of the premium cost of such group plan.

- B. Life

All Executive Assistants shall be provided a group term life insurance policy with a face value equal to the annual salary of each staff member rounded up to the next thousand dollars multiplied by two. The Board will pay ninety percent (90%) of the annual cost of the insurance.

The retiring Executive Assistants may participate in the group term

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life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in a face amount as indicated in the preceding paragraph by paying one hundred percent of the group rate premium in excess of that provided in Section 4, Retirement Benefits, paragraph B, Life Insurance.

C. Disability

All Executive Assistants who qualify shall be provided a long term disability insurance policy. Such policy will provide payment of not less than sixty six and two thirds (66 2/3) percent of salary after a waiting period of ninety (90) calendar days of disability. The Board will pay ninety percent (90%) of the annual cost of the insurance.

D. Liability - Automobile

The employer shall provide primary liability insurance coverage for Executive Assistants who drive school corporation automobiles while performing job duties and responsibilities and secondary liability insurance coverage for Executive Assistants who drive their personal automobiles while performing job duties and responsibilities. Such secondary coverage will begin above the minimum liability required by law or after the executive secretary's liability insurance limit has been reached, whichever is higher, and will extend to the maximum limit of insurance carried by the corporation.

Definitions and Eligibility Requirements for Retirement, Severance, Disability and Death Benefits

A. Definitions

1. "Retirement" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools by such individual who had made written application for PERF benefits.
2. "Severance" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools.

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B. Eligibility Requirements

1. Retirement

Any Executive Assistant who had ten (10) years or more of recognized service and has reached the age of fifty-five (55), or has twenty (20) years or more of recognized service and has reached the age of fifty (50) years, and who is serving in such capacity at the time of retirement, will be eligible for retirement benefits provided the following conditions are met:

The staff member shall notify his or her supervisor in writing of his or her intent to retire no later than twelve (12) months before the effective date of such retirement. This notice may be waived by the Board.

2. Severance

Any Executive Assistant who has completed at least six (6) months of active employment with Elkhart Community Schools will be eligible for severance benefits if he or she submits a written resignation to the Director of Personnel which specifies the last date of employment and which is delivered to the Director of Personnel at least twenty (20) working days prior to the last day of employment.

3. Disability or Death Prior to Age Fifty (50)

a. The staff member who becomes permanently disabled (physically or mentally) or dies prior to age fifty (50) and has met the ten (10) year requirement shall be paid severance benefits under this policy. Benefits will be paid at the time of disablement and in the case of death, benefits will be paid to the decedent's estate or designated beneficiary.

b. Death - In addition to the severance benefits provided for in other sections of this policy, upon the death of the staff member, their estate or designated beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the staff member's daily

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salary.

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program through age seventy (70) by paying 100% of the premium.

Retirement Benefits

A. Health Insurance

An Executive Assistant who retires from the Elkhart Community Schools and who satisfies the provisions of Section 3-B-1 of this policy may use the amounts held in his/her separate VEBA account, established pursuant to applicable resolutions adopted by the Board of School Trustees and this policy, to pay the full cost of health insurance offered by the Board to its employees provided the following conditions are met:

1. Immediately following retirement, the Executive Assistant and spouse, if any, shall have the option of remaining in the Corporation's current group health insurance plan if all of the following conditions are met as of the date of severance and thereafter
 - a. While the retired Executive Assistant and spouse, if any, remain enrolled in the health insurance plan, the retired Executive Assistant and spouse shall pay the entire insurance premium applicable to the insurance coverage, with the premium payment to be made monthly for each succeeding year.
 - b. Within ninety (90) days of the retirement date, the Executive Assistant has provided a written request to Elkhart Community Schools for continuing insurance coverage for the Executive Assistant and spouse, if any.
2. When a retired Executive Assistant becomes eligible for Medicare, the Executive Assistant's eligibility to continue to participate in the Corporation's group health insurance plan shall terminate, if not earlier terminated according to

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applicable law. (The same termination of eligibility shall also apply when a retired Executive Assistant's spouse first becomes eligible for Medicare.) It is acknowledged that the parties intend these provisions to comply with the applicable Federal and state laws that establish an eligible Executive Assistant's right to continue health insurance for the Executive Assistant and spouse.

