

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

May 23, 2017

CALENDAR

May	23	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	23	Immediately following	Executive Session, J.C. Rice Educational Services Center
May	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jun	13	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	13	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jun	13	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	20	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	27	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	27	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jun	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER/PLEDGE
- B. INVITATION TO SPEAK PROTOCOL
- C. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Central High School  
Memorial High School
- D. STUDENT RECOGNITION  
Bookmark Art Contest Winners  
Kindness Calendar Art Contest Winners  
  
STUDENT RECOGNITION  
Good Behavior Winners
- E. MINUTES  
May 9, 2017 – Public Work Session  
May 9, 2017 – Regular Board Meeting  
May 16, 2017 – Public Work Session
- F. 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, 2017 – April 30, 2017

Fund Loans – The Business Office reports on fund loans made at the end of April 2017.

Budget Timeline – A timeline for the 2018 Budget is provided for Board review.

Extra Curricular Purchases - The Business Office seeks Board approval of extra-curricular purchase requests.

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

G. NEW BUSINESS

Proposed New Board Policy 3214.04ACS – Professional Boundaries Between Employees and Students - The administration presents proposed new Board Policy 3214.04ACS – Professional Boundaries Between Employees and Students for initial consideration.

Proposed Revised Board Policy 3422.06S – Secretarial/Business Compensation Plan. The administration presents proposed revisions to Board Policy 3422.06S – Secretarial/Business Compensation Plan and asks to waive 2<sup>nd</sup> reading.

Grant Approval – It is recommended the Board approve submission of grants as recommended by the administration.

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

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.

I. INFORMATION AND PROPOSALS

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

May 9, 2017

Monger Elementary School, 1100 E. Hively Avenue, Elkhart – 4:30 p.m.

Time/Place

Board Members  
Present:

Susan C. Daiber  
Karen S. Carter  
Douglas K. Weaver

Rodney J. Dale  
Glenn L. Duncan  
Carolyn R. Morris  
Jeri E. Stahr

Roll Call

ECS Personnel Present:

Tony England  
Tony Gianesi  
Rob Haworth

Dawn McGrath  
Kevin Scott  
Doug Thorne  
Bob Woods

The Board toured the building led by April Walker, principal, and Tony Gianesi, chief operating officer. Tony England, Assistant Superintendent of Student Services, provided an update on School Without Walls. In respond to Board request, Mr. England will present an update on the program at a future Board meeting. The Board also discussed the possible purchase or lease of the CTS building and agenda items for the regular Board meeting.

Topics  
Discussed

The meeting adjourned at approximately 6:30 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Susan C. Daiber, President

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Rodney J. Dale, Member

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Karen S. Carter, Vice President

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Glenn L. Duncan, Member

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Douglas K. Weaver, Secretary

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Carolyn R. Morris, Member

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Jeri E. Stahr, Member

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

May 9, 2017

Monger Elementary School, 1100 E. Hively Avenue, Elkhart – at approximately 7:00 p.m.

Place/Time

Board Members Present:	Susan C. Daiber Karen S. Carter Douglas Weaver	Rodney J. Dale Glenn L. Duncan Carolyn R. Morris Jeri E. Stahr
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Roll Call

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

Call to Order

Mrs. Daiber discussed the invitation to speak protocol.

Superintendent's Student Advisory Council (SSAC) representatives introduced themselves: Ty Windy, a freshman from Central High School (CHS) participates in baseball, cross country, basketball and band. Mr. Windy reported on the following activities: the orchestra was a state finalist; the cardboard boat races were last Friday; a two day NIC track meeting is underway; baseball coach Steve Stutsman got his 300<sup>th</sup> career on Saturday against Angola; AP testing is on-going this week; the Best Attitude luncheon is Friday; and 44 students will graduate from Ivy Tech on Thursday through the dual credit program. Tyler Lehner, a freshman from Memorial High School (MHS), is the quarterback of the football team, and runs both track and unified track. Mr. Lehner congratulated Board President, Susan Daiber, on winning the cultural cook-off hosted by the SSAC with her Italian mushroom lasagna. In sports this week the varsity track team travels to Warsaw, junior varsity will compete in a Northern Lake Conference (NLC) meet hosted at Memorial, the unified track meet at Warsaw, last baseball game is on May 22<sup>nd</sup>, girls' tennis team heading to NLC tournament, and the softball team has two games this week. Mr. Lehner commented on the seniors being very busy in their last few weeks of school including senior awards and 'grad walks' at the elementary schools.

SSAC  
Representatives

Jeff Komins, energy education specialist/elementary activities, reported on the building audit performed on Friday, May 9<sup>th</sup> at Monger Elementary School. Mr. Komins reported 80% of the areas were in compliance and received 'Thanks for Saving Energy' stickers. Monger is consistent with their shutdown procedures and recently broke their school record with a cost avoidance of \$5,368. Current cost avoidance district-wide is ahead of last year. Total program cost avoidance is at 27.1% which is valued at \$8,216,362. Mr. Komins congratulated the staff on their continued efforts to save energy.

