

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

August 13, 2019

CALENDAR

Aug	13	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	13	immediately following	Executive Session, J.C. Rice Educational Services Center
Aug	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	13	immediately following	Executive Session, J.C. Rice Educational Services Center
Aug	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	24	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. PRESENTATION

21<sup>st</sup> Century Self Care Program

E. MINUTES

July 23, 2019 – Public Work Session

July 23, 2019 – Regular Board Meeting

F. TREASURER'S REPORT

Consideration of Claims

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

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

G. UNFINISHED BUSINESS

Board Policy 3120.03S – Employment of Substitutes - The administration presents proposed revisions Board Policy 3120.03S – Employment of Substitutes, as initially presented at the July 23<sup>rd</sup> regular meeting.

Administrative Regulation DLC – Mileage Chart - The administration presents proposed revisions to Administrative Regulation DLC – Mileage Chart, as initially presented at the July 23<sup>rd</sup> regular meeting.

H. NEW BUSINESS

Board Policy 3422.02S – Mechanics’ Compensation Plan – The administration presents revisions to Board Policy 3422.02S – Mechanics’ Compensation Plan and asks to waive 2<sup>nd</sup> reading.

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan – The administration presents revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan and asks to waive 2<sup>nd</sup> reading.

Elkhart Health & Aquatics - Appointment of representative to the Elkhart Health & Aquatics Board of Directors.

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

Grant Acceptance - The administration recommends Board acceptance of grants awarded to Elkhart Community Schools.

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

I. 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.

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

July 23, 2019

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

Place/Time

Board Members Present:	Douglas K. Weaver Kellie L. Mullins Carolyn R. Morris	Babette S. Boling Rodney J. Dale
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Roll Call

Absent:	Susan C. Daiber Roscoe L. Enfield, Jr.
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ECS Personnel Present:	Brad Sheppard	Doug Thorne Cheryl Waggoner
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The Board discussed the bussing policy for staff children, the appointment of a representative to the Elkhart Health & Aquatic Center Board, attendance at the 2019 ISBA Fall Conference; and reviewed agenda items.

Topics Discussed

The meeting adjourned at approximately 6:00 p.m.

Adjournment

APPROVED:

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Douglas K. Weaver, President

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Babette S. Boling, Member

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Kellie L. Mullins, Vice President

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Susan C. Daiber, Member

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Carolyn R. Morris, Secretary

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Rodney J. Dale, Member

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Roscoe L. Enfield, Jr., Member

Signatures

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana  
July 23, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.			Place/Time
Board Members Present:	Douglas K. Weaver Kellie L. Mullins Carolyn R. Morris	Babette S. Boling Rodney J. Dale	Roll Call
Absent:		Susan C. Daiber Roscoe L. Enfield, Jr.	
President Doug Weaver called the regular meeting of the Board of School Trustees to order.			Call to Order
Assistant superintendent of instruction, Dr. Brad Sheppard, recited the Elkhart Promise.			The Elkhart Promise
Mr. Weaver discussed the invitation to speak protocol.			
By unanimous action, the Board approved the following minutes: July 9, 2019 – Public Work Session July 9, 2019 – Regular Board Meeting			Approval of Minutes
By unanimous action, the Board approved payment of claims totaling \$5,025,276.25 as shown on the July 23, 2019, claims listing. (Codified File 1920-09)			Payment of Claims
By unanimous action, the Board accepted with appreciation a donation made to Elkhart Community Schools (ECS) in the amount of \$25,000 from the Liegl Family Foundation, Pete Liegl, for the Engineering, Technology and Innovation Building project.			Gift Acceptance
The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1, 2019 – June 30, 2019, and found it to be in order.			Financial Report
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 1920-10)			Fundraisers

Mr. Scott provided the current insurance update reporting claims are \$309,000 lower than the current month in the previous year. Mr. Scott also reviewed several initiatives undertaken in the last three years to control the cost of the plan. The employer contribution has increased each year over the last 3 years which in turn reduced premiums for employees. In 2017, the plan aligned with the Affordable Care Act eligibility threshold of 30 hours per week, moved from a 2 tier to a 4 tier plan, added a co-insurance component, and changed stop loss carrier. In 2018, carved out the pharmacy piece and moved to CVS Caremark resulting in significant rebates coming back to the plan, modified the Stop Loss threshold, and evaluated spousal exclusion. This year, moved to Delta Dental to preserve and lock in pricing for multiple years on the dental coverage.

Monthly  
Insurance  
Report

By unanimous action, the Board approved new Board Policy 6111 – Internal Control Standards and Procedures, as presented at the July 9<sup>th</sup> regular meeting.

Board Policy  
6111

By unanimous action, the Board approved new Board Policy 6210 – Fiscal Planning, as presented at the July 9<sup>th</sup> regular meeting. Doug Thorne, district counsel/chief of staff, explained the new policy establishes the requirement for long-range forecasting and other fiscal expectations.

Board Policy  
6210

By unanimous action, the Board approved revisions to Board Policy 6620 – Petty Cash, as presented at the July 9<sup>th</sup> regular meeting. Mr. Thorne noted the revision eliminates the previous close out provision.

Board Policy  
6620

By unanimous action, the Board approved revisions to Board Policy 6621 – Cash Change Fund, as presented at the July 9<sup>th</sup> regular meeting.

Board Policy  
6621

By unanimous action, the Board approved new Board Policy 6800 – Systems of Accounting, as presented at the July 9<sup>th</sup> regular meeting.

Board Policy  
6800

The Board was presented revisions to Board Policy 3120.03S – Employment of Substitutes, for initial consideration. Mr. Thorne discussed the addition to the policy stating when a substitute support staff member employed by the corporation is an ECS retired employee, the substitute shall be paid at the current wage rate for the last position held.

Board Policy  
3120.03S

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.03S – Bus Drivers' Compensation Plan. Mr. Thorne reviewed the revisions including a 75-cent an hour wage increase and the addition of a retention incentive.

Board Policy  
3422.03S

The Board was presented revisions to Administrative Regulation DLC – Mileage Chart, for initial review.