B. Life Insurance

The retiring staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in an amount equal to the life insurance, as per Section 2-I-B, by paying 100% of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000
3. Beyond age seventy-one (71) - 0

C. 401(a) Retirement Plan for Executive Assistants employed during the 2005-06 school term.

The Board of School Trustees shall establish a qualified 401(a) Retirement Plan for each Executive Assistant employed during the 2005-06 school term. An Executive Assistant must meet the requirements of Section 3-B-1 of this policy to be vested in the 401(a) Retirement Plan.

The 401(a) Retirement Plan's terms and conditions for administration of the Retirement Plan shall be as follows:

1. The amount calculated for each Executive Assistant will be invested in a separate account. There will be no co-mingling of accounts and each Executive Assistant may determine how his/her account shall be invested among the investment options made available by the investment vendor for this 401(a) Retirement Plan. In addition to the foregoing contribution, the Elkhart Community Schools will contribute

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one-half percent (.5%) of each Executive Assistant's monthly base salary effective with the commencement of the 2007-2008 school year.

2. Until such time that the Executive Assistant has properly retired from employment with Elkhart Community Schools by having given a proper written notice and actually retiring from employment, the Executive Assistant shall have no access to the assets held in his/her separate 401(a) Retirement Plan Account.
3. If an Administrator or Executive Assistant dies or severs employment before satisfaction of the vesting requirements set forth in this agreement, the terminated employee's 401(a) Retirement Plan account shall be forfeited. The forfeited amount shall be reallocated at the end of each plan year only among the remaining separate 401(a) Retirement Plan accounts in a manner similar to that used in initially determining the present value calculations. Therefore, the 401(a) Retirement Plan accounts of the following Administrators and Executive Assistants will not share in the reallocation of a forfeiture of a 401(a) Retirement Plan account:
 - a. Administrators and Executive Assistants who forfeited their 401(a) Retirement Plan accounts in the same year.
 - b. Administrators and Executive Assistants who previously forfeited their 401(a) Retirement Plan accounts.
 - c. Administrators and Executive Assistants who have attained the age of fifty-nine (59) and terminate employment in or before the year of reallocated forfeiture.

The 401(a) Retirement Plan accounts of Administrators and Executive Assistants who have attained the age of fifty-nine (59), but have not retired from employment with Elkhart Community Schools may share in the reallocated forfeitures, but on a reduced actuarial basis.

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4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may elect to commence distributions from his/her 401(a) Retirement Plan account. If an employee dies after having satisfied the requirement of this policy, the deceased Executive Assistant's 401(a) Retirement Plan account shall be distributable to the decedent's designated beneficiary or to his/her estate, if no beneficiary has been made. At no time may a participant borrow from his/her 401(a) Retirement Plan account.

Severance Benefits

The employer shall establish a qualified 401(a) Severance Plan for each Executive Assistant employed during the 2005-06 school term. The total sum of the amount calculated by Educational Services Corporation as the present value of severance benefits calculated under the terms of this policy in effect on January 1, 2006, shall be contributed to each Executive Assistant's individual Severance Plan. In addition, to the foregoing contribution, the Elkhart Community Schools will contribute one-half percent (.5%) of each Executive Assistant's monthly base salary effective with the commencement of the 2005-06 school year.

An Executive Assistant must meet the requirements of Section 3-B-2 of this policy to be vested in the 401(a) Severance Plan.