Energy Report

April Walker, principal, Monger Elementary School, had the following students introduce themselves and present information about the school: Brianna Davis – students are proud to be Monger Mustangs; Paola Vazquez – more than 80% of the student population is made up of minority groups; Lucy Kreider – 92% of the students receive free or reduced lunches; Hayden Dinehart – Monger has the highest percent in the district of students on free and reduced lunch who passed both ELA and math on ISTEP; Carlos Adame – highest percentage of English Language Learners who passed both ELA and math on ISTEP in the district; and Cyanna McKnight – Monger's African American student population led the district with highest passing percent in ELA, highest passing percent in math, and highest percent of students who passed both ELA and math on ISTEP. Mrs. Walker credits the success to the outstanding teachers and support staff, the shared belief that all students can and will learn, and the 21<sup>st</sup> Century Learning Clubs. Mrs. Walker introduced all of her staff. Students then demonstrated some of the equipment made available for STEM clubs through a supplemental grant of over \$60,000 awarded in the spring. The 21<sup>st</sup> Century Learning Clubs attributes to the success of Monger students and provides opportunities to make connections and build relationships with the students.

Building Report

By unanimous action, the Board approved the following minutes:  
April 25, 2017 – Public Work Session  
April 25, 2017 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$2,402,789.86 as shown on the May 9, 2017, claims listing. In response to Board inquiry, it was reported Blue Prince, Inc. is a local restaurant supply provider. (Codified File 1617-144)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools: two trial Highlanders from Toyota Motor to be used in the Auto Tech and Collision Repair classes at the Elkhart Area Career Center (EACC), the donor estimates the approximate value of each vehicle at \$20,818; promotional items to ECS from A-One Apparel, Signs, and Designs valued at \$1,073.28; \$5,000.00 from WSBT I Love to Read Challenge to Hawthorne for being named School of the Year to be used for the purchase of stools for classrooms to create reading centers; and \$500.00 from Lippert Components to the CARES program at Osolo to be used for interactive games and creative problem solving activities.

Gift Acceptance

By unanimous action, the Board approved the following extra-curricular purchase requests: from CHS Children's Care for a Little Tykes Tree in the amount of \$3,205.05; and from MHS for choir t-shirts for each choral ensemble to wear as they perform in the annual Spring Sing concert in the amount of \$1,500.00.

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 1617-145)

Fundraiser Approval

By unanimous action, the Board approved the following new course offerings for the 2017-2018 school year in accordance with Board policy. New courses include: Agribusiness Management/HS5002 and Agriculture Power, Structure and Technology/HS5088. (Codified File 1617-146)

New Course Offerings

By unanimous action, the Board approved submission of the following grants to Safe Haven/Indiana Criminal Justice Institute for a Bullying Prevention grant for \$31,000 - \$35,000 from ECS; and to Dollar General Literacy Grant for a GrapeSEED Language Literacy grant for \$3,980 from Hawthorne. (Codified File 1617-147)

Grant Approval

By unanimous action, the Board approved an overnight trip request for CHS Future Problem Solvers to travel to LaCrosse, WI on June 8 - 11 to compete in the International Competition for Future Problem Solvers.

Overnight Trip Requests

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 9, 2017 listings. (Codified File 1617-148)

Conference Leaves

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

Personnel Report

Administrative appointment of Micah Lambert, principal at Feeser, for the 2017-2018 school year.

Administrative Appointment

<p>Retirement of two (2) certified staff members at the end of the 2016-2017 school year with years of service in parenthesis:  Elaine Dulaney - math at Memorial (16)  Gayle Wise - interventions at Woodland (22)</p>	Certified Retirement
<p>Resignation of the following three (3) certified staff members at the end of the 2016-2017 school year:  Jacqueline Collins - grade 6 at Monger  Megan Fitz - grade 2 at Pinewood  Brittany Sears - grade 1 at Beck</p>	Certified Resignation
<p>Personal leave for certified staff member Steven McGrath, math at West Side, beginning 8/15/17 and ending 6/6/18.</p>	Personal Leave
<p>Maternity leave for the following two (2) certified staff members, on dates indicated:  Penelope Lambdin – grade 3 at Beardsley, beginning 5/25/17 and ending 5/26/17  Hannah Rohrer – grade 2 at Beck, beginning 5/5/17 and ending 5/26/17</p>	Maternity Leave
<p>Retirement of following five (5) classified employees, on dates indicated, with years of service in parenthesis:  Mary Ann Bloomingdale - secretary at Food Service Administration, 7/6/17; (15)  Deborah Kratzer - food service at Feeser, 6/1/17; (18)  Timothy Lockhart - assistant supervisor at Transportation, 6/1/17; (13)  Debra Simons - food service at Memorial, 5/30/17; (22)  Barbara Vargo - paraprofessional at Eastwood, 5/26/17; (22)</p>	Classified Retirement
<p>Resignation of the following seven (7) classified employees effective on dates indicated:  Carrie Conway - paraprofessional at West Side, 5/5/17  Mayra DeLuna Aguilar - food service at Pierre Moran, 5/26/17  Robin Truman - food service at Central/Monger, 4/25/17  Jessie VanKalveren - paraprofessional at Hawthorne, 5/26/17  Michael VanKalveren - paraprofessional at Roosevelt, 5/26/17  Jennifer Weldy - registered nurse at Hawthorne, 4/26/17  Bethany Zartman - secretary at Eastwood, 5/26/17</p>	Classified Resignations
<p>Regular employment of the following seven (7) classified employees, who have successfully completed their probationary periods on dates indicated:  Tori Bubac - paraprofessional at Feeser, 4/17/17  Haley Byrd - paraprofessional at PACE, 5/2/17  Nikole Dinehart - paraprofessional at Monger, 5/2/17  Robert Klinger - custodian at Beardsley, 4/19/17  Mark Paustian - mechanic at Transportation, 5/8/17  Kristin Robison - paraprofessional at Eastwood, 5/1/17  Barbara White - food service at Commissary, 5/2/17</p>	Classified Employment

Revision of retirement date for classified employee Cathy Spry, paraprofessional at Monger, 4/24/17

Retirement Revision

An audience member asked when will there be some answers to previously asked questions about a breakdown of the costs of the strategic plan. In response, Board president, Susan Daiber, replied it is not the practice of the Board to respond during audience comment periods but did state the current projects being considered would not exceed \$40 million. Superintendent Robert Haworth added professional development expenses come from other funding sources.