Administrative  
Regulation  
DLC

By unanimous action, the Board accepted potential conflicts of interest presented from the following administrators: Brian Buckley, Tony Gianesi, Jonathan LeVan, Wesley Molyneaux, and Jacqueline Rost. (Codified File 1920-11)

Conflicts of Interest

By unanimous action, the Board approved the submission of the following grants to the Indiana Department of Education: Non-English Speaking Program (NESP) in the amount of \$723,053; Title III Immigrant Influx in the amount of \$17,868.24; Title III Language Instruction for English Learners in the amount of \$242,372; Title II – Supporting Effective Instruction in the amount of \$479,252.64; and Title IV, Part A: Student Support and Academic Enrichment in the amount of \$267,467.89. (Codified File 1920-12)

Grant Submissions

By unanimous action, the Board confirmed the following overnight trip requests: Central cheer traveled to Cincinnati, OH on July 8 -11 to attend Camp USA; and Memorial volleyball players traveled to Lafayette on July 19-21, to participate in Purdue team camp; and approved a request for Memorial volleyball players to travel to Carmel High School on October 11 and 12 for a varsity volleyball tournament.

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 July 23, 2019 listings. (Codified File 1920-13)

Conference Leave Requests

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

Personnel Report

Employment of the following nine (9) certified staff members for the 2019-2020 school year effective 8/13/19:

Certified Employment

- Jenna Carter - special education intern at ESC
- Elizabeth Collins - special education intern at ESC
- Marsha Durrant-Walker - psychologist at ESC
- Andrew Graber - intervention at Woodland
- Maria Hite - special education at Feeser
- Meg Romersberger - special education intern at ESC
- Jeshua Sistrunk - special education intern at ESC
- Mariah Srmek - special education intern at ESC
- Gregory Stover - business technology at EACC

Retirement of certified staff member Geetha John, science at Memorial, effective 6/6/19, with 16 years of service.

Certified Retirement

Administrative re-assignment of certified staff member, Scott Sassaman, to principal of the Elkhart Area Career Center, effective 8/1/19.

Administrative Reassignment

Leave for certified staff member, Debra Bachman, grade 2 at Osolo, beginning 8/13/19 and ending 6/3/20.

Certified Leave

Maternity leave for certified staff member, Katie Treadway, grade 4 at Daly, beginning 9/3/19 and ending 9/30/19.	Certified Leave
Reassignment of the following classified employees to certified positions effective 8/13/19: Carrie Conway - special education intern at ESC Christopher Hipsher - special education intern at ESC Teresa Thompson - library at Pierre Moran	Reassignments
Resignation of the following seven (7) certified staff members effective on the dates indicated: Austin Brooks - grade 6 at Pinewood, 6/6/19 Elizabeth Browne - grade 3 at Roosevelt, 6/6/19 Takita Earl - grade 6 at Daly, 6/6/19 Jason Grasty - assistant principal at Central, 6/30/19 Kathleen Overholt - health at EACC, 6/6/19 Jerry Scott - special education at North Side, 6/6/19 Daleanne Woods - ENL at Woodland, 6/6/19	Certified Resignations
Resignation revision of certified staff member, Dawn McGrath, director of special services at ESC, effective 7/10/19.	Resignation Revision
Employment of classified employee, Maverick Spruell, custodian at Beardsley, having successfully completed his probationary period effective 7/11/19.	Classified Employment
Reassignment of certified employee, Jennifer Smith, to a classified position service desk coordinator at Tech Services, effective 7/22/19.	Reassignment
Resignation of the following three (3) classified employees effective on dates indicated: Saul Chorro Romero - custodian at Bristol, 7/19/19 Sandra Davidson - food service at Eastwood, 6/6/19 Kristen Smith - technical assistant at Memorial, 6/6/19	Classified Resignations
Board vice president, Kellie Mullins, reported on the teacher participation in the 4-H Fair parade, the crowd support, and plans for major participation in next year's parade.	From the Board
Board president, Doug Weaver, reported on the opening of the aquatic center and the benefits to Elkhart Community Schools' students and staff.	From the Board

The meeting adjourned at approximately 7:45 p.m.

APPROVED:

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Douglas K. Weaver, President

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Kellie L. Mullins, Vice President

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Carolyn R. Morris, Secretary

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Babette S. Boling, Member

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Susan C. Daiber, Member

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Rodney J. Dale, Member

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Roscoe L. Enfield, Jr., Member

Adjournment

Signatures





**BUSINESS OFFICE**

PHONE: 574-262-5563



**ELKHART COMMUNITY SCHOOLS**

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

DATE: August 2, 2019  
TO: Dr. Thalheimer  
Board of School Trustees  
FROM: Kevin Scott  
RE: Donation Approval

The following donations were made to Elkhart Community Schools' Engineering, Technology and Innovation fund.

Patrick Industries Attn: Todd Cleveland 107 W. Franklin Street Elkhart, IN 46514	\$12,500
Community Foundation of Elkhart 300 Nibco Parkway PO Box 2932 Elkhart, IN 46515	\$215,500
Anonymous	\$10,000

I am requesting approval from the Board of School Trustees to accept these donations and appropriate letters of acknowledgement and appreciation to be sent.



Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised EMPLOYMENT OF SUBSTITUTES (as presented during the 7/23/19 BST meeting)
Code	po3120.03S
Status	
Adopted	November 22, 2016
Last Revised	August 13, 2019
Last Reviewed	August 13, 2019
Prior Revised Dates	11/22/2016

### 3120.03S - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools. When the substitute support staff member employed by the corporation is an ECS retired employee, the substitute shall be paid at the current wage rate for the last position held.

The names of potential substitute staff shall be maintained by the Human Resources~~Personnel~~ Department.

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote.

The Human Resources~~Personnel~~ Department will verify all new employee's and substitute's right to work in the United States.