The 401(a) Severance Plan's terms and conditions for administration of the 401(a) Severance Plan shall be as follows:

- A. The amount calculated for each Executive Assistant will be invested in a separate account. There will be no co-mingling of accounts and each Executive Assistant may determine how his/her account shall be invested among the investment options made available by the investment vendor for this 401(a) Severance Plan.
- B. Until such time that the Executive Assistant has properly severed employment by having given a proper written notice and actually severing employment, the Executive Assistant shall have no access to the assets held in his/her separate 401(a) Severance Plan account.

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C. If an Administrator or Executive Assistant dies or severs employment before satisfaction of the vesting requirements set forth in this policy, the terminated Administrator or Executive Assistant's 401(a) Severance Plan shall be forfeited. The forfeited amounts shall be reallocated at the end of each plan year only among the remaining separate 401(a) Severance Plan accounts in a manner similar to that used in initially determining the present value calculations. Therefore, the 401(a) Severance Plan accounts of the following Administrator and Executive Assistants will not share in the reallocation of a forfeiture of a 401(a) Severance Plan account.

1. Administrators and Executive Assistants who forfeited their 401(a) Severance Plan accounts in the same year.
2. Administrators and Executive Assistants who previously forfeited their 401(a) Severance Plans
3. Administrators Executive Assistants who have attained the age of fifty-nine (59) and terminate employment in or before the year of reallocated forfeitures.

The 401(a) Severance Plan accounts of Administrators and Executive Assistants who have attained the age of 59, but have not terminated employment may share in the reallocated forfeiture, but on a reduced actuarial basis.

4. Amounts forfeited upon termination of employment because of failure to meet applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently re-hired or re-employed by the employer. Said individual shall be treated as a "new employee" and only be entitled to the benefits for Executive Assistants hired after July 1, 2006. However, if the Board approves a leave of absence for an Executive Assistant, such period of leave shall not result in forfeiture, provided the Executive Assistant promptly returns to employment upon expiration of the period of leave.
5. Following severance and the satisfaction of the requirements set forth in this policy, the severed Executive Assistant may elect to commence distributions from his/her 401(a)

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Severance Plan account. If an Executive Assistant dies after having satisfied the vesting requirements of this policy, the deceased Executive Assistant's 401(a) Severance Plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made. At no time may a participant borrow from his/her 401(a) Severance Plan account.

Disability Benefits

A. Health Insurance

1. A disabled staff member who is not otherwise eligible for retirement or severance, who severs employment as a result of his/her disability may participate in all or any part of the health insurance program (except long-term disability) until eligible for Medicare at the same cost as for other Executive Assistants.
2. Any future increase in health insurance premiums as a result of this benefit until eligible for Medicare will be calculated annually as a part of the staff member's fringe benefits.
3. This benefit will be discontinued if the disabled staff member becomes employed on a full-time or calendar year basis, or if through other employment qualifies for health insurance benefits. The Board reserves the right to request the employment status of the disabled staff member.

B. Life Insurance

The disabled staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death and dismemberment) in an amount equal to the life insurance, as per Section 2-I-B, by paying one hundred percent (100%) of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000

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3. Age seventy (71) and beyond - 0

C. Financial Benefits

The staff member who qualifies for disability benefits will be given the following benefits:

1. Executive Assistants shall be compensated for 1) unused personal business days in the current year of employment, 2) unused vacation days in the current year of employment, and 3) unused vacation days from the previous year of employment.
2. One-half percent (.5%) of the highest salary received times the number of years of recognized service in Elkhart Community Schools prior to becoming an Executive Assistant, and
3. Two percent (2.0%) of the highest salary times the number of years employed as an Executive Assistant.

Death Benefits

A. Health Insurance

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program until eligible for Medicare by paying one hundred percent (100%) of the premium.

B. Financial Benefits

The estate of the Executive Assistant who qualifies will be given the following benefits:

1. One-half percent (.5%) of the highest salary received times the number of years employed in the Elkhart Community Schools prior to becoming an Executive Assistant, and;
2. Two percent (2.0%) of the highest salary times the number of years employed in an Executive Assistant. In addition, upon the death of the Executive Assistant, the estate or designated

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beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the Executive Assistant's daily salary.

