

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

October 23, 2018

CALENDAR

Oct	23	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	23	immediately following	Executive Session, J.C. Rice Educational Services Center
Oct	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	23	immediately following	Executive Session, J.C. Rice Educational Services Center
Oct	26	4:00 p.m.	Executive Session, J.C. Rice Educational Services Center
Oct	27	8:00 a.m.	Executive Session, J.C. Rice Educational Services Center
Oct	31	4:00 p.m.	Executive Session, J.C. Rice Educational Services Center

- A. CALL TO ORDER/PLEDGE
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Central High School
Memorial High School
- E. GIFT ACCEPTANCE - The administration recommends Board acceptance with appreciation of recent donations made to Elkhart Community Schools.
- F. MINUTES
October 9, 2018 – Regular Board Meeting
- G. TREASURER'S REPORT
Consideration of Claims
Financial Report – January 1, 2018 – September 30, 2018
2019 Budget Adoption – The Business Office recommends Board approval of the proposed 2019 Budget, 2019 Capital Projects Fund Plan, and 2019 School Bus Replacement Plan, and other required budget resolutions.
Extra-Curricular Purchase Requests - 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.

Monthly Insurance Update

H. UNFINISHED BUSINESS

Board Policy 5830 – Student Fundraising - The administration presents revisions to Board Policy 5830 - Student Fundraising, as initially presented at the October 9th regular meeting.

I. NEW BUSINESS

Board Policy 5460 – Graduation Requirements - The administration presents revisions to Board Policy 5460 – Graduation Requirements for initial consideration.

Administrative Regulation JC – School District Boundaries – The administration presents revisions to Administrative Regulation JC – School District Boundaries for initial review.

Board Policy 3422.08S – Paraprofessionals’ Compensation Plan - The administration presents revisions to Board Policy 3422.08S – Paraprofessionals’ Compensation Plan and asks to waive 2nd reading.

Board Policy 3422.15S – Permanent Substitute Teachers’ Compensation Plan – The administration presents revisions to Board Policy 3422.15S – Permanent Substitute Teachers’ Compensation Plan and asks to waive 2nd reading.

Grants – The administration seeks Board approval for the submission of grants as recommended by the administration.

Grants – The administration recommends Board acceptance of grants from the Elkhart Education Foundation.

J. 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.

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT



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: October 4, 2018
TO: Mr. Mark Mow
Board of School Trustees
FROM: Dee Wappes, Principal
Shannon Stanley, Volunteer Coordinator
RE: Donation Approval

Roosevelt Steam Academy would like to publicly thank River Oaks Church for their support of our building collaboration by providing two monthly breakfasts for staff PLC. This donation will cover the cost of a staff breakfast on the first Thursday and the second Friday of each month.

We are thankful for River Oaks Church for their continued monthly support of our staff. Thank you for supporting our collaborative efforts to improve instruction and grow our students at Roosevelt.

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:

River Oaks Community Church
58020 Co. Rd. 115
Goshen, IN 46528



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: October 9, 2018

TO: Mr. Mark Mow
Board of School Trustees

FROM: Dee Wappes, Principal
Shannon Stanley, Volunteer Coordinator

RE: Donation Approval

Roosevelt Steam Academy would like to publicly thank River Oaks Church for their overwhelming commitment to our community partnership. During the first 9 weeks of school River Oaks has supported the students, staff, and families in the Roosevelt community through several acts of kindness. A few are listed below:

- Commitment of time and materials needed to create a structured play area on our playground.
- Volunteers spent several weekends in September painting hop scotch, four square, and helicopter on the black top of the playground.
- Donation of a hot dog dinner & dessert for our Back to School Title 1 meeting. This donation covered the costs of hot dogs, chips, drinks, and dessert for our families who attended our Title 1 meeting.
- Providing 100 ice cream cups for our families to enjoy after our monthly parent meeting.
- Providing 80 pumpkins to the first grade classes to use during science investigations and fall fun.

We are thankful for River Oaks Church for their over whelming support of the staff and students at Roosevelt Steam Academy.

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:

River Oaks Community Church
58020 Co. Rd. 115
Goshen, IN 46528

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
October 9, 2018

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.

Place/Time

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

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

Call to Order

Tony Gianesi, chief operating officer, recited the Elkhart Promise.

The Elkhart Promise

Mrs. Carter discussed the invitation to speak protocol.

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): four doe board goats from Marge Newton-Skaggs and Newton Farms to the ACCELL program at the Elkhart Area Career Center (EACC); \$705 and school supplies valued at \$300 from Dr. Mark Lindholm and Natural Health Family Chiropractic to the special education, intense programs, at Memorial; \$1,500 from Northern Indiana Volleyball Association (NIVA) to the athletic programs at Pierre Moran.

Gift Acceptance

By unanimous action, the Board approved the following minutes:

September 25, 2018 – Public Work Session
September 25, 2018 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$5,941,909.17 as shown on the October 9, 2018, claims listing. (Codified File 1819-37)

Payment of Claims

A public hearing on the 2019 Budget, 2019 Capital Projects Plan and 2019 School Bus Replacement Plan was opened. Kevin Scott, chief financial officer, reviewed the budget and plans, outlining the changes taking place in 2019. Mr. Scott responded to an audience question regarding the current tax rate and cap. With no further comments from the audience, the hearing was closed.

Public Hearing – Budget

By unanimous action, the Board approved textbook rental fees for the 2018-2019 school year. After a lengthy discussion, the recommendation was made for future billing to provide more information. Mr. Scott also clarified the term "textbook" is the description dictated for use by the State and not the school district. (Codified File 1819-38)

Textbook Rental Fees

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 1819-39)

Fundraisers

Mr. Gianesi provided the following update on construction projects. A community playground build was recently completed at Beardsley. Builds at Daly, Hawthorne, Eastwood, Osolo, Cleveland, Monger, and Beardsley were made possible by matching grants through Gametime. The construction project for Memorial with a projected completion date of July, 2020 was released to bidders on October 8th. The EACC Annex project is in the development stage with a recommendation for award scheduled for November 13th. The Engineering, Technology, and Innovation project is in the preliminary planning stage with a projected construction start date in the summer of 2019.

Construction Update

Beth Wentland, data and assessment manager, reported on the 2018 ISTEP+ results. Mrs. Wentland discussed various state and district trends, schools with a 5% or more increase, and noted Pierre Moran increased passing rates in both English/Language Arts and Mathematics in both grade levels tested.

2018 ISTEP+ Results

By unanimous action, the Board approved a Memorandum of Understanding between Elkhart Community Schools and Charlotte Mittler regarding the construction of an Advanced Manufacturing Center on property owned by ECS. (Codified File 1819-40)

Mittler Memorandum of Understanding

The Board was presented proposed revisions to Board Policy 5830 - Student Fundraising, for initial consideration.

Board Policy 5830

By unanimous action, the Board approved the recommendation to appoint Kyna Morgan to a four-year term through October 2022, to the Bristol Public Library Board. (Codified File 1819-41)

Bristol Public Library Board Appointment

By unanimous action, the Board approved the submission of the following grants: Bullying Prevention: Move2Stand to United Way of Elkhart County for approx. \$18,000 from Student Services for all secondary schools; Indiana Literacy Early Intervention Grant to the Indiana Department of Education for \$50,436.92 from the district; and Chicago: City of the Century to Target Field Trip Grant for \$700 from Memorial. (Codified File 1819-42)

Grant Submissions

By unanimous action, the Board approved the following overnight trip requests for Central's Blazeline: to travel to Indianapolis on March 8 – 10, 2019, for winter guard international regional contest; to travel to Avon, IN on March 15 and 16, 2019 for the semi-state Indiana Percussion Association competition; and to travel to Indianapolis on March 29 and 30, 2019 for the state Indiana Percussion Association competition.