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Legal I.C. 20-27-5-20

DLC Mileage Chart

**Proposes Revised Administrative Regulation**

(as presented during the 7/24/19 BST Meeting)

**MILEAGE CHART**

	Beardsley	Beck	Bristol	Career Center	Central	Cleveland	Daly	Eastwood	ESC	Feeser	Hawthorne	Memorial	Monger	North Side	Oso	Pierre Moran	Pinewood	Riverview	Roosevelt	Svc.Bldg.-Kent St	Tipton St.	Trans. Garage	West Side	Woodland	<u>Annex</u>
Beardsley	0.0	2.0	8.5	3.0	1.5	5.5	3.0	5.0	3.0	4.0	3.0	3.0	3.5	1.0	3.0	3.0	3.0	2.0	2.2	2.7	1.8	3.0	3.0	4.0	<u>2.9</u>
Beck	2.0	0.0	9.1	3.6	1.3	6.2	3.4	7.9	4.0	5.7	1.5	3.8	1.7	2.8	4.9	1.2	4.4	2.2	0.9	3.8	0.4	3.6	3.3	4.9	<u>4.3</u>
Bristol	8.5	9.1	0.0	12.0	8.4	12.5	10.0	6.0	12.0	11.0	10.5	12.0	10.5	8.6	8.5	10.2	6.0	7.0	9.8	10.4	9.1	12.0	10.0	11.0	<u>10.6</u>
Career Center	3.0	3.6	12.0	0.0	4.1	2.6	1.5	7.0	1.0	5.3	4.4	1.0	5.9	2.7	6.0	4.9	5.2	4.5	4.3	0.3	3.5	1.0	1.5	1.0	<u>1.4</u>
Central	1.5	1.3	8.4	4.1	0.0	6.7	2.7	6.5	4.1	5.4	2.3	4.1	2.6	2.4	4.4	1.8	4.5	1.4	1.9	3.9	1.2	4.1	3.0	4.5	<u>4.3</u>
Cleveland	5.5	6.2	12.5	2.6	6.7	0.0	3.5	7.5	2.6	5.0	7.0	2.6	9.0	2.9	5.5	7.5	7.0	7.0	6.3	3.1	6.7	2.6	4.5 <u>3.5</u>	2.4	<u>1.9</u>
Daly	3.0	3.4	10.0	1.5	2.7	3.5	0.0	7.5	1.5	5.5	3.0	1.5	4.0	2.9	<del>5.7</del> <u>4.6</u>	3.3	5.5	3.5	3.5	1.1	2.9	1.5	1.0	2.0	<u>1.8</u>
Eastwood	5.0	7.9	6.0	7.0	6.5	7.5	7.5	0.0	7.0	5.0	7.5	7.0	8.0	4.7	2.5	7.5	2.0	5.0	7.4	7.3	7.1	7.0	7.5	8.0	<u>6.8</u>
ESC	3.0	4.0	12.0	1.0	4.1	2.6	1.5	7.0	0.0	5.3	4.4	1.0	5.9	2.7	6.0	4.9	5.5	4.5	4.7	0.7	3.9	1.0	1.5	1.0	<u>1.2</u>
Feeser	4.0	5.7	11.0	5.3	5.4	5.0	5.5	5.0	5.3	0.0	6.0	5.3	6.5	3.0	2.5	6.0	5.5	5.5	5.8	4.1	5.5	5.3	5.5	6.0	<u>4.4</u>
Hawthorne	3.0	1.5	10.5	4.4	2.3	7.0	3.0	7.5	4.4	6.0	0.0	4.4	1.5	3.8	5.5	1.0	5.5	3.0	0.6	3.8	2.0	4.4	3.0	4.5	<u>4.5</u>
Memorial	3.0	3.8	12.0	1.0	4.1	2.6	1.5	7.0	1.0	5.3	4.4	0.0	5.9	2.7	6.0	4.9	5.5	4.5	4.5	0.5	3.7	1.0	1.5	1.0	<u>1.4</u>
Monger	3.5	1.7	10.5	5.9	2.6	9.0	4.0	8.0	5.9	6.5	1.5	5.9	0.0	3.6	6.0	1.3	6.0	3.0	1.6	5.5	2.0	5.9	4.0	6.5	<u>6.1</u>
North Side	1.0	2.8	8.6	2.7	2.4	2.9	2.9	4.7	2.7	3.0	3.8	2.7	3.6	0.0	3.0	3.0	2.7	<del>2.1</del> <u>3.0</u>	2.5	2.0	2.6	2.7	2.9	3.1	<u>2.5</u>
Oso	3.0	4.9	8.5	6.0	4.4	5.5	<del>5.5</del> <u>4.6</u>	2.5	6.0	2.5	5.5	6.0	6.0	3.0	0.0	5.2	3.0	5.0	5.0	4.9	4.7	6.0	6.0	5.0	<u>5.1</u>
Pierre Moran	3.0	1.2	10.2	4.9	1.8	7.5	3.3	7.5	4.9	6.0	1.0	4.9	1.3	3.0	5.2	0.0	5.5	3.2	0.5	4.1	1.7	4.9	3.4	5.3	<u>4.8</u>
Pinewood	3.0	4.4	6.0	5.2	4.5	7.0	5.5	2.0	5.5	5.5	5.5	5.5	6.0	2.7	3.0	5.5	0.0	5.0	4.6	4.4	4.2	5.5	5.5	4.5	<u>4.5</u>
Riverview	2.0	2.2	7.0	4.5	1.4	7.0	3.5	5.0	4.5	5.5	3.0	4.5	3.0	3.0	5.0	3.2	5.0	0.0	3.1	4.8	1.8	4.5	3.5	5.0	<u>4.9</u>
Roosevelt	2.2	0.9	9.8	4.3	1.9	6.3	3.5	7.4	4.7	5.8	0.6	4.5	1.6	2.5	5.0	0.5	4.6	3.1	0.0	4.4	1.4	4.3	3.4	4.5	<u>4.3</u>
Svc.Bldg.-Kent St.	2.7	3.8	10.4	0.3	3.9	3.1	1.1	7.3	0.7	4.1	3.8	0.5	5.5	2.0	4.9	4.1	4.4	4.8	4.4	0.0	4.4	0.3	4.1	1.1	<u>0.9</u>
Tipton St.	1.8	0.4	9.1	3.5	1.2	6.7	2.9	7.1	3.9	5.5	2.0	3.7	2.0	2.6	4.7	1.7	4.2	1.8	1.4	4.4	0.0	3.5	3.0	5.4	<u>4.5</u>
Trans. Garage	3.0	3.6	12.0	1.0	4.1	2.6	1.5	7.0	1.0	5.3	4.4	1.0	5.9	2.7	6.0	4.9	5.5	4.5	4.3	<del>4.3</del> <u>0.3</u>	3.5	0.0	1.5	1.0	<u>1.0</u>
West Side	3.0	3.3	10.0	1.5	3.0	3.5	1.0	7.5	1.5	5.5	3.0	1.5	4.0	2.9	6.0	3.4	5.5	3.5	3.4	<del>3.4</del> <u>1.1</u>	3.0	1.5	0.0	2.0	<u>1.8</u>
Woodland	4.0	4.9	11.0	1.0	4.5	2.4	2.0	8.0	1.0	6.0	4.5	1.0	6.5	3.1	5.0	5.3	4.5	5.0	4.5	<del>4.5</del> <u>1.1</u>	5.4	1.0	2.0	0.0	<u>0.9</u>
<u>Annex</u>	<u>2.9</u>	<u>4.3</u>	<u>10.6</u>	<u>1.4</u>	<u>4.3</u>	<u>1.9</u>	<u>1.8</u>	<u>6.8</u>	<u>1.2</u>	<u>4.4</u>	<u>4.5</u>	<u>1.4</u>	<u>6.1</u>	<u>2.5</u>	<u>5.1</u>	<u>4.8</u>	<u>4.5</u>	<u>4.9</u>	<u>4.3</u>	<u>0.9</u>	<u>4.5</u>	<u>1.0</u>	<u>1.8</u>	<u>0.9</u>	<u>0.0</u>