401(a) Plan (between August, 2001 and July 1, 2006)

Effective the 2001-2002 school year, until July 1, 2006, Elkhart Community Schools will begin providing employer contribution into a 401(a) Plan for each Executive Assistant. \$500 for each Executive Assistant will be contributed by March 31, 2002, and one-half percent (0.5%) of each employee's monthly base salary for 2002-2003 will be contributed monthly beginning in September of 2002 until July of 2006. Participants in the 401(a) Plan must have completed ten (10) years of continuous employment with Elkhart Community Schools in order to be vested in the 401(a) Plan.

VEBA (Voluntary Employee Benefit Account)

- A. The Board of School Trustees has established a VEBA (Voluntary Employee Benefit Accounts) pursuant to § 501(c)(9) of the Internal Revenue Code. An Executive Assistant must meet the requirements of Section 3-B-1 and retire from employment with Elkhart Community Schools to be vested in the VEBA account.
- B. Executive Assistants first employed by Elkhart Community Schools on or after August 1, 2006, or re-employed after a break in service, shall be entitled to a contribution equal to two percent (2%) of each Executive Assistant's salary. This two percent (2%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid.

The terms and conditions for the administration of said VEBA accounts shall be as follows:

1. The amount contributed for each Executive Assistant will be invested in a separate account. There will be no co-mingling of accounts and each Executive Assistant may determine how his/her account shall be invested among the investment options made available by the vendor for the VEBA.
2. Until such time that an Executive Assistant has retired and satisfied the eligibility requirements set forth in this policy, the Executive Assistant shall have no access to the assets

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held in his/her separate VEBA account.

3. If an Administrator or Executive Assistant retires or otherwise terminates employment before satisfaction of the requirements set forth in this policy, the terminated Administrator or Executive Assistant's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts. Therefore, the VEBA accounts of the following Administrators and Executive Assistants will not share in the reallocation of a forfeiture of a VEBA account:
 - a. Administrators and Executive Assistants who forfeited their VEBA accounts in the same year,
 - b. Administrators and Executive assistants who previously forfeited their VEBA accounts; and
 - c. Administrators and Executive Assistants who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.

Furthermore, VEBA accounts of Administrators and Executive Assistants who have attained the age of fifty-nine (59) but who have not terminated employment share in the reallocated forfeiture, but on a reduced actuarial basis.

4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may use the amounts held in his/her separate VEBA account, for example, to pay health insurance premiums, term life insurance premiums, and to be reimbursed for unreimbursed medical expenses of the Executive Assistant, spouse, and dependents. Furthermore, following the death of an Executive Assistant who had otherwise satisfied the requirements of this policy, any amounts remaining in the deceased administrator's VEBA account may continue to be used to pay these premiums and expenses of the Executive Assistant's spouse and dependents. At no time may the VEBA made loans to an employee, his/her spouse, or his/her dependents.

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- C. Effective with the commencement of the 2006-2007 school year, the employer will contribute an amount equal to one and one-half percent (1-1/2%) of each Executive Assistant's base salary annually into an individual VEBA account on behalf of each Executive Assistant employed as of 1/1/2006. This annual one and one-half percent (1-1/2%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid.
- D. In addition to the ongoing contributions described in paragraph C above, the Employer shall contribute to the VEBA account of each Executive Assistant employed during the 2005-2006 school term an amount representing the present value of the retiree health insurance benefits for Executive Assistants employed by Elkhart Community Schools as of 1/1/2006.