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 October 9, 2018 listing. (Codified File 1819-43)

Conference Leaves

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

Personnel Report

Employment of the following three (3) certified staff members for the 2018-2019 school year on the dates indicated:

Certified Employment

Richlyn Bigham - music at Monger, 10/1/18
Donna McLaughlin - health at EACC (temporary contract), 10/1/18
Zachary Stone - special education at Memorial, 10/8/18

Resignation of the following two (2) certified staff members effective on the dates indicated:

Certified Resignation

Amy Jordan - grade 2 at Eastwood, 10/19/18
David Pedler - science at North Side, 10/5/18

Employment of the following sixteen (16) classified employees who have successfully completed their probationary period on dates indicated:

Classified Employment

Jamie Burks - social worker at PACE, 10/7/18
Sheila Elswick - food service at Central, 10/7/18
Julia Engle - nurse at West Side, 10/8/18
Sherry Forzley - behavior therapist at ESC, 10/8/18
Diane Kramer - nurse at Daly, 10/8/18
Leslee Gage - social worker at Monger, 10/7/18
Victoria Marian-Amariutei - paraprofessional at Bristol, 10/8/18
Kenneth Peterson - support technician at Technology, 10/7/18
Kelsey Rockstroh - nurse at Feeser, 10/8/18
Tiffany Rush - secretary at Memorial, 10/9/18
Chloe Shaw - speech language pathologist assistant at Osolo, 10/8/18
Jodee Shaw - paraprofessional at Roosevelt, 10/8/18
Heather Shelley - social work at Riverview, 10/7/18
Kristin Shide - occupational therapist at Tipton, 10/8/18
Peggy Thomas - food service at Hawthorne, 10/9/18
Teresa Thompson - paraprofessional at Riverview, 10/8/18

<p>Retirement of classified employee, Deborah Swanson, assistant supervisor at Transportation, effective 1/2/19 with 22 years of service.</p>	<p>Classified Retirement</p>
<p>Resignation of the following six (6) classified employees effective on the dates indicated: Tina Allen - custodian at Bristol, 12/12/18 Barbara Anguiano - senior reporter for WVPE, 10/12/18 Erin Rapp - social worker at Daly, 9/24/18 Teresa Sims - bus driver at Transportation, 10/10/18 Patricia Smith - food service at Memorial, 9/22/18 Zachary Stone - paraprofessional at Memorial, 10/5/18</p>	<p>Classified Resignation</p>
<p>Revision of the termination reported on September 25th for classified employee Allyssa St. Germain, bus helper at Transportation, in accordance with Board Policy 3139.01S effective 6/8/18.</p>	<p>Classified Revision</p>
<p>Unpaid leave for classified employee, Sybil Lee, secretary at Pierre Moran, beginning 9/21/18 and ending 10/18/18.</p>	<p>Unpaid Leave</p>
<p>A staff member stated how ECS' educators are here because they care and they are doing the best they can. Asked the Board for continued support of staff.</p>	<p>From the Audience</p>
<p>Mrs. Carter discussed how many times testing has been changed in her 24 years on the Board including the upcoming ILEARN test in the Spring.</p>	<p>From the Board</p>
<p>Mark Mow stated he has always felt Elkhart Community School's staff is very committed and he would 'put it up against any other district'!</p>	<p>From the Superintendent</p>

The meeting adjourned at approximately 8:20 p.m.

APPROVED:

Karen S. Carter, President

Douglas K. Weaver, Vice President

Jeri E. Stahr, Secretary

Susan C. Daiber, Member

Rodney J. Dale, Member

Glenn L. Duncan, Member

Carolyn R. Morris, Member

Adjournment

Signatures

ACCOUNT BALANCES/INVESTMENT DETAIL
September 2018

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank - Deposit Account	15,391,925.73
Lake City Bank - Accounts Payable	(2,470,876.01)
Lake City Bank - Merchant Account	(240.00)
Teachers Credit Union	2,929,446.01
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank - Prepaid Lunch	268,361.50
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,715,921.16
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PAYROLL ACCOUNTS:

Lake City Bank - Payroll Account	(71,842.39)
Lake City Bank - Flex Account	70,498.51

INVESTMENTS:

Certificate of Deposit	-
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\$ 19,243,124.51

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 10/12/2018 9:28:36 AM

Ordinance / Resolution Number:

Be it ordained/resolved by the **Board of School Trustees** that for the expenses of **ELKHART COMMUNITY SCHOOL CORPORATION** for the year ending December 31, **2019** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **ELKHART COMMUNITY SCHOOL CORPORATION**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Board of School Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Board of School Trustees	School Board	10/23/2018

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0022	REFERENDUM FUND - EXEMPT OPERATING - POST 2009	\$4,608,750	\$4,461,489	0.1388
0061	RAINY DAY	\$2,000,000	\$0	0.0000
0180	DEBT SERVICE	\$10,634,181	\$13,123,443	0.4454
0186	SCHOOL PENSION DEBT	\$3,024,154	\$2,722,668	0.0924
0287	REFERENDUM DEBT FUND - EXEMPT CAPITAL - POST 2009	\$1,384,000	\$1,705,993	0.0531
3101	EDUCATION	\$81,156,770	\$0	0.0000
3300	OPERATIONS	\$35,258,759	\$26,381,719	0.8953
		\$138,066,614	\$48,395,312	1.6250

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 10/12/2018 9:28:36 AM

Name		Signature
Karen Carter	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Douglas Weaver	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jeri Stahr	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Susan Daiber	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Rodney Dale	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Glenn Duncan	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Carolyn Morris	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
Jeri Stahr	Secretary	

RESOLUTION TO ADOPT THE 2019
BUS REPLACEMENT PLAN
(20-2305)

This resolution is adopted by the Board of School Trustees of the Elkhart Community Schools, Elkhart, Elkhart County, Indiana:

Whereas a School Bus Replacement Plan has been established; and

Whereas the Board of School Trustees is required under I.C. 20-46-5 to adopt a plan with respect to the School Bus Replacement; and

Whereas the Board of School Trustees held a public hearing on the plan on the 9th day of October, 2018, at 2720 California Road, Elkhart, Indiana;

THEREFORE, BE IT RESOLVED, by the Board of School Trustees that the plan entitled School Bus Replacement Plan for the years 2019 through 2023, is hereby incorporated by reference into this resolution, and is adopted as the Board of School Trustees' plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of School Trustees shall submit a certified copy of this resolution (including the adopted plan and the Calculation Worksheet) to the Department of Local Government as required by I.C. 20-40-7 for approval.

ADOPTED THIS 23rd DAY OF OCTOBER, 2018.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

ATTEST: _____, Secretary
Board of School Trustees, Elkhart Community Schools

RESOLUTION TO ADOPT THE 2019
CAPITAL PROJECTS FUND PLAN
(20-2305)

This resolution is adopted by the Board of School Trustees of the Elkhart Community Schools, Elkhart, Elkhart County, Indiana:

WHEREAS, A School Capital Projects Fund has been established; and

WHEREAS, the Board of Trustees is required under I.C. 20-46-6-5 to adopt a plan with respect to the Capital Projects Fund; and

WHEREAS, the Board of Trustees held a public hearing on the capital projects plan on October 9, 2018, at 2720 California Road, Elkhart, Indiana;

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan for Elkhart Community Schools for the years 2019 through 2021 is hereby incorporated by reference into this resolution, and is adopted as the Board of Trustees' plan with respect to the School Capital Projects Fund.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution (including the adopted plan) to the Department of Local Government Finance as required by I.C. 20-40-8-8 for approval.

ADOPTED THIS 23rd DAY OF OCTOBER 2018.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

ATTEST: _____, Secretary
Board of School Trustees, Elkhart Community Schools

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

TAX NEUTRALITY RESOLUTION

WHEREAS, the School Pension Debt Service Fund has been established for the purpose of budgeting principal and interest payments on pension bond debt authorized under Indiana Code 20-48-1-2,

WHEREAS, Elkhart Community Schools issued debt pursuant to Indiana Code 20-48-1-2 in June 2006;

WHEREAS, Indiana Code 20-48-1-2 provides that a School Corporation shall reduce the total property tax levy for its Operations Fund in an amount equal to the debt service levy approved for the School Pension Debt Service Fund;

WHEREAS, the Indiana Department of Local Finance will determine the total property tax levy reduction amount necessary for the 2019 budget over the course of its budget review process;

THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF ELKHART COMMUNITY SCHOOLS that the Chief Financial Officer is authorized to apply the tax neutrality reduction required under Indiana law to the Operations Fund with the amount to be reported to the Board of School Trustees after it has been approved.

Adopted this 23rd day of October, 2018.

AYE

NAY

ATTEST:

Secretary, Board of School Trustees

Tax Neutrality Resolution

ELKHART COMMUNITY SCHOOLS

RESOLUTION TO REDUCE PROPOSED BUDGET

- (Reduces total budget estimate, Budget Form 4B, Line 1 – 2019)
- (Reduces necessary expenditures, Jul 1-Dec 31, Budget Form 4B, Line 2 – 2018)
- (Reduces Operating Balance, Budget Form 4B, Line 11)
- (Reduces Net Amount to be Raised, Budget Form 4B, Line 16)
- (Reduces Net Tax Rate, Budget Form 4B, Line 17)

WHEREAS, it may be necessary to make reductions in certain existing appropriations, and reductions in the proposed budget estimate, operating balance, net amount to be raised, and/or net tax rates, and

WHEREAS, the exact amount of such reductions will be determined through the budget approval process conducted by the Indiana Department of Local Government Finance.