Book Policy Manual  
 Section 3000 Personnel  
 Title Proposed Revised MECHANICS' COMPENSATION PLAN  
 Code po3422.02S  
 Status  
 Adopted December 13, 2016  
 Last Revised December 18, 2018  
 Last Reviewed August 13, 2019

**3422.02S - MECHANICS' COMPENSATION PLAN**

**Wage Schedule**

The Board of School Trustees hereby adopts the following schedule for mechanics effective ~~January 1, 2018~~ August 1, 2019. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

<u>Classification</u>	<u>Wage Range (per hour)</u>
Head Mechanic	26.00 – 29.08
Assistant Head Mechanic	23.68 – 26.00
* Mechanic I	21.94 – 23.71
* Mechanic II	20.15 – 21.94
* Mechanic III	17.24 – 20.15
<del>Transportation Helper</del>	<del>14.03 – 14.30</del>

\* Night Mechanics ~~and Transportation Helpers~~ also receive a shift differential of \$.35/hour.

The Corporation will provide mechanics with cold weather gear every three (3) years and will replace if damaged as needed.

Any personnel in the mechanic department may be utilized in other areas of assignment on a temporary basis to effect an efficient operation of the school system as determined by the employer.

An employee who is required to report to work to respond to an emergency outside of the employee's regular work hours will be paid for a minimum of two (2) hours.

In addition, a career increment will be paid as follows:

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

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

## C. Severance Benefits

Mechanics who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of 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. Vacation days earned in the current year shall also be paid to full-time employees. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave and unused vacation days.

### 2. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section 3-C.

- 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. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. Unused vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty five (65) by paying 100% of the premiums in advance at the business office.
- d. When retiring, a mechanic who has ten (10) years of service and is at least fifty-five (55) years of age may select one of the following benefits based upon the employee's daily rate at the time of retirement:
  1. One (1) day's pay for each full year employed by the Elkhart Community Schools.
  2. Forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the mechanics employee booklet.

## D. Change in Support Staff Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy 3413S.

## Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. 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.

## **Illness Absences and Leaves**

### **Personal Illness/Family Illness Absence**

Full-time classified personnel will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 190 days as personal illness days.

As used in this section, "immediate family" includes spouse, life partner, child, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, daughter-in-law, son-in-law, and any other member of the family unit who is regularly living in the same household as the employee. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "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.

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

### **Job-Related Injury Leave**

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

### **Personal Illness Leave/Family Illness Leave Incentive Plan**

Beginning January 1, 2003, the following Personal Illness Leave/Family Illness Leave incentive plan will be effective for all mechanics. For the purpose of the incentive program, the year will be from December 1st to November 30th.

- A. Effective January 1, 2008, if a mechanic does not use any of his/her Personal Illness days or Family Illness days during the year, s/he will be given a payment of \$600 on the following December.
- B. Effective January 1, 2008, if a mechanic uses only one of his/her Personal Illness/Family Illness days during the year, s/he will be given a payment of \$400 on the following December.
- C. Effective January 1, 2008, if a mechanic uses two of his/her Personal Illness/Family Illness days during the year, s/he will be given a payment of \$200 on the following December.
- D. In order to be eligible for the incentive pay set out in a., b, and c. above, the mechanic must have been employed as of December 1st. If a mechanic is hired after December 1st, the incentive payment will be pro- rated on a percentage of the workdays after the mechanic was employed.
- E. For the purpose of the incentive program, a personal illness or family illness day will be when a mechanic is absent for three (3) or more hours. Absence of less than three (3) hours will be considered a half-day. Mechanics absent one-half (½) day will receive \$500; one and one-half (1- 1/2) days, \$300; or two and a half (2-1/2) days, \$100.

### **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, life partner (as defined elsewhere in this policy), child, grandfather, grandmother, grandchild, father in law, mother in law, sister in law, brother in law, son in law, daughter in law, or any other member of the family unit regularly living in the same household as the employee.

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

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

### **Military Leave**

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

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence

shall result in no loss of wages. When the employee has received the military pay s/he shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

### **Health Leave**

Through Board of School Trustees' action regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

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

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

### **Health Leave - Procedure**

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

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

Should the employee fail to provide a requested physician's statement within thirty 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 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**

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

Unused personal leave will accumulate for retirement.