From the Audience

An audience member spoke regarding components of the strategic plan including specifics as to expenses of entire plan, training, timeline, and public input. Asked the Board to take more time and reconsider consolidating the high schools.

From the Audience

An audience member spoke regarding the strategic plan, asking for examples of other pathway schools, staff training, and stated never surveyed except for the one regarding the school calendar.

From the Audience

An audience member asked the Board to please slow down and reconsider the plan. Is in support of pre-K and 6-8 grade concept, and pathways but not the high schools merging. Concerns regarding lengthy travel time for Bristol students. Stated teachers need more support. Does not feel the plan was well thought out.

From the Audience

An audience member stated support of the Board, their decision making process, and the strategic plan. Appreciates the time and effort put in to the plan.

From the Audience

An audience member recognized the Board's ability to adapt the plan for the best interest of the children. Clarified the OneElkhart page is not a district page but is made up of a community group in support of the strategic plan.

From the Audience

Board member Glenn Duncan stated that in the 26 years he has been a Board member, never has the Board passed a budget that was not balanced. Even with major construction projects at Beck, Osolo and Bristol the tax rate has remained consistent. Mr. Duncan stated he takes offense to statements regarding the plan was not 'thought out', when the Board worked on developing the plan for more than one and one half years. The plan was voted on, approved, and will go forward as designed.

From the Board

Board member Rodney Dale restated the strategic plan was voted on last year. Mr. Dale added no one will lose out, the need to accept change, and the fact no one group will be 100% satisfied.

From the Board

Board member, Karen Carter, clarified the two votes taken in the past include the adoption of the strategic plan and the adoption of the 1028/Preliminary Determination/Reimbursement Resolution for the 2018 High School Renovation Project bond in the of \$10 million. The \$40 million cost previously mentioned did not refer to the adopted resolution, and may be reduced by some of the changes at the middle schools.

The meeting adjourned at approximately 8:25 p.m.

APPROVED:

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Susan C. Daiber, President

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Karen S. Carter, Vice President

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Douglas K. Weaver, Secretary

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Rodney J. Dale, Member

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Glenn L. Duncan, Member

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Carolyn R. Morris, Member

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Jeri E. Stahr, Member

From the Board

Adjournment

Signatures

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

Elkhart Community Schools  
Elkhart, Indiana

May 16, 2017

North Side Middle School, 300 Lawrence Street, Elkhart – 7:00 a.m.

Board Members  
Present:

Susan C. Daiber  
Karen S. Carter

Rodney J. Dale  
Glenn L. Duncan  
Carolyn R. Morris  
Jeri E. Stahr

Absent

Douglas K. Weaver

ECS Personnel Present:

Tony Gianesi  
Rob Haworth  
Dawn McGrath

Kevin Scott  
Doug Thorne

The Board discussed the status of the petition/remonstrance process. Sara Jackowiak, principal of North Side, and Tony Gianesi, Chief Operating Officer, guided a walk-through of the building. The Board also discussed the recent meeting with City officials regarding the school crossing guards.

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

APPROVED:

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Susan C. Daiber, President

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Rodney J. Dale, Member

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Karen S. Carter, Vice President

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Glenn L. Duncan, Member

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Douglas K. Weaver, Secretary

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Carolyn R. Morris, Member

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Jeri E. Stahr, Member

Time/Place

Roll Call

Topics  
Discussed

Adjournment

Signatures



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DR. DAVID BENAK** *DRB*

**DATE: MAY 10, 2017**

**RE: DONATION APPROVAL - EACC**

Ivy Tech Community College has donated 12 new Honda engines be used in our Recreational & Mobile Equipment class.

Jaime Stith, our Automotive Technology instructor, reports these engines will be useful in our Small Engine Repair class and they 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:

Ivy Tech Community College  
Mr. Ed Herendeen  
220 Dean Johnson Blvd.  
South Bend, IN 46601



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO:** DR. ROB HAWORTH  
**FROM:** WILLIAM KOVACH *WKovach*  
**DATE:** MAY 11, 2017

**GIFT APPROVAL – INSTRUCTIONAL LEADERSHIP**

Ms. Frances Fraser has donated stationery paper and picture paper to the students in the art programs at the Elkhart Area Career Center. Ms. Fraser valued the paper at \$100.00.

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

Ms. Frances Fraser  
22784 Chestnut Lane  
Goshen IN 46528

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ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DR. DAVID BENAK** *DRB*

**DATE: MAY 18, 2017**

**RE: DONATION APPROVAL - EACC**

Morrison Industrial Equipment has donated a 2001 Caterpillar Model GC25 Ser# AT82D00164 fork lift, with an owner estimated approximate value of \$2,500.00, to be used in our Recreational & Mobile Equipment class.

Ryan Gortney, our Motorcycle/Outdoor Power Technology Instructor, reports this fork lift will be useful in our Small Engine Repair class and it 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:

Morrison Industrial Equipment  
Phil Haarer Branch Manager  
2988 Paul Drive  
Elkhart, IN 46514



**ROOSEVELT STEAM ACADEMY**

201 WEST WOLF AVENUE • ELKHART, IN 46516

PHONE: 574-295-4840



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: May 4, 2017  
TO: Dr. Rob Haworth  
Board of School Trustees  
FROM: Principal  
RE: Donation Approval

Donation of one (1) Malmark Handchime “G5”. Elkhart Community Schools owns a 3-octave Malmark Handchime set that is being used at Roosevelt STEAM Academy. However, the G5 chime is missing. Mrs. Chris Beyer purchased and is donating a Malmark Handchime “G5” to complete the set. It is to be kept as part of the now complete set. The chime is valued at \$45.