The terms and conditions for the administration of said VEBA accounts shall be as follows:

1. The amount calculated and/or contributed for each Executive Assistant will be invested in a separate account. There will be no co-mingling of accounts and each administrator may determine how his/her account shall be invested among the investment options made available by the vendor for the VEBA
2. Until such time that an Executive Assistant has retired and satisfied the eligibility requirements set forth in this policy, the employee shall have no access to the assets held in his/her separate VEBA account.
3. If an Administrator or Executive Assistant retires or otherwise terminates employment before satisfaction of the requirements set forth in this policy, the terminated Administrator or Executive Assistant's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts. This reallocation shall be in a manner similar to that used by the Educational Services Company in initially determining the present value calculations. Therefore, the VEBA accounts of the following employees will not share in the reallocation of a forfeiture of a VEBA

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account.

- a. Administrators and Executive Assistants, who forfeited their VEBA accounts in the same year,
- b. Administrators and Executive Assistants who previously forfeited their VEBA accounts, and
- c. Administrators and Executive Assistants who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.

Furthermore, VEBA accounts of Administrators and Executive Assistants who have attained the age of fifty-nine (59) but who have not terminated employment may share in the reallocated forfeiture, but on a reduced actuarial basis.

4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may use the amounts held in his/her separate VEBA account to pay, for example, health insurance premiums, term life insurance premiums, and to be reimbursed for unreimbursed medical expenses of the Executive Assistant, spouse, and dependents. Furthermore, following the death of an Executive Assistant who had otherwise satisfied the requirements of this policy, any amounts remaining in the deceased employee's VEBA account may continue to be used to pay these premiums and expenses of the Executive Assistant's spouse and dependents. At no time may the VEBA make loans to an Executive Assistant, his/her spouse, or his/her dependents.

Physical Examination and Reports

Executive Assistants may undergo a complete physical examination on a schedule established by the Superintendent.

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This

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notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one hour's notice. 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 available benefit.

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.

Illness Absence and Leaves

Personal/Family Illness Absence

Executive Assistants will be allowed the number of hours equal to one (1) 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 scheduled paid days in the current year as personal illness days.

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

Family Illness

- A. All Executive Assistants are allowed up to twenty (20) days' leave annually for illness in the immediate family, which is non-accumulative and independent of personal illness/family illness policies. Immediate family shall be defined as spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, stepmother, stepfather, stepchildren, or any other member of the family unit living in the same household. "Family Unit" shall mean any person related to the employee, genetically or

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by marriage, or any person for whom the employee is the legal guardian.

- B. In the event a prolonged illness of a member of the immediate family occurs, the Superintendent may grant additional days.

Work-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.

Personal Leave

Executive Assistants 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.

At the end of each calendar year, unused personal leave days shall be transferred to sick leave.

Support Staff Personal Leave - Procedures

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.

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Executive Assistants may take personal business leave at any time upon the approval of the supervisor or authorized designee.

Bereavement

Each Executive Assistant 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, step-parents, brother, sister, spouse, child, step-children, 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.

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 s/he 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 s/he 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.

Health Leave

Through Board of School Trustees’ action regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an

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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/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

Health Leave – Procedure

An employee with at least one (1) year's service, who has used all of his/her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.

- A. After all other available benefit days have been exhausted, or
- B. When a physician's statement indicating inability to perform regular duties for an extended period of time has been provided, or
- C. 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 (30) days after s/he 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 (1) year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

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Jury and Witness Duty Pay

A. Jury Duty

All Executive Assistants 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.

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 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 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 s/he is qualified, as determined by the employer, or waive any right to re-

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employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

Adoptive Leave

An employee who legally adopts a child whose age is less than six (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 the child is physically turned over to the employee for the employee's care and legal custody.

Vacations and Holidays

Executive Assistants shall be eligible for fifteen (15) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools as an Executive Assistant, or when previous employment provided relatively comparable or executive secretarial experience, an Executive Assistant shall be eligible for twenty-five (25) days of vacation each year.

Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond. Unused vacation days will not be cumulative after the expiration of the eighteen (18) month period and shall at that time be transferred to sick leave and be available for use as sick leave days, provided at no time may more than the number of hours equal to the number of scheduled workdays in the current year accumulate for use as sick leave.