### **Personal Leave - Procedure**

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

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

- A. Once every three (3) 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**



**A. Jury Duty**

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

**B. Witness Duty**

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

**Parental Leave**

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of 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 she or 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 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.

**Holidays and Vacations**

**Definitions**

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

**Holidays**

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

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

Martin Luther King Jr. Day

Presidents Day (see A-4)

Memorial Day

Independence Day - two (2) days (see A-2)

Labor Day

Thanksgiving - two (2) days (see A-3)

Christmas - two (2) days (see A-1)

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

1. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.
  2. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one of these days, in which case an alternate day will be determined.
- C. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.
- D. Thanksgiving Day and the day following will be paid holidays.
- E. Presidents' Day will be a paid holidays.
- F. **Holiday/Sunday Overtime:** In the event a mechanic is required to work on a Sunday or on Thanksgiving Day, Christmas Day, or New Year's Day, the employee shall be paid at two (2) times his/her regular hourly rate of pay for each hour worked on such day(s). This pay shall be in addition to holiday pay.

## Vacations

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. Full-time employees employed for twenty (20) or more consecutive years prior to December 31 are entitled to twenty-five working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**
- The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a twelve (12) month position. The total number of equivalent years will be rounded up to nearest whole number.
- The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.
- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor. When vacation days have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.

Revised 1/1/17

Revised 12/12/17

Book Policy Manual  
 Section 3000 Personnel  
 Title Proposed Revised EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN  
 Code po3422.12S  
 Status  
 Adopted December 20, 2016  
 Last Revised June 25, 2019  
 Last Reviewed August 13, 2019

3422.12S - **EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN**

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for ~~June 25~~ August 1, 2019. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	23.54 – 29.07
Transportation Trainer/Dispatcher	19.61 – 22.92
Food Service Truck Driver	15.75 – 18.71
Food Service Receiving/Supply	15.75 – 18.71
Evening Supervisor of Building Services	20.64 – 25.41
Food Service Training Specialist	17.84 – 24.99
Food Service Bids & Commodity Coordinator	16.99 – 26.55
Executive Chef & Culinary Event Coordinator	16.99 – 26.55
Quality Assurance Coordinator	19.61 – 22.92
Production Coordinator	19.61 – 22.92
Transportation Route/Driver Coordinator	19.61 – 22.92
<u>Transportation Clerk</u>	<u>15.00 - 16.50</u>
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	27.41 – 34.27
Radio Station Staff Announcer	9.24 – 13.14
Radio Station Development Assistant	10.75 – 17.19
School Security Officer	30.00**
Title I/Funded Pupil/Program/Parent Support Person	19.58 – 28.52
Title I/Building Translator/Interpreter	19.58 – 28.52
Title I/Building Translator/Parent Liaison	15.35 – 19.25
School Parent/Community Liaison	19.58 – 28.52
District Translator	19.58 – 28.52
Evening Events Supervisor	14.82
Asst. Site Coordinator - 21st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	16.12 – 30.10
Early College Data Specialist	24.24 – 27.70
EACC Testing Specialist	24.24 – 27.70
21st Century Community Education Program Manager	28.00 – <del>36.00</del> <del>33.00</del>
Campus Security – I	12.00 – 20.00
Campus Security – II	14.00 – 22.00

\* Hourly rate based on .001 of the certified teacher's base salary set forth in Appendix B of the 2017-2018 Master Contract

\*\* Effective August 1, 2017

POSITION	YEARLY SALARY RANGE
Radio Station Manager	49,673 – 73,798
Radio Station Development Director	46,748 – 70,738
Radio Station Business Account Manager	36,896 – 69,562
Radio Station Program Director	36,896 – 56,766
Radio Station Senior Reporter and Assignment Editor	31,875 – 46,672
Radio Station Operations Manager	25,545 – 41,865
Radio Station Morning Edition Host	28,991 – 45,636
Radio Station Promotions Manager	29,818 – 44,367
Radio Station Membership Manager	38,741 – 52,384
Radio Station Business/Workforce Development Reporter - IPB News	30,000 - 44,338
Olweus Bullying Prevention Program Coordinator	42,664 – 57,723
Adult and Community Education Program Manager	63,518 – 74,105
Building Services Manager	65,000 - 85,000
Energy and Risk Management Specialist	50,000 - 70,000
Data and Assessment Manager	63,518 – 74,105
Data Specialist	37,619 – 59,116
Digital Communication Specialist	37,619 – 59,116
Staff Accountant	40,000 – 52,000
School Psychologist Intern	36,230
21st Century Community Learning Center Coordinator	2,500 (per semester)

An hourly employee who is required to report to work to respond to an emergency outside of the employee's regular work hours will be paid for a minimum of two (2) hours.

## **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 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 thirty (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**

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

#### **1. Resignation**

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

#### **2. Retirement, Death, or Disability**

The benefits listed below are in addition to those in **Employees' 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. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. 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. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service is eligible to select one of the following benefits based upon the employee's daily rate at the time of retirement:
  1. One (1) 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 Employees employee booklet.

In the case of the death of an eligible employee, this benefit will be paid to the employee's beneficiary.
- e. Any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2006, shall be paid the sum of \$100 for each year at the time of retirement. Any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$50 for each year at the time of retirement.

### **D. 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.

## **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**

As used in this section, "immediate family" includes spouse, child, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, daughter-in-law, son-in-law, and any other member of the family unit who is regularly living in the same household as the employee. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

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

**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 personal illness absence to a total of the number of hours equal to 120 work days. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

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

#### Job-Related Injury

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

#### Bereavement

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

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

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

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

#### 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

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

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

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer.

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

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

#### Personal Leave

Full-time classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. Regular school-year 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.

#### Personal Leave - Procedure

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

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

- A. Once every five (5) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.

B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.

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

## **Jury and Witness Duty Pay**

### **Jury Duty**

All Employees in Miscellaneous Positions 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.