NOW, THEREFORE, BE IT RESOLVED:

- (1) The Chief Financial Officer is authorized to reduce Budget Form 4B, Lines 1, 2, 11, 16, and 17 in the amounts determined to be necessary through the DLGF budget approval process.
- (2) Said reductions are understood to modify figures and amounts referenced in other budget documents, including Budget Form 3 (Notice to Taxpayers), and Budget Form 4 (Resolution for Appropriations and Tax Rates).
- (3) The Chief Financial Officer is directed to report on the amount of reduction(s) at a regular meeting of the Board of School Trustees.

ADOPTED THIS 23rd DAY OF OCTOBER, 2018:

AYE

NAY

BOARD OF SCHOOL TRUSTEES

ATTEST: _____
Secretary, Board of School Trustees



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**To: MR. MOW
BOARD OF SCHOOL TRUSTEES**

FROM: ROD ROBERSON

DATE: OCTOBER 17, 2018

SUBJECT/ EXTRA CURRICULAR PURCHASE

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EMHS Choir	Dresses and Vests for	\$2,400.00
Extra Curricular	Chorale and Crimson Singers	



ELKHART MEMORIAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MARK MOW, BOARD OF SCHOOL TRUSTEES
FROM: CARY ANDERSON, PRINCIPAL
DATE: 9/20/2018

EXPENDITURE OF EXTRACURRICULAR FUNDS

The purpose of this memo is to request board approval for the expenditure of EMHS extracurricular funds.

The EMHS choir department needs to purchase additional dresses for the Women's Chorale and Crimson Singers and new vests for Crimson Singers and Chamber Choir. (Our current vests were purchased 5 years ago on clearance, so we cannot replace them when they wear out/are damaged/are lost. We no longer have enough usable vests, and have no vests in extended sizes.) **The EMHS choir department is requesting approval to remit \$2400.00 to Tuxedo Wholesaler to purchase new dresses, vests, and ties.**



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: MR. MOW
BOARD OF SCHOOL TRUSTEES**

FROM: ROD ROBERSON

DATE: OCTOBER 17, 2018

SUBJECT/ EXTRA CURRICULAR PURCHASE

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side Band & Orchestra Extra Curricular	111 Polo Shirts	\$1,665.00



WEST SIDE MIDDLE SCHOOL
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514
PHONE: 574-295-4815

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

Date: October 9, 2018

TO: School Board

FROM: Kristie Stutsman, Tim Carnall, James, Keranen

RE: West Side Middle School Band & Orchestra

The West Side Middle School 7th Grade band and orchestra students will again be purchasing shirts to wear as part of their concert uniforms. The cost of the Polo shirts are \$15.00 and the students are paying that fee themselves, unless financially unable. We anticipate ordering approx 111 shirts that cost would be \$1,665, charged to our extra-curricular account. We are requesting permission from the school board to proceed with this order.

Elkhart Community Schools
Proposed School Fundraising Activities
October 23, 2018, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Bristol Social Club	Social Club will sell concessions after school for sports activities. Proceeds will be used for staff activities and funds to support each other during difficult times.	10/24/2018 - 5/30/2018	10/3/2018	Liz Gingerich & Sue Keller
Elkhart Central Dance Marathon	The movie Hocus Pocus will be shown in the evening; food and drinks will also be sold. Proceeds will be go to Riley's Children's Hospital.	10/30/2018	10/4/2018	Rachel Titus
Elkhart Central ElkLogics	A bookfair fundraiser will be held at Barnes & Noble. Proceeds will be used for ElkLogics team parts and other robotic needs.	11/24/2018	10/16/2018	Tracy Korn
	Please note the following fundraiser is presented for confirmation only.			

Medical Plan Experience

September 2018

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 477,682	\$ 975,629	\$ (497,947)	\$ 5,583,529	\$ 7,758,860	\$ (2,175,331)
UMR Rx	\$ 181,461	\$ 123,619	\$ 57,842	\$ 1,321,770	\$ 1,321,096	\$ 674
Rx Rebate	\$ -	\$ -	\$ -	\$ (72,130)	\$ -	\$ (72,130)
Less Amt Above Stop Loss	\$ (1,076)	\$ (35,217)	\$ 34,141	\$ (66,825)	\$ (921,075)	\$ 854,250
Claim Cost Total	\$ 658,068	\$ 1,064,032	\$ (405,964)	\$ 6,766,344	\$ 8,158,882	\$ (1,392,538)
Expected Claim Cost	\$ 893,066	\$ 903,567	\$ (10,501)	\$ 8,259,974	\$ 8,391,959	\$ (131,985)
Claims vs. Expected	\$ (234,998)	\$ 160,465	\$ (1,493,630)	\$ (1,493,630)	\$ (233,077)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 199,179	\$ 215,028	\$ (15,849)	\$ 1,814,469	\$ 1,999,204	\$ (184,735)
Total Cost (Claim + Non-claim)	\$ 857,246	\$ 1,279,060	\$ (15,849)	\$ 8,580,813	\$ 10,158,086	
Enrollment	1,004	1,064		9,286	9,882	
Cost Per Employee Per Month (PEPM)	\$ 853.83	\$ 1,202.12	\$ (924.06)	\$ 924.06	\$ 1,027.94	-10.1%
Paid Claims Per Employee			\$ 728.66	\$ 728.66	\$ 825.63	-11.7%

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

STUDENTS

Proposed Revised 5830/page 1 of 4
(as presented during the 10/9/18 BST meeting)

STUDENT FUNDRAISING

The Board acknowledges ~~that~~ the solicitation of funds by or from students must be limited.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board may permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires ~~that~~ for any fundraiser by student clubs and organizations, as well as by Corporation-support organizations, which involve the sale to students of food items and/or beverages to be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans or SMART snacks guidelines.

Fundraising by approved school support organizations, that is, those organizations whose funds are managed by the Corporation, may be permitted in school by the principal. Such fundraising off school grounds may be permitted by the Superintendent.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

The Board may permit fundraising ~~that~~ which involves any games of chance, such as bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. However, any fundraiser involving games of chance must comply with Indiana law, including obtaining the appropriate license or permits.

Involvement of students under the age of eighteen (18) in fundraisers involving games of chance is limited as follows:

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(as presented during the 10/9/18 BST meeting)

In compliance with I.C. 4-32. 2-5-21, no student under the age of eighteen (18) may play or participate in any of the following types of fundraising events - bingo games, charity game nights, raffle, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. No student under the age of eighteen (18) may sell tickets for any of the following types of fund-raising events - bingo games, charity game nights, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. Students, even those under eighteen (18) years of age, may sell tickets or chances for a raffle.

All other fundraising by Corporation support organizations shall be done in accordance with Board Policy 9211 and Policy 9700.

The Superintendent shall include

A. Philosophy

It is important for Elkhart Community Schools to protect the safety of all students within the district, encourage and support the positive image of Elkhart Community Schools, recognize the increased competition for available contributions to worthy organizations, and avoid the appearance of pressure, intimidation, or annoyance during school sponsored fundraising activities.

B. Guidelines

1. School sponsored fundraising activities should follow certain general guidelines. The activities should discourage door-to-door solicitation, bring people into the schools, provide buyers with fair return for money spent, indicate the school-related purpose for the fundraising event, minimize competition with local businesses, avoid promoting activities contradictory to appropriate educational goals, and allow for direct contributions to individual schools subject to Board approval, as appropriate.
2. This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the School Corporation — be it a specific classroom, grade level, department, school, or curricular

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or extra-curricular activity. For purposes of this policy, “crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraiser for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) which are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Board.

Employees are discouraged from accepting cash donations and or check written out to them as an individual.

The Superintendent shall develop and regularly update a list of approved crowdfunding websites/services, and staff members are permitted to conduct crowdfunding campaigns using one of the approved sites/services only.

C. Procedures

School sponsored fundraisers must have the prior approval of the Board of School Trustees. Administrators seeking the approval of the Board must submit a written request to the Business office which includes the following information:

1. description of the proposed fundraising activity
2. school employee responsible for the fundraising activity
3. school employee responsible for the collection of proceeds from the fundraising activity
4. school employee responsible for the ordering of products, and
5. restrictions (if any) on the use of the proceeds from the fundraising activity

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Subsequent to receipt of the forgoing information, the Business Office will submit the request to the Board of School Trustee for review.

The Superintendent shall distribute this policy to each organization granted permission to solicit funds.

Solicitation by Students or Staff

The solicitation of funds by school classes, organizations, students, or staff is subject to the following:

- A. Solicitation of the public must be approved by the appropriate building principal(s) or the Assistant Superintendent for Instruction for solicitations involving more than one building.
- B. Solicitation of staff by students or students by staff is discouraged.
- C. Solicitation by sale of school pictures, book club programs, class rings, school publications, concessions, and book store items to students on school property requires principal approval.