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:

Chris Beyer  
30687 Raintree Drive  
Granger, IN 46530

# **MONTHLY FINANCIAL REPORT**

**April 2017**

The attached Financial Report contains several sections. Following is a brief description of each which should assist you in reviewing the financial activity for the month.

## **Page 2 - ACCOUNT BALANCES / INVESTMENT DETAIL**

Ending balances in each bank account are shown. Funds which are invested are detailed. Interest rates and maturity dates are shown for each investment. Investments are made in accordance with I.C.5-13-1 and State Board of Accounts direction which requires that competitive quotations be solicited for funds invested.

## **Page 3 - UNENCUMBERED PERCENTAGES**

General Fund unencumbered percentages are shown for the year to date. These percentages can be compared with percentages from the same period for the past five years as well as the five year average. The unencumbered percentage reflects the balance in the General Fund after deducting expenditures for the year to date and funds obligated on purchase orders.

## **SUPPLEMENTARY PAGES - RECEIPTS AND EXPENDITURES**

The supplementary pages detail financial balances, monthly activity, and year to date totals for each fund of the school corporation.

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**April 2017**

**PETTY CASH** \$ 500.00

**GENERAL ACCOUNTS:**

Lake City Bank	10,464,006.24
Lake City Bank - Merchant Account	-
Teachers Credit Union	2,897,163.82
BMO Harris Bank (UMR insurance)	407,420.00

**SCHOOL LUNCH ACCOUNTS:**

Lake City Bank	(1,030,395.99)
Change Fund	2,010.00

**TEXTBOOK RENTAL ACCOUNTS:**

Chase Bank	2,075,092.37
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**PAYROLL ACCOUNTS:**

Lake City Bank - Payroll Account	-
Lake City Bank - Flex Account	50,342.75
Teachers Credit Union-Payroll Account	-
Teachers Credit Union - Flex Account	11,799.13

**INVESTMENTS:**

Certificate of Deposit	-
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**\$ 14,877,938.32**



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**To: Kevin Scott**

**From: Erica Purvis**

**Date: May 16, 2017**

**Subject: Temporary Inter-fund Loans**

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**The following temporary inter-fund loans have been executed effective 4/30/2017:**

\$720,000.00 from Fund 0420 Bus Replacement Fund to Fund 0350 Capital Projects Fund

\$153,000.00 from Fund 0420 Bus Replacement Fund to Fund 0160 Referendum Tax Levy Fund

**ELKHART COMMUNITY SCHOOLS**  
Elkhart, Indiana

May 23, 2017

TO: Board of School Trustees  
Dr. Haworth

FROM: Kevin Scott

SUBJECT: 2018 Budget Timeline

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The Indiana Department of Local Government Finance (“DLGF”) annually issues a budget calendar for all taxing units. New to the budget process is the DLGF must provide schools an estimate of the maximum permissible tax levy for the ensuing year no later than July 14<sup>th</sup>. No later than July 31<sup>st</sup> the DLGF is to provide each taxing unit an estimate of the amount each unit’s property tax distributions will be reduced in the ensuing year due to circuit breaker credits. To facilitate improved information, the DLGF is now requiring reporting estimates from public school districts in the first week of June. As a result of information coming to us later than ever before, the attached budget timeline reflects a start to the process that is one month later than our historical timeline. The timeline as presented allows Elkhart Schools to adopt a budget prior to the mandated deadline of November 1<sup>st</sup>, 2017.

Please feel free to call me if you have any questions concerning the schedule or the process described in the timeline document. You can reach me at 262-5553.

**ELKHART COMMUNITY SCHOOLS  
2018  
BUDGET TIMELINE**

June 28, 2017	DOE Budget Workshop at Warren Performing Arts Center
July 25, 2017	Budget Draft Review (Debt Service Fund, Pension Debt Service Fund, Referendum Debt Service Fund, Capital Projects Fund, Transportation Operating Fund, Bus Replacement Fund, Referendum Operating Fund and proposed plans for Capital Projects and Bus Replacement) @ 5:30 p.m. Work Session
August 22, 2017	Budget Draft Review (General Fund and updates for other funds) @ 5:30 p.m. Work Session
September 25, 2017	Provide Notice of Public Hearing for proposed Capital Projects Plan and Bus Replacement Plan to Newspapers
September 26, 2017	Present 2018 Budget, Bus Replacement Plan, CPF Plan Forms 1 – 4b to Board Approval from Board to Advertise 2018 Budget, Bus Replacement Plan, CPF Plan Approval to Hold Public Hearing on Budget, Bus Replacement Plan, CPF Plan
September 29, 2017	Submit Budget Notice to Taxpayers through Gateway (DLGF) System (October 12 <sup>th</sup> is the last day to submit such notice)
September 29, 2017	Notice of Public Hearing (of proposed Capital Projects Plan and Bus Replacement Plan) (Must be at least 10 days before the Public Hearing)
October 10, 2017	Public Hearing – Budget, Bus Replacement Plan, CPF Plan (Last day for public hearing on Budget, Bus Replacement Plan, CPF Plan, October 20 <sup>th</sup> )
October 24, 2017	Board Adoption (Last day for Budget, CPF, and Bus Replacement Plan adoption, November 1 <sup>st</sup> ) Resolution – Adopt 2018 Budget Resolution – Adopt 2018 School Bus Replacement Plan Resolution – Adopt 2018 CPF Plan
October 25, 2017	Publish Notice of Adoption of CPF Plan
October 27, 2017	Adopted, signed copies of Budget/Capital Projects Fund Plan to County Auditor: 2 sets, including 1 set Original Proofs of Publication
November 6, 2017	Obtain County Auditor Certificate of No Remonstrance Concerning CPF Plan



BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DR. ROBERT WOODS**

**DATE: MAY 18, 2017**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
PMMS Extra Curricular ID	ID Lanyards	\$2,024.50



PIERRE MORAN MIDDLE SCHOOL

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: SCHOOL BOARD**  
**FROM: PIERRE MORAN MIDDLE SCHOOL**  
**DATE: MAY 15, 2017**

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**RE: LANYARD PURCHASE APPROVAL**

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Pierre Moran Middle School's Athletic Department is requesting approval to purchase 1,100 ID lanyards from Pfister Promotions Inc. of Elkhart in the amount of \$2,024.50 to be paid out of Pierre Moran's Extra Curricular ID account.





BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DR. ROBERT WOODS**

**DATE: MAY 18, 2017**

**SUBJECT/ EXTRA CURRICULAR PURCHASE**

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The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
WSMS Extra Curricular	Memory Bench	\$1,500.00

**Elkhart Community Schools**  
Proposed School Fundraising Activities  
May 23, 2017 Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Central Athletic Department	Golf package sale. An e-mail will be sent out to Central Staff inviting them to purchase a coupon book with discounts at 20 area golf courses. A portion of the proceeds will be given back to the athletic program and placed in the athletic fund for future purchases.	5/24/2017-6/9/2017	5/12/2017	Jason Grasty
Central Student Council	Rulli's Give Back Night. Rulli's will give a portion of sales to Central Student Council. Proceeds will be given to a Student Council member's family to help defray medical costs. The Student Council member is battling bone cancer.	5/25/2017	5/17/2017	Jessica Schibley
	<b>Please note the following fundraisers are presented for confirmation only.</b>			

# policy

**BOARD OF SCHOOL TRUSTEES**

PERSONNEL

**ELKHART COMMUNITY SCHOOLS Proposed New 3214.04ACS**/page 1 of 2

## PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

All Elkhart Community Schools' employees are expected to observe and maintain professional boundaries between themselves and students. This expectation applies during the regular school day and at all other times. Elkhart Community Schools' employees who observe behaviors such as those listed in this policy are required to promptly notify the building principal unless the conduct relates to the principal; then they should notify the Director of Human Resources or the District Counsel/Chief of Staff. In buildings where there is no principal, the report should be made to the Director of Human Resources or the District Counsel/Chief of Staff.

In the absence of a legitimate professional purpose, the following actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Giving gifts of a personal nature to a specific student, unless approved by the employee's supervisor.
2. Going to a student's home when the student's parent/guardian or a proper chaperone is not present without obtaining prior express permission of a school administrator.
3. Taking a student on an outing without obtaining prior express permission of the student's parent/guardian and school administrator.
4. Giving a student a ride in the employee's personal vehicle, when this is not an expectation of the employee's position, without express permission of the student's parent/guardian or school administrator.
5. Using email, text messaging, online social networks, instant messaging, or other means of electronic communication to discuss with a student a matter not pertaining to the student's homework, class activity, school club, or other school sponsored activity.

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6. Allowing a specific student to engage in misconduct not tolerated from other students.
7. Granting the student special favors not given to other students.
8. Discussing with a student the employee's problems which would normally be discussed with adults (e.g., marital problems, medical conditions, etc.).
9. Making repeated physical contact with a student when the contact has no apparent professional purpose.
10. Telling sexual jokes to a student.
11. Discussing sexual topics not related to a specific curriculum with a student.
12. Showing sexually inappropriate materials or objects to a student.
13. Making any sexual advances – verbal, written, or physical – towards a student.
14. Engaging in sexual activity, a romantic relationship, or dating of a student.

The foregoing is a non-exclusive list of actions which, in the absence of a legitimate professional purpose, will be regarded as a violation of the professional boundaries that Elkhart Community Schools' employees are expected to maintain. Any failure to maintain professional boundaries with a student may be regarded as a professional boundary violation and as an act of misconduct that may result in the employee being subjected to disciplinary consequences up to and including suspension without pay and termination of employment.

May 22, 2017

# policy

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## SECRETARIAL/BUSINESS COMPENSATION PLAN

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

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6	V
1	0 – 55 days	11.55	11.74	11.97	12.18	12.48	12.79	13.11	13.60	14.05	16.30
2	55 days – 1 year	11.83	12.07	12.35	12.63	13.07	13.50	13.94	14.39	14.84	17.09
3	1 year plus	12.18	12.49	12.79	13.11	13.55	14.01	14.34	14.79	15.30	17.55
4	2 years plus	12.63	13.07	13.50	13.94	14.32	14.69	15.10	15.54	16.02	18.27
5	3 years plus	13.11	13.53	13.94	14.34	14.84	15.39	15.90	16.37	16.83	19.08
6	4 years plus	13.94	14.32	14.69	15.10	15.58	16.13	16.66	17.13	17.58	19.83
7	5 years plus	14.34	14.84	15.39	15.90	16.52	17.15	17.75	18.20	18.67	20.92

\*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

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## Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