### **Witness Duty**

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

### **Parental Leave**

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Personnel is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (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 Personnel and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

## **Holidays and Vacations Definitions**

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

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

## **Holidays**

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

New Year's - two days

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day - two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.

b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one of these days, in which case an alternate day will be determined.

2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.

3. Thanksgiving Day and the day following will be paid holidays.

4. Presidents' Day will be a paid holiday.

B. School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King, Jr. Day

Presidents Day

Memorial Day

Labor Day

Thanksgiving Day and the following Friday (two (2) days)

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

#### **Vacations**

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six (6) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. *NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

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

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

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. Only twelve (12) month employees will be entitled to paid vacation days.
- K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools in such position, or when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

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

Revised 1/24/17  
Revised 6/27/17  
Revised 10/24/17  
Revised 12/12/17  
Revised 5/8/18  
Revised 8/14/18  
Revised 11/13/18  
Revised 12/11/18  
Revised 12/18/18  
Revised 2/12/19  
Revised 3/12/19

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?
Workforce Diploma Reimbursement Program	Governor's Workforce Cabinet	Adult Education	Darcey Mitschelen	\$110,629.00	Funds will be used to provide an educational experience for adults 22+ years old who are wanting a high school diploma. These will be adults who need less than 20 credit hours to complete the high school requirements. This program will continue its partnership with the School-Without-Walls to ensure that students are placed in the appropriate program. Darcey Mitschelen will oversee the grant.	The strategic plan says...."Working together to provide the best educational opportunities for Elkhart students." I believe that means being in a position to support ALL who come to ECS wanting to learn and grow, including adults! These funds will expand current offerings to meet the needs of an under-served population.	\$103,134 Direct program expenses (teachers, materials, etc.), \$ 7,495 Administrative expenses (data person, office supplies, postage, etc.)	8/8/2019
Equipment Upgrades	Elkhart Community Foundation (potentially Leighton and St. Joseph County Foundation too if ECCF doesn't cover equipment costs)	WVPE	Anthony Hunt	\$67,664	Install fiber optics lines, replace the HD Encoder (old one uses Win XP), replace our 'over-the-air' phone system, add remote production, audio processing capacity for a 4th HD channel, and replace our critical systems battery backup. All managed by Anthony Hunt	Make WVPE better with improved technology	WVPE Engineering Projects Need 1 Switch from Comcast to I-Light \$12,150 2 HD Encoder System \$10,200 3 Phone Hybrid \$17,243 4 Portable Remote Production \$7,222 5 HD4 Processing \$14,039 6 Play/replay Harv's Show main-HD3 \$4,663 7 Battery Backups (need 2 of 4) \$2,147  TOTAL \$67,664	8/14/2019



School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Committee Notes	Grant Award
Elkhart Memorial	EMHS Boys Soccer	Fed and Included= Success	9-12	50-60	1000	Here at Elkhart Memorial 485 students or 30.2% of our student population is Hispanic and over the last decade that percentage is increasing. On the boys soccer team 87% of the team is Hispanic. Many of our players have parents who work second or third shift jobs or even multiple jobs. Some of our student athletes even have jobs during the soccer season after practice or on the weekends. Soccer is something that brings the Hispanic community together. I don't want a player to ever feel like they can not participate because of lack of funds. Studies show when students participate in sports their attendance, grades and overall disposition improve. If soccer can be the guide to keep kids in school this will help the graduation rate. In addition 70% of Ekhart students are on free and reduced lunch. Our players need to be fed before competing.	This is the 3rd year in a row this same request has come in with no sustainability plan for the future. I've asked ECS Food services to come up with a price for healthy player snacks as they will likely be able to do it cheaper. We decided to fund this at 50% of the request and let them know that we can't continue to fund things without a sustainability plan.	\$500
Hawthorne Elemenary	Hawthorne Elementary School	Hawthorne Community Events	PK-6th	625	\$1,750.00	Hawthorne Elementary is committed to build upon the foundation of healthy culture that exists between the school and all community stakeholders. During the 2018-2019 school year, school leadership and staff worked collaboratively with the newly formed parent advisory committee to plan seven community-centered events at Hawthorne. These events provided an opportunity for Hawthorne staff, students, families, and other community stakeholders to build relationships using the school building as a central hub. The Hawthorne family wants to continue the tradition of holding these events to continue to build trust and community among all members of the school community. Previous events were funded using staff support, community donations, and fundraisers. The events that are planned for the 2019-2020 school year are: 1) Trunk or Treat, 2) Holiday Hero Party, 3) Valentine's Day Family Dance, 4) Movie Night (x2), and 5) Family Dinner (x2). Hawthorne is requesting funding for these events through an Extracurricular Grant from EEF to alleviate the financial burden from Hawthorne's staff and the families of our students.	Approved for full funding. Great quanifiable goals!	\$1,750
Elkhart Memorial High School	Elkhart Memorial High School	EMVB Purdue Team Camp	9-12	Directly 4; Indirectly 25-30	\$550.00	I have four players who are in need of financial help to cover the cost of their individual fees to attend the Purdue Team Camp.	Approved for full funding. She only asked for exactly what she needed. They do a great job of paying it forward!	\$550
Elkhart High School	Elkhart High Elite	Elite Expectations	5-12	100+/year	\$3,839.80	This proposal is in request of premium gaming chairs for our gaming lab, Arkadia, which houses not only our program but art classes throughout the day. This lab also will be home to our middle school/elementary school leagues which will be implemented this coming school year.	The committee wants to support this new club, but not in this way. We asked the leader to submit a new request. His new request asks for equipment to be used in the elementary/jr high season that will be used as a feeder for the high school team. It will provide enough headsets and keyboards for the feeder program.	\$1,940
Elkhart Central	National Honor Society	NHS Gives Back	12	58	1515	National Honor Society needs help paying the bills so to speak. In particular, members need help paying for the NHS charter, graduation cords, and a	Funding the chords, not the charter or scholarship. IT is too slippery of a slope to fund charters and it is outside of EEF's mission to fund scholarships.	\$870
Elkhart Central High School	Elkhart Central Football	Technology Upgrade	7-12	140+	\$5,000	Our football program would like to take the next step with technology to use for teaching our sport to our student-athletes and create a "production" team of non-football players as a new group. To do this, we need to upgrade our camcorders, replay technology, and tripod systems to enhance our uploading power to be able to teach our players in a classroom setting. This grant would also allow us to have a program for non-football players who are interested in film/television/IT to gain valuable experience with filming live action and uploading it to a web-based teaching service.	The athletic department has committed to turn this project into a department-wide athletics/av club. Not only does it have the potential to be a good analysis tool for the individual teams but it is the start of a new club for kids who may have a knack for video rather than sports.	\$5,000
Elkhart Memorial High School	Table Game Club	Innovative Games	9-12	After initial surveying of students and staff, we have the opportunity to impact the entire school.	1412.16	The amount requested would allow for the club to have innovative games to use during meetings.	Max single club amount is \$1000.	\$1,000