Fundraising by School Support Organizations

All fundraising activities should be conducted in such a way that the best educational interests of students are served, and the interest of the general public in the quiet enjoyment of home and hearth is preserved. Sections 1(A), 1(B) and 2, above, should be used by School Support Organizations as a guide for their fundraising activities.

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~~June 26, 2018~~ October 23, 2018

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GRADUATION REQUIREMENTS

High School Graduation

In order to graduate from high school, a student shall

- A. complete the number and type of credits in grades 9-12, except as otherwise provided in this policy, required by the Indiana State Board of Education,
- B. be enrolled for at least seven (7) semesters in grades 9-12 and
- C. demonstrate proficiency of the academic standards established by the Indiana State Board of Education and Elkhart Community Schools through satisfactory completion of any one of the following three (3) procedures:
 1. The student achieves passing scores on applicable examinations required by State law and or the Indiana State Board as pre-requisites for graduation;
 2. The student who does not achieve passing scores on required examinations may be eligible to graduate if the student does the following:
 - a. retakes the required examinations in each subject area in which the student has not achieved a passing score at least one (1) time every school year after the school year in which the student first takes the required examinations;
 - b. completes remediation opportunities provided to the student as outlined in Administrative Guideline 5460 Section A(5)(2);
 - c. maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not

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counting against the student's attendance;

- d. maintains at least a "C-" average in the courses comprising the credits specifically required by the Indiana State Board of Education; and
- e. either
 - 1) obtain a written recommendation from a teacher of the student in each subject area of the required examinations in which the student has not achieved a passing score. In order for a recommendation to be valid,
 - a) the principal must concur with the teacher recommendation, and
 - b) the recommendation must be supported by documentation, including the completion of the Evidence-Based Waiver – Core-40 Diploma form or the Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma form, indicating the student has attained the academic standards in the subject area based upon
 - (1) tests other than the required examinations; or
 - (2) classroom work; or
 - 2) Complete
 - a) the course and credit requirements for a general diploma, including the career academic sequence;

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- b) a workforce readiness assessment; and
 - c) at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.
3. Where a student is a child with a disability (as defined in IC 20-35-1-2), the student's case conference committee finds the following:
- a. The student's teacher of record, in consultation with a teacher of the student in each subject area of the required examinations in which the student has not received a passing score, makes a written recommendation to the case conference committee. In order for a recommendation to be valid:
 - 1) the principal must concur with the teacher recommendation; and
 - 2) the recommendation must be supported by documentation, including the completion of the Evidence-Based Waiver – Core-40 Diploma form or the Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma form, indicating the student has attained the academic standards in the subject area based upon
 - a) tests other than the required examinations; or
 - b) classroom work.
 - b. The student meets all of the following requirements:
 - 1) retakes the required examinations in each

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subject area in which the student has not achieved a passing score as often as required by the student's individualized education program;

- 2) completes remediation opportunities provided to the student to the extent required by the student's individualized education program;
- 3) maintains a school attendance rate of at least ninety-five percent (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance;
- 4) maintains at least a "C-" average in the courses comprising the credits specifically required for graduation by rule of the Indiana State Board of Education and Elkhart Community Schools.

D. Additional Requirements for Students with Disabilities

During the student's annual case review held when a student with a disability is enrolled in 8th grade, the case conference committee shall review and discuss with the student's parent (and the student, if appropriate):

1. The types of diplomas available for students to receive in the State of Indiana;
2. The course requirements for each type of diploma; and
3. Employment and career options for the student and the type of academic, technical, and vocational preparation necessary to achieve the employment or career.

The student's IEP must include the type of diploma the student will seek and courses which will allow the student to progress towards the diploma in a timely manner. The Corporation shall not require students with disabilities to complete locally required credits that exceed State credit requirements to receive a diploma unless otherwise required as part of the student's IEP.

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Beginning in grade 9 and in addition to the annual case review, the student's teacher of record shall communicate at least once each grading period with the student's parent concerning the student's progress towards the selected diploma. If the parent requests a meeting with the teacher of record to discuss the student's progress, the teacher must meet with the parent in a timely manner. Such a meeting does not constitute a case conference committee meeting, and a request for such a meeting does not abrogate a parent's right to call for a meeting of the case conference committee at any time.

- E. Otherwise, satisfy all State and local graduation requirements.

Early Graduation

For students fulfilling all graduation requirements as established in Section 1 of this policy in less than seven (7) semesters, a waiver may be requested. An application specifying the circumstances which make the waiver advisable will be submitted to the Superintendent of Schools for his review and approval.

A student qualifying for early graduation by the end of grade eleven (11) is eligible for a state early graduation scholarship subject to the provisions of Indiana statutes. Any student requesting an early graduation may obtain information regarding the scholarship from the guidance department.

Granting Diplomas

- A. Students enrolled in the Corporation shall have the opportunity to earn any type of State diploma approved by the Indiana State Board of Education.
- B. Transfers from Other Districts

Any student, who completes his/her final semester of attendance and has earned at least six (6) credits from an Elkhart high school during this time, may be granted a diploma from an Elkhart high school. That student must also complete all requirements for graduation from high school established by the State of Indiana as described in Section 1 of this policy. The Superintendent may waive the requirement that the student earn six (6) credits from an Elkhart high school if that student has completed all requirements for

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graduation from high school established by the State of Indiana as described in Section 1 of this policy.

C. Transfers within Elkhart Community Schools

Elkhart high schools will grant a diploma to any student who has been in attendance at Elkhart high schools for seven (7) semesters and has completed all other State and local requirements for graduation as described in Section 1 of this policy.

D. Course Completion

Elkhart high schools will grant a Course Completion to a student who satisfies the requirements established in Section 1(A) and (B) of this policy, but who does not meet the academic standards established by the State of Indiana through satisfactory completion of any one (1) of the three (3) procedures established in Section 1(C) of this policy.

E. Certificate of Completion

Upon the recommendation of the student's teacher of record, Elkhart high schools will grant a Certificate of Completion to a child with a disability (as defined in IC 20-35-1-2) who is not eligible to receive a diploma or a Course Completion, but who has completed the four (4) year educational program as established through the student's IEP.

F. Credit for Courses Completed Before Students Enter Grade 9

Credit earned for high school equivalent courses taken before students enter grade 9 will be granted in a manner consistent with Indiana laws, the rules and regulations adopted by the Indiana State Board of Education, and the Elkhart Community Schools.

G. Credit for Courses Completed More Than One (1) Time

1. A student may repeat a high school course in which credit has been earned. Credit for a course required for graduation will only be granted one (1) time, and the highest grade earned will be used to calculate student's GPA.

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2. The student's transcript will show the course each time it was completed and the grade assigned for each completion.
3. Some courses may be taken for multiple credits with all credits contributing to the GPA (e.g. band, choir, etc.).

H. A student who participates in the AFJROTC program may earn an additional PE credit after completing a successful year of AFJROTC.

I.C. 20-26-5-37
I.C. 20-32-4-1 through 10
I.C. 20-35-4-11
511 IAC 6-7.1-4 through 7

~~July 25, 2017~~ October 23, 2018

WOODLAND

- North: ~~West~~East on County Road 6 (neither side) from the John Weaver Parkway to the intersection of County Roads 5; southeast on Edwardsburg Avenue extended (both sides, including all of Zentz Drive but not any of the Bristol Street apartments) to W. Bristol Street; east on W. Bristol Street to Cassopolis Street.
- East: South on Cassopolis Street to Mishawaka Street extended.
- South: West on Mishawaka Street extended to N. Michigan Street; south on N. Michigan Street (both sides) to W. Beardsley Street; west on W. Beardsley Street to Nappanee Street; south on Nappanee Street, west and south excluding Rainbow Bend Boulevard, Aspin Drive and Gruber Lane, to the St. Joseph River; west on the St. Joseph River to a point south of the entrance of the Lexington Industrial Park on old U.S. 20.
- West: North to the entrance of the Lexington Industrial Park on old U.S. 20; east on old U.S. 20 (both sides) to County Road 3; north on County Road 3 (both sides) to County Road 12; west on County Road 12 (both sides) to County Road 101; north on County Road 101 (both sides) to County Road 108; west on County Road 108 (neither side) to County Road 1; north on County Road 1 (neither side) to County Road 8; east to the intersection of County Road 10 and Starner Avenue; north to the intersection of John Weaver Parkway and County Road 6.