Holidays

A. Executive Assistants shall be paid for the following holidays:

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

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Independence Day - two (2) days

Labor Day

Thanksgiving -

Friday immediately following Thanksgiving Day

Christmas - two (2) days

Specific dates for items A-1, 5, & 9 must be approved by the immediate supervisor

- 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.

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: ELKHART CENTRAL
Class/Group: GIRL'S BASKETBALL
Number of Students: 16
Date/Time Departing: 11:00 AM Dec 22, 2016
Date/Time Returning: Dec 23 midnight
Destination: Columbus North Tournament City State
Overnight Facility: Holiday Inn Express
Mode of Transportation: Yellow Bus
Reason for Trip: Basketball Tournament

Names of Chaperones: 5 Will Conroy, Leslie Conroy
Bodie Bender, Carlos Harris, Kent Hunt

Cost per Student: 0

Describe Plans for Raising Funds or Funding Source: _____

Plans to Defray Costs for Needy Students: _____

Are Needy Students Made Aware of Plans? _____

Signature of Teacher/Sponsor: Will Conroy

Signature of Principal: Frank Seige Date: 12/7/16

Send to Assistant Superintendent for Instruction for approval and for submission to the Board of School Trustees

Approval of Assistant Superintendent: [Signature] Date: 12/15/16

Approved by Board: _____

(All overnight trips require prior approval by Board Policy IICA.)

Recd 12/15/16

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: December 15, 2016
 TO: Dr. Robert Haworth, Superintendent
 FROM: Dr. Dawn McGrath
 RE: **Conference Leave Requests**
December 20, 2016 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
HOOSIER ASSOCIATION OF SCIENCE TEACHERS INC. (HASTI) This conference will give insight to the AP class and will share tools to help general environmental science classes with reading and writing. Indianapolis, IN February 1 - 3, 2017 BRENDA MUELLER - MEMORIAL (0-0)	\$630.00	\$270.00
AP-TIP IN MOCK EXAM GRADING/TRAINING This conferenc ewill provide instruction on exam grading , test-taking strategies, and test mechanics as well as information on the most recent AP exam questions. Indianapolis, IN March 10, 2017 TINA DAVIDHIZAR - MEMORIAL (0-0)	\$124.00	\$90.00
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
INDIANA ASSOCIATION OF THE GIFTED (IAG) CONFERENCE This conference will provide an overview on the latest classroom instruction, materials, and state expectations. Participants will be attending several workshops pertaining to new strategies for teaching gifted students. Indianapolis, IN December 12 - 13, 2016 JENNIFER WAKEMAN - WOODLAND (1-2)	\$246.32	\$0.00
	\$246.32	\$0.00
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$0.00	\$0.00
2016 YEAR-TO-DATE OTHER FUNDS	\$193,206.37	\$23,505.00
2016 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2017 YEAR-TO-DATE OTHER FUNDS	\$859.00	\$725.00
2017 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$211,091.46	\$26,775.00

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



PERSONNEL DEPARTMENT

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. ROBERT HAWORTH
FROM: MR. DOUGLAS THORNE
DATE: DECEMBER 20, 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:

Lauren Phipps	Roosevelt/Special Education
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- c. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective December 20, 2016:

Tracey Kizyma-Whitmyer	Principal Elect, Mary Beck Elementary
Wesley Molyneaux	Director of Technology Integration
Denise Wappes	Director of Data and Assessments

CLASSIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective December 20, 2016:

Brenda Kolbe	Director of Communication
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- b. **Resignation** – We report the resignation for the following classified employees:

Dinita House-James Began: 12/17/14	Beck/Paraprofessional Resign: 1/6/17
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Shari Mathews Began: 8/15/16	Transportation/Bus Driver Unassigned Resign: 12/16/16
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