## Classifications

V	Secretarial	Business
		Certified Payroll Assistant Classified Payroll Assistant Classified Human Resources Assistant
IV.	Secretarial	Business
	<b>Board of School Trustees</b> Director of Career & Technical Ed. High School Principal	Building Services Office Manager Payroll Assistant Director of Business Operations Insurance EACC – WVPE Office Manager Director of Transportation Mail Room/Duplicating
III.	Secretarial	Business
	EACC Director of Community Ed EACC Principal EACC Central Office/Guidance/Accounting Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals Elkhart Academy Building Services Student Services Secretary (5 positions) Secretary/Human Resources Data & Communications Receptionist Library Services (CO) *Federal Programs	Business Office/Purchasing Cafeteria Computer Operator/Bus Garage Building Services-Textbook Coordinator Director of Food Services
II.	Secretarial	Business
	<b>Board of School Trustees Assistant</b> Adult & Community Ed. Data Entry Adult & Community Ed. Receptionist Office Assistants High School Assistant Principal High School Media Center Middle School Assistant EACC Supervisor of Career & Technical Education	EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS)

\*Subject to reclassification if this position becomes funded from the General Fund.

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There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a sixty-three (63) calendar-day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case the transferred secretary may be placed at her/his present step position by the Director of Personnel.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose

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reclassification of secretarial positions.

D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools would qualify for such.

<u>Years Regularly Employed in Elkhart Community Schools</u>	<u>Hourly Increment</u>
five (5) or more, but less than ten (10)	\$.20
ten (10) or more, but less than fifteen (15)	\$.30
fifteen (15) or more, but less than twenty (20)	\$.50
twenty (20) or more	\$.70

Mentor Program

Any secretary who serves as a mentor shall be given a stipend of \$100 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

**Fringe Benefits**

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.

Insurance

Effective January 1, 2015, the Board will pay \$5,500 (for single, full-time coverage), \$4,400 (single, half-time coverage), \$11,000 (for family, full-time coverage) \$8,800 (Family, half-time coverage), or \$11,275 (for family, full-time coverage, both employed) of the premium cost of a group hospitalization and major medical insurance plan, prescription drug and life insurance for all secretaries. The employee may select one or the other plan provided by the Board.

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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.

## Severance Benefits

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

### A. Resignation

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

### B. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section A.

1. As used in this section, "retirement" shall be defined as resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.
2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of

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experience, is age fifty five (55), and has been participating in the group health and life insurance program for at least the last five (5) years, the employee, by paying one hundred percent (100%) of the annual premium until age sixty, and by paying \$1,250 less than one hundred percent (100%) of the annual premium until age sixty five (65), may continue in the group insurance plan until age sixty five (65).

Also this benefit will be discontinued if the retired secretary becomes employed on a full time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies or becomes totally permanently disabled while employed by the Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
5. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.
6. During the month of January, any secretary who has perfect attendance, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500 for each year. Any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

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## Change in Support 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 3413S.

## **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 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 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 (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

## **Absences and Leaves**

### Personal/Family Illness Absence

#### Full-time Secretaries

Full-time secretaries 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 hours equal to two hundred fifteen (215) days as personal illness days.

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## School-year Secretaries

- A. 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.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to one hundred fifty (150) 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.

## All Secretaries

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

## Family Illness Leave

- A. As used in this section, "immediate family" includes a secretary's spouse, child, step-child, sister, brother, mother, father, mother in law, father in law, sister in law, brother in law, grandparent, grandchild, daughter in law, son in law, and any other member of the family unit who is regularly living in the same household as the secretary. "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.
- B. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use five (5) or less days of personal illness to provide such care. This is in addition to

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family illness provisions already provided.

## Job-Related Injury

An employee injured in the performance of his/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**

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

Unused personal leave will accumulate for retirement.

## Secretarial/Business Personal Leave - Procedure

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

For less than 12-month secretaries, except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Fall Recess, Thanksgiving, Winter Recess, Spring Break or Summer Break as defined by the school calendar unless the employee complies with the following procedure:

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- A. Once every five (5) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

For 12-month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

## **Bereavement**

Each regular classified employee 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.

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two hours for an absence, to attend the funeral of a close

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friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

## **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 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 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.

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- 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.

## **Jury and Witness Duty Pay**

### A. Jury Duty

All secretaries 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

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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-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.

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## Holidays and Vacations

### Definitions

- A. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

### Holidays

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

New Year's - two (2) days (See Sec. A.1.)

Martin Luther King Jr. Day

Presidents' Day (See Sec. A.4.)

Memorial Day

Independence Day - two (2) days (See Sec. A.2.)

Labor Day

Thanksgiving - two (2) days See Sec. A.3.)

Christmas - two (2) days (See Sec. A.1.)

- 1. During the winter break (when schools are closed) four (4) days will be allowed as follows:

- a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both, December 24 or

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December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both, December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.

- b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one of these days, in which case an alternate day will be determined.
  2. 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.
  3. Thanksgiving Day and the day following will be paid holidays.
  4. Presidents' Day will be a paid holidays.
- B. School-year classified employees 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 - two (2) days

(See Sec. A.3.)

Christmas - two (2) days (if celebrated on a weekend, it will be paid holiday on the Friday preceding or the Monday following:

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## Vacations

- A. ~~A full time employee, who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.~~  
A full-time employee, who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay **during** the calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. **Vacation benefit may not be utilized prior to accrual and approval from Administrator.**
- B. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. ~~For purposes of computing an employee's number of years of service in the school corporation, a school year employee who subsequently changes to full time employee status will have the number of paid hours as a school year employee divided by 2080 to obtain the~~

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~~number of years of school corporation service to be used in determining the working days vacation which such full time employee is entitled to receive under this policy. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a 12-month position will be granted years of service based on the following conversion formula.~~  
*NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

*The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a 12-month position. The total number of equivalent years will be rounded up to nearest whole number.*

*The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.*

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.