NORTH SIDE MIDDLE SCHOOL

- North: East on the state line from Cassopolis Street to a point on State Line Road due north of the intersection of Lake Shore Drive and County Road 4.
- East: South from a point on State Line Road due north of the intersection of Lake Shore Drive and County Road 4 to said intersection: south and east on Lake Shore Drive (~~both~~ neither sides) to a point due north of the intersection of County Roads 15 and 104; south from that point to the intersection of County Roads 15 and 104; south on County Road 15 to Bristol Street (County Road 10); east on Bristol St to a point 135 feet east of the intersection of Meadowbank Drive and Bristol Street (County Road 10); south from that point to the St. Joseph River; west on the St. Joseph River to Main Street; south on Main Street to Prairie Street; south on Prairie Street to Indiana Avenue.
- South: West on Indiana Avenue to Oakland Avenue.
- West: North on Oakland Avenue (neither side) to Franklin Street; east on Franklin Street to the junction of Franklin Street and S. Shore Drive; north to the St. Joseph River; east and north on the St. Joseph River to the Sherman Street Bridge; west on Bower Street (neither side) to Michigan Street; north on Michigan Street (neither side) to Edwardsburg Avenue; northwest on Edwardsburg Avenue extended (neither side - not any of Zentz Drive, but including the Bristol Street Apartments) to the intersection of County Roads 5 and 6; east on County Road 6 (neither side - not any of Merlin Isle or Creekside) to Cassopolis Street; north on Cassopolis Street to the state line.

PIERRE MORAN MIDDLE SCHOOL

- North: East on the state line from a point due north of the intersection of Lake Shore Drive and County Road 4 to the Washington-York Township line.
- East: South on the Washington-York Township line to the Washington-Jefferson township line.
- South: West on the Washington-York Township line to the Washington-Concord Township line; north on the Washington-Concord Township line (County Road 17) to the St. Joseph River; west on the St. Joseph River to Middleton Run Road extended; south on Middleton Run Road to .14 of a mile north of Middlebury Street; east, south, and west on an irregular line back to Middleton Run Road at Middlebury Street (this includes lot one and part of lot two in Fair Acres Addition and adjacent land totaling 8.4 acres.); south on Middleton Run Road to .12 of a mile south of Middlebury Street; west to Hall Manor addition; south to Bryant Street; west to Hall Avenue; south to .25 of a mile south of Middlebury Street; west .33 of a mile to Toledo Road (excluding approximately four acres of land on either side of Rowe Street); west on Toledo Road (neither side) to Outer Drive; north on Outer Drive about 200 feet; east 200 feet and north to Middlebury Street; west on Middlebury Street to the east city limits (approximately in line with Clayton Street and Parker Avenue, including Buildings 300, 500, 700, and 900 in the Woodwind community); south to Indiana Avenue extended; west on Indiana Avenue extended to the Elkhart River; south on the Elkhart River to Clayton Avenue extended; south on Clayton Avenue to Bontrager Avenue; west on Bontrager Avenue extended to DeCamp Avenue extended; north on DeCamp Avenue extended to Hively Avenue; west on Hively Avenue to a point 225 feet east of Benham Avenue; south to approximately 425 feet north of Mishawaka Road; west to Benham Avenue, continue west .2 of a mile on a parallel to Mishawaka Road; north and east to Benham Avenue to include the Biblical Seminary; north on Benham Avenue to Hively Avenue; west on Hively Avenue to Compton Avenue extended; north on Compton Avenue extended to Carlton Avenue; west on Carlton Avenue to 6th Street.
- West: North on 6th Street to Indiana Avenue; east on Indiana Avenue to Prairie Street; north on Prairie Street to Main Street; north on Main Street to the St. Joseph River; east on the St. Joseph River to a point on the river which is due south of a point 135 feet east of the intersection of Meadowbank Drive and Bristol Street (County Road 10); west on Bristol Street (County Road 10) to County Road 15; north on County Road 15 (extended) to Lake Shore Drive; west and north on Lake Shore Drive (both sides) to County Road 4; north from the intersection of Lake Shore Drive and County Road 4 to the Indiana State Line.

WEST SIDE MIDDLE SCHOOL

North: East on the state line from the intersection of the Elkhart-St. Joseph County and the state line to Cassopolis Street.

East: South to the intersection of Cassopolis Street and County Road 6; west on County Road 6 (both sides - including Merlin Isle and Creekside) to County Road 5; southeast on Edwardsburg Avenue extended (both sides - including all of Zentz Drive but not any of the Bristol Street apartments) to Michigan Street; south on Michigan Street (both sides) to Bower Street; east on Bower Street (both sides) to the St. Joseph River; south and west on the St. Joseph River and across the river to the junction of South Shore Drive and Franklin Street; west on Franklin Street to Oakland Avenue; south on Oakland Avenue (both sides) to Indiana Avenue; east on Indiana Avenue to 6th Street; south on 6th Street to Hively Avenue.

South: West on Hively Avenue to Oakland Avenue; north on Oakland Avenue to the north property line of Oaklawn Center; east to the west property line of Southdale Drive; north to the south property line of Sunrise Drive south; west to Oakland Avenue; south on Oakland Avenue to the south property line of the Armory (966 feet north of Hively Avenue); west to 15th Street extended; north on 15th Street extended to Leininger Avenue; west on Leininger Avenue (both sides) to 17th Street; south on 17th Street to an east-west alley extended; west on the alley extended to 18th Street; north on 18th Street to Leininger Avenue, west on Leininger Avenue (both sides) to Nappanee Street; north on Nappanee Street to St. Joseph River; west on the St. Joseph River to the Elkhart-St. Joseph County Line.

West: North on the Elkhart-St. Joseph County line to the state line.

~~February 13, 2018~~ October 23, 2018

policy

PARAPROFESSIONALS' COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for paraprofessionals to be effective January 1, 2018.

Paraprofessionals' Wage Schedule

A. No B.A. or B.S. Degree in Education

Step	ECS Experience as Paraprofessional	Hourly Rate	
		A	B
1	0 days or more, but less than 55 days (Probationary Rate)	10.05	9.51
2	55 days or more, but less than 1 year	10.17	9.87
3	1 year or more, but less than 2 years	10.67	10.39
4	2 years or more, but less than 3 years	11.22	10.89
5	3 years or more, but less than 4 years	11.74	11.38
6	4 years or more, but less than 5 years	12.17	11.81
7	5 years or more, but less than 6 years	12.72	12.32
8	6 years or more, but less than 7 years	13.19	12.80
9	7 years or more	13.74	13.32

B. B.A. or B.S. Degree in Education

Step	ECS Experience* as Paraprofessional *subject to Sections 2-A-5 and 2-B-2	Hourly Rate	
		A	B
1	0 days or more, but less than 55 days (Probationary Rate)	10.79	10.51
2	55 days or more, but less than 1 year	11.22	10.89
3	1 year or more, but less than 2 years	11.74	11.38
4	2 years or more, but less than 3 years	12.17	11.81
5	3 years or more, but less than 4 years	12.72	12.32
6	4 years or more, but less than 5 years	13.19	12.80
7	5 years or more, but less than 6 years	13.74	13.32

Key: Column A = Less than four (4) hours/day employees
Column B = Four (4) or more hours/day employees (In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community School.)

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Explanation of Schedules

A. Paraprofessional with no B.A. or B.S. Degree

1. An employee who does not possess by January 1 of each year a Bachelor of Arts or Bachelor of Science degree in education from an accredited four year college or university shall be classified as a "paraprofessional" and shall be paid a wage in accordance with the Wage Schedule, pursuant to Paraprofessionals' Wage Schedule-A of this Policy.
2. Any paraprofessional with thirty (30) or more but less than ninety (90) semester hours credit as described in part 4 of this section shall be placed on Step 3 of the salary schedule after successful completion of probationary employment.
3. Any paraprofessional with ninety (90) or more semester hours credit as described in part 4 of this section shall be placed on Step 4 of the salary schedule after successful completion of probationary employment.
4. All semester credit hours must be a part of a regular college or university program leading to a B.A. or B.S. degree in education, and a letter of verification shall be submitted to the Director of Human Resources for approval before credit towards experience is granted.
5. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 8 or higher.
6. Director of Human Resources/Designee may place paraprofessionals in hard to fill positions (e.g. emotionally disabled, intense intervention) on steps 4 – 8 of the Paraprofessionals' Wage Schedule at their date of hire.
7. No change in wage status due to earned credit hours shall be made at any time other than January 1 of each year.
8. Paraprofessionals employed on or before January 1, 1976, who possess a B.A. or B.S. college degree in a field other than

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educational shall be eligible for placement on Paraprofessionals' Wage Schedule – B, Paraprofessional Wage Schedule.