School Name	Organization Name	Project Title	Grade(s)	Number of Students Impacted	Amount Requested	Abstract	Committee Notes	Grant Award
Elkhart Central and All Elementary Schools	Elementary Swimming and Elkhart Central Men's and Women's Swimming and Diving Team	EVERYBODY Learns to Swim	4th Grade	941 Students Impacted by the Program	\$900	Next year, the district is adding elementary swimming for all 4th graders. All students will be bussed for 8 days to the new aquatic center to learn basic water skills, water safety awareness, and what to do if there is an emergency. The grant money will be used to purchase suits so that all students will be able to get in the water and learn these life saving skills. I have secured a partner company, Elsmore Swim Shop, to sell us long lasting polyester suits with most of the suits costing only \$15. These long lasting suits typically cost between \$70-\$80. We would like to purchase 30 girl suits and 30 boy suits of various sizes to have on hand to "loan" to students if they cannot afford a suit or forgot one at home. At the end of their class the students will turn the suit back in. With about 90 students a day participating in the program, we feel that this amount will enable us to have enough suits on hand for the 4th grade students.	Approved for full funding	\$900
<b>TOTAL</b>					<b>15966.96</b>			<b>\$12,510</b>

School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Committee Notes	Amount Awarded
Elkhart Memorial/ Elkhart Central High Schools	Yamate Japan/ Elkhart Exchange program	Grades 10-12	Students from our Japanese classes are the primary participants, however the trip is open to all students with the future target being the International Business program that will be created with school merger.	We receive 44 students from Yamate Gakuin school who stay with 35 host families in Elkhart. Last experience in 2017, we were only able to take 9 students from Elkhart due to lack of funding. We would like to take up to 44 students as the program grows and expands.	\$5,000	Our proposal is to assist with funding a cultural understanding and awareness exchange with Yamate Gakuin school in Yokahama, Japan. Global citizenship is important in our shrinking world. Elkhart schools entered into this exchange for the first time in July, 2017. Forty four students and three teachers from Japan arrived in Elkhart in April, 2017. These students stayed with thirty five host families from Elkhart Memorial and Elkhart Central for two weeks. Students were shown many activities in our area including an Amish dinner and a trip to an amusement park. Host families generously provided meals and activities for students. Due to the prohibitive cost of the trip, only nine students and two teachers from Elkhart travelled to Japan the exchange visit. Many were interested but could not afford the 2000 expense. All students and teachers paid their own way. The trip was eye opening culturally and provided an insight into Japanese culture, tradition and language.	This project is outside of the grant timeline as it doesn't take place until a year from now. We will encourage them to seek community partners through the Chamber of Commerce, Fundraise, Figure out how many kids are committed to going and reapply for the January 1st deadline.	0
Mary Beck Lab School	Coffee Cart	2-6	Social Emotional Learning, Economics and Business, and Math (Money Management)	Students in grades 2-6. Intense Need students, students with social-emotional barriers that need social skills in practice. Range of 20-40 students. With more students impacted through the sustainable nature of the cart.	\$788.20	Our proposal is to create a student run and student lead small business in the hallways of our school. We are asking for an opportunity for our students to have experience and exposure to life skills that are essential for success. Our plan is to have students run, maintain, and manage a coffee cart that that will serve the staff of our building. Our cart will consist of coffee, tea, smoothies, and a variety of drinks that students will be helping to create, cater to, and serve to staff members only. Our cart will be run by and managed by students with teachers providing guidance and a watchful eye. The students will be working together to prepare the drinks and serve staff members in the building. Our goal is to target a group of students of varying age ranges and grades that will benefit from positive peer interaction, teamwork, and inspire responsibility to run the cart.	We will suggest that they talk with NS and ECHS about what has worked in their buildings with a similar project. We also suggest that the kids should get to decide how to spend the profits and encourage them to reinvest in their own school somehow rather than contribute to an outside non-profit. Approved for full funding.	\$788.20
Hawthorne Elementary	Hawthorne Sensory Hallways	PK-6th grade	All	625	\$9,525.00	Hawthorne students will benefit from the construction of a sensory hallway area. A sensory hallway area will provide students with a variety of opportunities to engage in movement and physical release. The designated hallway areas will create a space where students can have their sensory needs met in a safe environment. A floor plan and design have already been created by Hawthorne general education and special education staff. A local business with the capacity to create this space for Hawthorne has measured the building hallways to ensure the plan will function within the existing structure. The floor design would be placed on the existing floor and supported by a wax coating to promote the longevity of the design. Hawthorne would have an interactive sensory hallway that serves all students for many years.	We are requiring 3 quotes from graphics vendors along with a diagram of the design before grant money is released.	\$5,000
Elkhart Memorial High School	"Serging" Forward!	9-12	Fashion and Textiles (FCS)	100+ in first year with a growing number in years to come	\$999.32	This grant will help equip the Family and Consumer Science Department in offering new programs that is directly tied to Indiana's CTE pathways, including Fashion, Textiles, and Design, Commercial Photography, and Visual Communications. Think "sewing class" no more, but rather an innovative, creative, and hands on class where kids can learn about the rising field of fashion, and create new functional pieces of art! This grant would allow for Fashion 1 and 2 classes at EMHS. Our machines are currently in need of repairs, and the department and school is supplying the cost of those repairs. This grant will give us the rest of the "working parts" to make our dream a reality! The cost to launch the program is \$999.32. This money will help meet the department's short term goal of providing more students an opportunity to engage in the fashion industry, and meet the school's long term goal of building into the CTE pathways for graduation! ( <a href="https://www.doe.in.gov/cte/pathways">https://www.doe.in.gov/cte/pathways</a> )	The committee had some concern that the supplies on this list are mostly consumables and would need to be replaced. The FACTS supply budget will have to be adjusted in future years to accommodate several of these items going forward. Approved for full funding as this is a new course and we are happy to launch them with the proper supplies.	\$999.32
Memorial High School	Digital Design Animation Grant	9,10,11,12	Art, Digital Design	Over 2,000 per school year	2,958.00	Using a drawing tablet is much more natural and comfortable to use than a mouse or touchpad, whether you want to paint, illustrate, animate in 3D, create a comic, or retouch photos. Memorial High School needs to be prepare students for the real world and how animators actually work and familiar with programs they actually use. Professional animators do not draw with a mouse. Unfortunately, we are lacking in tools help students to complete quality work and provide experiences that will prepare them for jobs in animation and digital design. As we see opportunities in digital art fields grow, we have realized a need for graphic drawing tablets for our student computers. Graphic tablets will allow students to efficiently and more naturally convert their creativity from their minds to the computer screen.	iPad is coming out with a way to do this exact same thing in September. Since all students have an iPad at EMHS, this grant request will not be necessary.	0
Hawthorne	Refocus Area	pre-K-6th	Social emotional Health	631	3,238.69	Students at Hawthorne are sometimes sent to a "buddy room" to cool down, refocus, or otherwise correct moderate behavior problems in the classroom. However, there are currently no standardized procedures for what happens to students when they arrive in a buddy room, and no school-wide expectations for what they will do while they are there, or how long they will stay. This has led to some confusion among both students and teachers and has lessened the effectiveness of this behavior intervention. In this grant, the Restorative Justice Committee at Hawthorne seeks funds to acquire materials that can be used in creating and implementing a school-wide procedure for the buddy room, including timers and activities to calm and refocus students.	The Committee liked the proactive approach to student behavior issues. Impressed with the use of research-based best practices. Approved for full funding.	\$3,238.69
Elkhart Memorial	The Art of the Print	High School	Art Printing	1300/year	1 Printer	Elkhart Memorial's Art Department is seeking funds to cover the purchase of a high capacity Lanier Printer for the department. Teaching many digital art classes we are experiencing high printing costs that we cannot maintain. The EMHS art department is in great need of a new color printer that will service the entire department more economically. This new printer will benefit all students by being networked to every student computer in the department. Having a new color printer would allow students more opportunities to print their work at a cost that is easier for the department to maintain. Currently this option is very difficult and a hardship on our limited budget and our student's families.	Ashley was able to get the machine donated from Advanced Imaging Solutions. No need to expend money for this grant.	0
Mary Beck Lab School	Can You Hear Me Now?: Increased Student Performance Through Teacher Voice Amplification		Reading, Math, Science, Social Studies, Writing	Aprox. 35 next year, which would be repeated in subsequent years.	\$1,351.00	We are seeking funding for a voice amplification system for our classrooms. Voice amplification systems benefit learning in a variety of ways. Research shows that struggling learners as well as those who may be easily distracted are most impacted by the use of a voice amplification system. As third grade teachers, we recognize the importance of reading instruction for our students in order to show proficiency on the IREAD 3 assessment and ILEARN and well as demonstrate growth on the NWEA (MAP) assessment.	Voice amplification is not an innovative practice. We see the value in the project, but do not feel it fits the model of our grant requirements.	0