When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. A school-year employees will not be entitled to paid vacation days.

# policy

**BOARD OF SCHOOL TRUSTEES**  
**ELKHART COMMUNITY SCHOOLS**

PERSONNEL

Proposed Revised 3422.06S/page 18 of 18

~~March 28, 2017~~ May 22, 2017

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.
Believe in Reading	Believe in Reading Foundation <a href="http://www.believeinreading.org/mission/">www.believeinreading.org/mission/</a>	Adult Education/Community Education	Darcey Mitschelen	\$10,000.00	Funds will be used to develop a reading resource center within the family literacy program. Funds will be overseen by Darcey Mitschelen, program manager.	The Community Goals from the Strategic Plan calls for the dedication towards the creation of a vibrant community. The Family Literacy program will provide exposure and access to tools and resources that will promote reading for both children and parents. The Program will support through its reading activities ECS initiatives such as 21st Century, Bully Prevention, PRIDE, and the Culture Series. Collectively, deepening the vision of ECS to provide unmatched academic opportunities for our students and our community.	Books and reading materials \$8100 Shelving \$1900

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: EACC

Class/Group: Skills USA

Number of Students: 20

Date/Time Departing: 6/19/2017 9:00am

Date/Time Returning: 6/24/2017 12:00pm

Destination: Louisville KY  
City State

Overnight facility: Holiday Inn Express & Suites Downtown

Mode of Transportation: Activity Buses

Reason for trip: National Leadership Conference

Students placed 1<sup>st</sup> in the State of Indiana and are now going to the National competition

Names of chaperones: Ryan Gortney, Angee Gortney, Amber Kosar, Nicole Dyer, Kenneth Helbling, Justin Wiard, Jamie Stith, Bob Bailey, Amy Stutzman, Larie Hund-Schieber, Michele Zachary, Cassie Conrad, Kathy Overholt

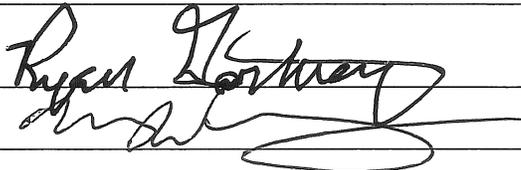
Cost per student: \$150.00

Describe Plans for Raising Funds or Funding Source: Help students as needed

Plans to defray costs for needy students: Help students as needed

Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor



Signature of Principal:

Date: 5-10-17

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

Approval of Assistant Superintendent:



Date: 5/15/17

Approval by Board:

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

November 11, 2009

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: May 16, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. David Benak  
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant  
 May 23, 2017 - Board of School Trustees Meeting

2016 - 2017 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>IACED Summer Conference</b></p> <p>IACED Summer Conference is for local and statewide leaders regarding CTE. I am one of the workplace specialist instructors for the state. I also oversee the EACC vision and process and need to keep up with the latest progress in Indiana.</p> <p>Nashville IN                      June 12-14, 2017                      Bill Kovach (0-0)</p> <p>Leadership</p>	\$814.16	\$0.00
<b>TOTAL</b>	<b>\$814.16</b>	<b>\$0.00</b>
2016-17 YEAR-TO-DATE PERKINS FUNDS	\$25,767.26	\$3,855.00
<b>GRAND TOTAL</b>	<b>\$26,581.42</b>	<b>\$3,855.00</b>

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: May 18, 2017  
 TO: Dr. Robert Haworth, Superintendent  
 FROM: Dr. Dawn McGrath *Dawn J. McGrath*  
 RE: **Conference Leave Requests**  
**May 23, 2017 - Board of School Trustees Meeting**

**The following requests for excused absences are recommended for approval:**

<b>2016 - 2017 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<p><b>CASE TRAINING - ANIMAL SCIENCE SUMMER TRAINING</b></p> <p>This required training will allow me to teach the Animal Science course in the Agriculture program.</p> <p>Beech Grove, IN                      June 4 - 15, 2017 (0 day's absence)                      ERIC JANTZEN - CENTRAL (0-0)</p>	\$4,142.40	\$0.00
<p><b>SCIENCE LEARNING THROUGH ENGINEERING DESIGN WORKSHOP</b></p> <p>This conference will help me develop understanding of the process and content needed to teach science through authentic, inquiry based design units.</p> <p>West Lafayette, IN                      June 12, 2017 (0 day's absence)                      BILLIE JO ETCHASON - EASTWOOD (1-2)</p>	\$236.40	\$0.00
<p><b>PRINCIPALS LEADING BUILDINGS WITH PRE-K</b></p> <p>This conference will offer up-to-date information on early childhood administration, instructional practices, assessment methodologies and beneficial information about the HighScope Preschool Curriculum that will be implemented at Mary Beck next school year.</p> <p>Indianapolis, In                      June 19, 2017 (0 day's absence)                      MEREDITH WARNOCK - ESC (0-0)</p>	\$0.00	\$0.00
<p><b>PROJECT LEAD THE WAY (PLTW) CORE TRAINING</b></p> <p>This training will provide certification to teach PLTW Principals of Biomedical Science and Biomedical Innovations.</p> <p>Indianapolis, IN                      July 9 - 21, 2017 (0 day's absence)                      SCOTT BARNES - CENTRAL (0-0)                      DANIEL LOTH - CENTRAL (0-0)</p>	\$8,921.00	\$0.00
<p><b>NAVIANCE SUMMER INSTITUTE</b></p> <p>This confereence will provide sessions that are designed to provide participants with best practices for driving Naviance adoption among key stakeholders within a school system thus nurturing a culture of Naviance success.</p> <p>Orlando, FL                      July 10 - 13, 2017 (4 day's absence)                      KELLY BERHEIDE - CENTRAL (0-0)                      SARAH FLAGG - CENTRAL (0-0)                      KRISTOFER GRAVENDER - CENTRAL (0-0)</p>	\$12,450.40	\$0.00