B. Paraprofessional with a B.A. or B.S. Degree

1. Upon completion of a Bachelor of Arts or Bachelor of Science degree in education, a paraprofessional shall be classified, beginning January 1 of the year following completion of said degree, as a "paraprofessional" and shall be paid a wage in accordance with the Paraprofessional Wage Schedule, pursuant to Paraprofessionals' Wage Schedule – B of this Policy.
2. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 6 or higher.

C. Wage Differentials

- E1. Paraprofessionals assigned to emotionally disabled classrooms as well as special education classrooms where custodial care and lifting are required shall be paid a differential of \$1.00 per hour over their existing rate. In addition, paraprofessionals who are required to perform pre-trip inspections of activity busses will be paid a differential of \$1.00 per hour over their existing rate.
- D2. Elementary library paraprofessionals and technology instructional paraprofessionals shall be paid a differential of \$1.00 per hour over their existing rate.
- E3. Technology instructional paraprofessionals who obtain and maintain certification prescribed by the Director of Technology Integration shall receive an additional pay differential of \$1.00 per hour.
4. Paraprofessionals assigned to the Elkhart Academy, both secondary and elementary, shall be paid a differential of \$1.00 per hour over their existing rate.

policy

FD. Paraprofessional Career Increment Schedule

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career Increment
5 or more, but less than 10	.20
10 or more, but less than 15	.30
15 or more, but less than 17	.40
17 or more, but less than 20	.50
20 or more	.60

Paraprofessionals' Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working 30 or more hours per week, who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Eligible employees' may select one of the plans provided by the Board.

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

C. Severance Benefits

Paraprofessionals who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible

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for the following benefits upon written resignation received by the Director of Human Resources at least ten (10) working days prior to the last date of employment.

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in Paraprofessionals' Fringe Benefits.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.

The requirement for consecutive years of employment is modified only under the following conditions: If a paraprofessional leaves the employment of the Elkhart Community Schools for any reason and for any period of time and then return to employment with the Elkhart Community Schools, the years of service completed prior to this break in employment will be counted toward the years of employment requirement for severance benefits, but the employee must work two additional years beyond the total number required to normally reach the years of employment requirement. For example, if a paraprofessional works for the district for eight (8) years, leaves the district's

policy

employment for one (1) year and then returns to employment, s/he must work another four (4) years in order to meet the age sixty (60) and ten (10) years of experience requirement, or nine (9) years in order to meet the age fifty-five (55) and fifteen (15) years of experience requirement. In addition, there can only be one break in employment under this exception to the consecutive years of service requirement. If there is more than one break in service, the paraprofessional's prior years of service will not be counted and the consecutive service requirement will apply.

- b. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty five (65) by paying 100% of the premiums in advance at the business office.
- d. When retiring, a Paraprofessional may select one of the following benefits based upon the employee's daily rate at the time of retirement:
 - 1) Two (2) day's pay for each full year employed by the Elkhart Community Schools, or
 - 2) At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Paraprofessional employee booklet.

D. Change in Paraprofessionals Classification

When any classified employee is employed in another classified

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employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy.

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. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

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

Personal Illness/Family Illness Absence

A. School-year Employees

1. 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
2. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

policy

B. All Employees

1. The Elkhart Community Schools may request a doctor's approval to return to work following an illness.
2. 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.

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.

policy

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 he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

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, 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

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.

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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.

- A. After all 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 Human Resources 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.

Personal Leave

Regular classified employees are entitled to the number of hours equal to two (2) 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.

policy

Personal Leave - Procedure

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

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

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

Jury and Witness Duty Pay

Jury Duty

All paraprofessionals 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.

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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 Human Resources. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) 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 Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All

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

Paraprofessionals' Holidays

A. Definitions

1. 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.
2. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately one hundred seventy-five (175) or more days per year, and who has a regular workday of four (4) or more hours.

B. Holidays

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:

1. Martin Luther King, Jr. Day
2. Presidents Day
3. Memorial Day
4. Labor Day
5. Thanksgiving Day – two (2) days
6. Christmas Day (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

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PERMANENT SUBSTITUTE TEACHERS' COMPENSATION PLAN

Section 1. PERMANENT SUBSTITUTE TEACHER'S SALARY SCHEDULE

- A. The Board of School Trustees hereby adopts the following wage schedule for those classified professional employees to be effective August 14, 2018. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

Substitute with Bachelors Degree and Substitute Permit	Substitute with Substitute Permit only	Substitute with Indiana Teacher's License
\$140.00 per day 180 days \$25,200.00	\$130.00 per day 180 days \$23,400.00	Daily Rate Based on Experience Pursuant to Hiring Schedule

Section 2. FRINGE BENEFITS

A. Income Protection and Annuities

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

B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working 30 or more hours per week, who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Eligible employees' may select one of the plans provided by the Board.

The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term

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disability insurance policy for employees who work thirty (30) or more hours per week.

C. Change in Classification

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

Section 3. ABSENCES

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

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

Section 4. PERSONAL ILLNESS/FAMILY ILLNESS ABSENCES AND LEAVES

Personal Illness/Family Illness Absence

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

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

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again unless the employee is employed for the following school year or employed at a later date.

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

Family Illness

"Immediate family" shall be interpreted as spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, daughter-in-law, son-in-law, or any other members of the family unit living in the same household. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

Job-Related Injury

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

Section 5. PERSONAL LEAVE

Permanent Substitute Teachers 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.

Permanent Substitute Teacher's Personal Leave - Procedure

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

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

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

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

Section 56. BEREAVEMENT

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

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

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

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

| Section 67. MILITARY LEAVE

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service.

This will permit the employee to return to take a comparable position after he or she receives an honorable discharge.

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

| Section 78. JURY AND WITNESS DUTY PAY

A. Jury Duty

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

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B. Witness Duty

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

| Section 89. HOLIDAYS

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

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

| ~~August 14, 2018~~ October 23, 2018

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.	What is the grant submission deadline?
Annie's Grants for Gardens 2018	Annie's Homegrown, Inc.	Mary Beck	Lindsey Walters	\$2,930.40	The grant funds will be used to create our learning garden. This money will be specifically used for classroom/grade level beds for students to raise food and crops. The money will also be used to purchase dirt, materials for building raised beds, plants/seeds, and gardening care materials. Lindsey Walters will manage the grant.	These gardens will be used to support our science, social studies, and math standards at the school. Mary Beck participated in developing project-based learning units over the summer that revolve around planting and maintaining gardens at Beck. These gardens will help students learn about growing food, soil composition, growing seasons, and the economics of raising our own food. These gardens will help prepare our students to be environmentally conscious and aware of where their food comes from. Each grade level will work in the gardens with the goal of having summer camps and a farmer's market at Beck for the neighborhood.	Gardening equipment: \$250.00 Compost, mulch, peat moss, soil: \$500.00 Materials for raised beds (10 raised beds): 30 4x4s from Lowe's @ \$12.68: \$380.40 Plants for butterfly and sensory gardens: \$500.00 Seeds for planting beds: \$100.00 Outdoor tables, seating, paint: \$1,200.00 TOTAL: \$2,930.40	11/1/2018
Lowe's Toolbox for Education	Lowe's	Mary Beck	Lindsey Walters	\$3,730.40	The grant funds will be used to create our learning garden. This money will be specifically used for classroom/grade level beds for students to raise food and crops. The money will also be used to purchase dirt, materials for building raised beds, plants/seeds, and gardening care materials. Money will also be used to build a sensory garden and butterfly garden to support curriculum across grade levels. Lindsey Walters will manage the grant.	These gardens will be used to support our science, social studies, and math standards at the school. Mary Beck participated in developing project-based learning units over the summer that revolve around planting and maintaining gardens at Beck. These gardens will help students learn about growing food, soil composition, growing seasons, and the economics of raising our own food. These gardens will help prepare our students to be environmentally conscious and aware of where their food comes from. Each grade level will work in the gardens with the goal of having summer camps and a farmer's market at Beck for the neighborhood. Students at Beck also participate in hatching and raising butterflies each year. By building a butterfly garden, we can support curriculum and enhance student learning. The sensory garden will provide a safe, relaxing place for students to recenter themselves and enjoy the garden. Our intense special education class is looking forward to helping design this garden.	Gardening equipment: \$250.00 Compost, mulch, peat moss, soil: \$500.00 Materials for raised beds (10 raised beds): 30 4x4s from Lowe's @ \$12.68: \$380.40 Plants for butterfly and sensory gardens: \$500.00 Seeds for planting beds: \$100.00 Outdoor tables, seating, paint: \$2,000.00 TOTAL: \$3,730.40	10/31/2018

2018-2019 Winter EC Grant Summary - EEF

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Amount Approved for Funding
Elkhart Central & Elkhart Community Schools	n/a	Gaming Laptop	1-12	13,000	\$3,339.96	To have an alternative source to run the hudl app and edit drone footage since the school provided computer can't handle the load.	0
Elkhart Central High School	Elkhart Central Winter Percussion	Elkhart Central Winter Percussion	High School 9-12	40	\$10,000	The Elkhart Central Winter Percussion group will be traveling to Dayton, Ohio for the World Guard International Championships to compete with the top groups in the world. This grant would help us offset our costs by a sizable amount and really help our students reach their goals of competing in an international setting.	\$5,000
Elkhart Central & Elkhart Memorial	Career Analysis Organization of America	Internship Co Curricular	12	120	11,180	Career Analysis Organization of America was founded in 2008 to help high school students bridge the skills and knowledge gap between school and the real world. Through our co-curricular program we can provide students with the necessary skills and hands on opportunities to provide them with the tools necessary for making significant financial decisions at age 17 and 18.	0
Elkhart Memorial High School	Air Force JROTC	AFJROTC Co-Curricular Activities	9-12	100	\$5,000	This grant would be used to purchase new equipment for the AFJROTC Color Guard/Drill Team, Raider Team and to set up a new Marksmanship team. Each team is open to all interested cadets, and each piece of new equipment will benefit all of the cadets in some way, and will greatly improve the quality of each AFJROTC after school team and activity. In turn, the leadership qualities, teamwork, self-esteem, pride, and feeling of being part of something wonderful, would increase exponentially for every cadet. The cadets will benefit from this grant, EMHS will benefit, and the community at large will ultimately benefit if we are allowed the opportunity to build up these programs.	\$3,300

2018-2019 Winter EC Grant Summary - EEF

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Amount Approved for Funding
Woodland	Elkhart Community Schools	Drumming Up (Cardio Drumming)	1 - 6	85 yearly	\$3,381.56	<p>I would like to offer an after school club activity involving cardio drumming. I would like to call this club "Drumming Up". The concept is that through drumming we are Drumming Up...fun, physical activity, respect, responsibility, teamwork, pride, etc. Drumming Up would meet two times a week after school. The group would create choreography to popular, appropriate songs. Drumming Up would be able to perform at Woodland's quarterly award assemblies, in nursing homes, for community activities and other organizations/school. I will also be pulling students during school to use drumming as a brain break and to work on gaining self control. This type of drumming can work on many levels: movement, fun/building relationships; social skills - taking turns, being patient, self-control; cross/bi-lateral movement of the body; incorporating music, which can improve mood.</p>	\$2,000
Cleveland Elementary School	Cleveland Athletics	New Uniforms and Sports Equipment for Cleveland Elementary	5th and 6th	189	\$5,000	<p>Cleveland Elementary is one of the largest elementary schools in Elkhart Community Schools with approximately 610 students this academic year. Our students are very active in athletics. For example, over 40 girls are currently on our volleyball team and we had over 30 boys on our basketball team last year. We also have increasing numbers of children at Cleveland who qualify for free and reduced price lunches - the current estimate for this academic year is 56%. Given the number of children who participate in sports and the difficulty of turning to parents to financially support these extra-curricular activities, we are requesting funds from the Elkhart Education Foundation to help us buy enough uniforms and practice equipment to meet the needs of these students. We would like all of our students to be able to participate fully and to feel like a member of the team.</p>	\$2,500

2018-2019 Winter EC Grant Summary - EEF

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Amount Approved for Funding
West Side Middle School	Boy's Basketball Program	Dressed for Success - Wildcat Basketball	7th and 8th grade	40 student-athletes per year	\$4,125	West Side's Basketball program is requesting funds to purchase new home, and away, uniforms. Our current uniforms are 7 years old, and we are in need of replacing them as time has taken its toll on them. Our play is what identifies our program but uniforms help to show pride, not only towards our school, but towards the city of Elkhart. When we enter various schools within the area we want to represent West Side, and ECS, in the most positive fashion possible. We feel with the updating of our uniforms, and with the level of our play on the court, we can do just that. In addition, it also helps develop a sense of pride amongst our student athletes at West Side when they can wear a uniform that they are proud of.	\$4,125
Memorial/Central	ElkLogics Robotics Team	ElkLogics 2019 Competition Season	9-12	25	\$5,000	ElkLogics is a robotics team that includes 35 students from both Elkhart Memorial and Elkhart Central. The students, mentored by professionals from industry, design, fabricate, program, and test a robot during a six-week build season each year. We are ten year veterans in the FIRST Robotics Competition (FRC), an international competition with over 3600 teams representing 27 countries. FRC is the highest level of competition within FIRST, which also includes the FIRST Tech Challenge (FTC) and FIRST LEGO League (FLL). ElkLogics is funded each year through grants and donations from corporate and non-profit partners. We are currently seeking a grant to help us pay our annual entry fees. The fees cover entry into two of the three events in Indiana and a small supply of robot parts provided by FIRST. Performance at these two events can earn us a berth in the state championship in Kokomo, and possibly the world championship in Detroit this spring.	\$5,000
Elkhart Memorial High School	EMHS Choral Department	Singing in the City	9-12	35-45	\$4,000	Students in the Elkhart Memorial Choirs have the opportunity to travel to New York City this Spring. Members of the Chamber Choir and Women's Chorale will be singing at the WorldStrides Heritage Festival, while all other choir members are welcome to attend to experience the city and support their fellow classmates. Through this event, students will get to sing at a world-class venue and hear other highly skilled choirs, as well as see landmark sites throughout the city and experience a Broadway show.	\$4,000

2018-2019 Winter EC Grant Summary - EEF

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Amount Approved for Funding
West Side Middle School	Helping Hands Service Club	Helping Hands Service Club	7/8	From 15 to 300	\$630	The students have identified areas of need. Food Bank volunteer stacking and Storting food. Buy ingredadents to create dry soup mix to feed a family of four and donate them to the food bank. Working with the elderly by giving manicures, playing board games and doing arts and craft with them. We will meet with them once a month. Give back to the teachers by having a teacher night out, Club members and staff will babysit for two hours after school and have cookies to decorate and other games and crafts to do with the kids. Cost break down as follows: \$100 for art supplies to be used for Eldery and our " Daily Kids" party, \$440 for soup ingredients, bags and labels, \$100 for cookie supplies for teachers and "Daily Kids" \$30 for nail supplies for elderly. We have activities planned for three weeks a month. Most of them are ant no monetary cost.	\$630
							26555

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: October 9, 2018
 TO: Mr. Mark T. Mow, Interim Superintendent
 FROM: Dr. William Kovach *W Kovach*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 October 23, 2018 - Board of School Trustees Meeting**

2018- 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p>Hot Rodders of Tomorrow Engine Challenge/SEMA Convention</p> <p>I am presenting the STEM program that was developed for the Hot Rodders of Tomorrow Jr. Engine program. I will also be featured and displaying vehicles that were worked on, constructed, and operated by EACC students as part of the international show. We will also have a student that will be featured at this event. This allows the EACC to be recognized on the international stage and helps to get our program recognized for our curriculum as well as share and show it to the world.</p> <p>Las Vegas, NV October 25 - November 5, 2018 Ryan Gortney (2-1) 5 days absence Career & Technical Student Organization Competitions</p>	<p>\$0.00</p>	<p>\$0.00</p>
TOTAL	\$0.00	\$0.00
2018-19 YEAR-TO-DATE PERKINS FUNDS	\$5,621.50	
GRAND TOTAL	\$5,621.50	\$0.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: October 18, 2018
 TO: Mr. Mark T. Mow, Interim Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
October 23, 2018 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p>WIDA 2018 ANNUAL CONFERENCE</p> <p>This conference will provide strategies and techniques to optimize ESL student learning experiences.</p> <p>Detroit, MI October 23 - 26, 2018 (4 day's absence) TERESA DAVIS - ST. VINCENT (0-0)</p>	\$0.00	\$0.00
<p>LAMP TRAINING - LANGUAGE ACQUISITION</p> <p>This conference will provide specific training on the LAMP methods for language acquisition. Methods will be used in the Intense Interventions classroom with individual students.</p> <p>Elkhart, IN November 1, 2018 (1 day's absence) TRUDY ALWINE - NORTH SIDE (1-3) YALUNKA WASHINGTON - NORTH SIDE (0-0)</p>	\$0.00	\$190.00
<p>LEADERS IN THE FIELD SERIES</p> <p>This conference will enhance my sensitivities when working with hard-of-hearing children; create more need satisfying learning environments for these children; assist with making meaningful recommendations for children with emotional issues.</p> <p>Berrien Springs, MI November 2, 2018 (1 day's absence) GINA PIRACCINI - ESC (0-0)</p>	\$0.00	\$0.00
<p>SHELTERED INSTRUCTION OPERATING PROTOCOL (SIOP)</p> <p>This is a Trainer of Trainers at the Center of Applied Linguistics. Returning participants will provide professional development to ECS faculty regarding best practices for teaching English Language Learners.</p> <p>Washington, D.C. November 12 - 16, 2018 (5 day's absence) ELIZABETH REGULES - MEMORIAL (0-0) LINDA STOFKO - ESC (1-4)</p>	\$5,968.00	\$475.00
<p>ADDRESSING THE SOCIAL AND EMOTIONAL NEEDS OF HIGH ABILITY STUDENTS</p> <p>This conference will allow us to help students better meet their needs by also tapping into their interests.</p> <p>Fishers, IN</p>	\$362.41	\$0.00