<b>2016 - 2017 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
JENNIFER HIGLEY - PIERRE MORAN (0-0) KAREN KIJAK - CENTRAL (0-0) WILLIAM KOVACH - ESC (0-0) MEGAN LEWIS - MEMORIAL (0-0) ALLISON MAKOWSKI - MEMORIAL (0-0) EILEEN MISENER - MEMORIAL (0-0) KRISTA RIBLET - CENTRAL (0-0) REGINA ROBERSON - CENTRAL (0-0) SUMMER RUNYAN - MEMORIAL (0-0) JENNY SUMMERS - MEMORIAL (0-0)		
	<b>\$25,750.20</b>	<b>\$0.00</b>
2016 YEAR-TO-DATE GENERAL FUNDS	\$17,026.09	\$2,545.00
2017 YEAR-TO-DATE GENERAL FUNDS	\$4,782.07	\$95.00
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	\$83,805.10	\$7,670.00
2017 YEAR-TO-DATE ADJUSTMENTS	(\$270.00)	\$0.00
<b>GRAND TOTAL</b>	<b>\$298,549.63</b>	<b>\$33,815.00</b>

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



**HUMAN RESOURCES**

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: MAY 23, 2017**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Retirement** – We report the retirement of the following at the end of the 2016-17 school year:

<b>Jill Slisz</b>	<b>Central/Math</b>	<b>Retire: 05/26/17</b> <b>21 Years of Service</b>
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- b. **Resignation** – We report the resignation of the following employees:

<b>Jennifer Barth</b> Began: 8/17/09	<b>Hawthorne/Art</b> Resign: 5/26/17
<b>Rosalie Bickel</b> Began: 8/15/12	<b>Pierre Moran/Science</b> Resign: 5/26/17
<b>Kimberly Boynton</b> Began: 8/17/00	<b>ESC/Director of Grant Development</b> Resign: 6/8/17
<b>Allyson Cora</b> Began: 8/4/15	<b>Woodland/Grade 3</b> Resign: 5/26/17
<b>Emily DeVincent</b> Began: 8/2/16	<b>North Side/Orchestra</b> Resign: 5/26/17
<b>Janice Joldersma</b> Began: 8/2/16	<b>Beardsley/Special Education</b> Resign: 5/5/17
<b>Jeffery Kreider</b> Began: 8/14/06	<b>Monger/Grade 3</b> Resign: 7/1/17
<b>Kristen Stooksbury</b> Began: 8/4/14	<b>Beardsley/Music</b> Resign: 5/26/17

**CLASSIFIED**

**Classified**

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective May 23, 2017:

**William Drehmel**

**Director of Building Services**

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

**Jalethia Black**  
Began: 08/20/12

**Beck/Roosevelt/Food Service**  
Resign: 05/26/17

**Joan Brzozowski**  
Began: 10/05/16

**ESC/Secretary**  
Resign: 05/12/17

**Bernice Chavis**  
Began: 08/20/12

**Osolo/Food Service**  
Resign: 05/23/17

**Rachel Fletcher**  
Began: 12/05/16

**Hawthorne/Paraprofessional**  
Resign: 05/26/17

**Barbara Gropp**  
Began: 05/02/16

**Bristol/Secretary**  
Resign: 06/01/17

**Christy Jackson**  
Began: 03/16/15

**Memorial/Food Service**  
Resign: 05/18/17

**Rachel Magyar**  
Began: 08/15/14

**Transportation/Bus Driver**  
Resign: 05/09/17

**Brian Prugh**  
Began: 08/15/14

**Transportation/Trainer/Dispatch**  
Resign: 04/26/17

**Jamie Schultz**  
Began: 08/12/16

**West Side/Paraprofessional**  
Resign: 05/26/17

**Kimberly Stoll**  
Began: 08/15/13

**Commissary/Food Service II-B**  
Resign: 05/17/17

**Anthony Zinich**  
Began: 08/09/16

**Woodland/Paraprofessional**  
Resign: 05/26/17

- c. **Termination** – We report the termination for the following classified employee:

**Dennis Brown**  
Began: 03/13/17

**Transportation/Bus Helper**  
Terminate: 05/23/17  
Board Policy 3139.01s



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

**David Salmon**  
Began: 03/13/17

**Transportation/Bus Helper**  
PE: 05/15/17





HUMAN RESOURCES

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. ROBERT HAWORTH**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: MAY 23, 2017**

**ADDENDUM TO PERSONNEL REPORT**

**CERTIFIED**

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective August 1, 2017:

**Eric Chandler**

**Beck/Assistant Principal**

- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2017-18 school year:

**Jeffery L. Wallace**

**West Side/Social Studies**

**Memorial/Head Girls Basketball Coach**

**CLASSIFIED**

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective July 1, 2017:

**Rod Roberson**

**District Director of Co-Curricular and  
Extracurricular Program**