November 15, 2018 (1 day's absence) LINDSAY EVANS - PINWOOD (0-0)		
AMERICAN COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES This conference will provide information on teaching strategies with comprehensible input (CI) technique and curriculum to share. New Orleans, LA November 15 - 16, 2018 (2 day's absence) PAMELA DUFF - CENTRAL (0-0)	\$0.00	\$190.00
INDIANA MUSIC EDUCATION ASSOCIATION PROFESSIONAL DEVELOPMENT CONFERENCE In addition to transporting students selected for the ICDA Honor Choir, various sessions will be provided that are geared toward high school choral directors. Fort Wayne, IN January 18, 2019 (1 day's absence) WILLIAM NIEDERER - CENTRAL (0-0)	\$105.00	\$95.00
PLC SUMMIT This conference will give me the ability to learn from additional PLC experts and take my understanding to deeper levels. Phoenix, AZ February 19-21, 2019 JOSHUA NICE - DALY (1-3)	\$2,713.60	\$0.00
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)	EXPENSES	SUBSTITUTE
NEXT STEP FORWARD IN GUIDED READING This conference will provide information for using assessment to pinpoint instructional focus and make guided reading lessons more powerful by choosing appropriate texts. Valparaiso, IN October 10, 2018 KRIS CARPENTER - FEESER (1-3)	\$81.75	\$95.00
2018 CONVENING - LILLY ENDOWMENT This conference will provide networking and materials for CCI grantees. Indianapolis, IN October 17, 2018 (1 day's absence) GAIL DRAPER - CENTRAL/MEMORIAL (0-0)	\$179.85	\$0.00
	\$9,410.61	\$1,045.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$24,486.69	\$1,235.00
2019 YEAR-TO-DATE GENERAL FUNDS	\$2,818.60	\$95.00
2018 YEAR-TO-DATE OTHER FUNDS	\$207,065.00	\$6,270.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2019 YEAR-TO-DATE OTHER FUNDS	\$0.00	\$0.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$234,370.29	\$7,600.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MR. MARK MOW
FROM: MS. CHERYL WAGGONER
DATE: OCTOBER 23, 2018

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2018-19 school year:

Itanya Coon-Kauffman	Pierre Moran/Science
Nina Jaebker	West Side/Counselor
Earl Knudson	Pierre Moran/Physical Education
Victor Muniz	Eastwood/Grade 2
Suzanne Ragsdale	Roosevelt/Art

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

Jill Balcom Began: 8/22/88	Bristol/Principal Resign: 10/24/18
Nicole Perry Began: 12/14/15	Pinewood/Special Education Resign: 10/18/18

- c. **Correction** – We report a change to the resignation date of the following employee:

Jennifer Beer Began: 8/15/14	West Side/Counselor Resign: 10/18/18
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CLASSIFIED

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

Robert House, Jr Began: 8/27/01	Commissary/Catering Driver Retire: 11/30/18 17 Years of Service
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Kenneth Bennett Began: 12/10/07	West Side/Custodian Retire: 10/26/18 10 Years of Service
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b. Resignation – We report the resignation of the following employees:

Corina Gonzalez Began: 3/11/13	Pinewood/Food Services Resign: 10/26/18
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Kimberly Sutton Began: 10/3/12	Eastwood/Paraprofessional Resign: 10/24/18
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Tanya Terry Began: 10/26/15	Monger/Paraprofessional Resign: 10/30/18
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c. Termination – We report the termination of the following employees:

Loretta Champlin Began: 8/18/16	Daly/Food Service End: 10/23/18 Board Policy: 3139.01s
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Edward Goins Jr. Began: 4/13/17	Transportation/Bus Driver End: 10/3/18 Board Policy: 3162ACS
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d. New Hires – We recommend regular employment of the following employees:

Callie Alford Began: 8/16/18	Woodland/Paraprofessional PE: 10/10/18
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Jenna Armstrong Began: 8/16/18	Feeser/Paraprofessional PE: 10/10/18
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Margaret Beaver Began: 8/20/18	PACE/Speech Language Pathologist Assistant PE: 10/14/18
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Jalethia Black Began: 8/20/18	Osolo/Food Service PE: 10/14/18
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Carrie Conway Began: 8/16/18	Central/Paraprofessional PE: 10/10/18
Nicole Crandall Began: 8/16/18	Beardsley/Secretary PE: 10/10/18
Kendra Crump Began: 8/16/18	Eastwood/Food Service PE: 10/10/18
Amaryllis Dunn Began: 8/16/18	Transportation/Bus Helper PE: 10/10/18
John Faigh Began: 8/20/18	Transportation/Bus Driver PE: 10/14/18
Catelynn Fuller Began: 8/28/18	Transportation/Bus Driver PE: 10/22/18
Michelle Genslinger Began: 8/16/18	Transportation/Bus Driver PE: 10/10/18
Amanda Gulis Began: 8/16/18	Cleveland/Paraprofessional PE: 10/10/18
Maria Ha Began: 8/16/18	Beck/Paraprofessional PE: 10/10/18
Mariah Harney Began: 5/23/18	Transportation/Bus Driver PE: 9/26/18
Randall Hirsh Began: 8/16/18	Transportation/Bus Helper PE: 10/10/18
Haley Kidder Began: 8/16/18	Transportation/Bus Driver PE: 10/10/18
Shirley Kelly Began: 8/16/18	Osolo/Food Service PE: 10/10/18
Karri Kinney Began: 8/20/18	Pinewood/Food Service PE: 10/14/18
Tracy Laribee Began: 8/20/18	Cleveland/Food Service PE: 10/14/18



Casey Lemerand Began: 8/20/18	Daly/Speech Language Pathologist Assistant PE: 10/14/18
Wanda Lipa Began: 8/16/18	Transportation/Bus Driver PE: 10/10/18
Cheyenne Magyar Began: 8/16/18	Transportation/Bus Helper PE: 10/10/18
Derek McBride Began: 8/27/18	Technology/Support Technician PE: 10/21/18
LB Hannah McDaniel Began: 8/16/18	Feeser/Paraprofessional PE: 10/10/18
Sesalie Nelson Began: 8/16/18	Daly/Paraprofessional PE: 10/10/18
Patrick Nussbaum Began: 8/16/18	Central/Paraprofessional PE: 10/10/18
Alta Radelich Began: 5/16/18	Transportation/Bus Driver PE: 9/19/18
Jane Rehl Began: 8/27/18	Transportation/Bus Driver PE: 10/21/18
Jessalyn Rink Began: 8/16/18	Transportation/Bus Helper PE: 10/10/18
Anita Ritchie Began: 8/16/18	Roosevelt/Paraprofessional PE: 10/10/18
Rachelle Roberts Began: 8/23/18	Memorial/Food Service PE: 10/17/18
Cedtrina Smith Began: 8/16/18	Transportation/Bus Helper PE: 10/10/18
Melissa Smith Began: 8/16/18	PACE/Paraprofessional PE: 10/10/18
Brenda Snider Began: 8/16/18	Transportation/Bus Helper PE: 10/10/18



Daphne Waits Began: 8/28/18	ECS/Data and Assessment Specialist PE: 10/22/18
Lakesha Washington Began: 4/30/18	North Side/Food Service PE: 9/11/18
Kristin Whitaker Began: 8/22/18	Osolo/Paraprofessional PE: 10/16/18
Felicia Williams Began: 8/20/18	Daly/Paraprofessional PE: 10/14/18
Lisa Willis Began: 8/16/18	Osolo/Food Service PE: 10/10/18

e. **Unpaid Leave Request** – We recommend an unpaid leave of the following employee:

Jalethia Black Begin: 10/22/18	Osolo/Food Service End: 12/7/18
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f. **Revision** – We recommend the withdrawal of the recommendation to hire reported on the October 9, 2018, Board Report for the following employee:

Sheila Elswick Began: 8/13/18	Central/Food Service PE: 10/7/18
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