School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Committee Notes	Amount Awarded
Mary Beck Elementary	Brain Food: A Vending Machine to Feed Kids Brains	K-6	Literacy	260+	\$5,000	Brain food is defined as food believed to be beneficial to the brain, especially in increasing intellectual power. While many people would automatically think of actual foods that can be beneficial to brain improvement, another type of brain food should also be considered. What is that you say? Books!! Research has shown us time and time again that literacy is the key to a multitude of life skills. A book vending machine is the perfect way to encourage reading in a different and exciting way! Building a culture of literacy began in the fall of 2018 with a grassroots movement that was funded by donors to provide all students with a free book each month. The genuine joy and excitement the students showed about receiving these books astounded all of the staff. We want to continue to spark that love of literacy in students. Acquiring a Brain Food Vending Machine would continue to build momentum toward building lifelong readers.	Cute idea but not a classroom teaching practice. It is also a lot of money to spend on a gimmick. We are excited to offer them the opportunity to get as many free books as they can handle through a collaboration with Goodwill. We also will offer them a visit from the Better World Books Book Bus (an item that was donated to us).	0
Hawthorne	Flexible seating	1st	All subjects - especially Reading and Math	28 depending on enrollment (my highest enrollment was 28 this year)	\$581.70	My request is to be able to provide flexible seating for my class of incredibly wiggly first grade students. I have noticed that when students are allowed to sit in the wiggly chairs and upholstered chair that I currently have, they are more engaged in their learning. Students feel empowered by having some degree of choice and control over their environment. Flexible seating allows students to choose where they work and to change their location and positions as needed. Children need to move. Flexible seating allows them to wobble, rock, bounce, lean or stand, which increases oxygen flow to the brain, blood flow and core strength. It also helps keep young minds more alert and focused. Flexible seating encourages students to find their best spot to stay calm, focused and productive. Many flexible seating options stimulate students' sense of touch. This type of stimulation can help children focus and process information. Sensory input is especially helpful for students with ADHD or ADD.	The committee no longer entertains flexible seating requests.	0
<b>TOTAL</b>					<b>\$29,442</b>			<b>10026.21</b>

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Pierre Moran Middle School

Class/Group: 7th and 8th grade students

Number of Students: 40-45

Date/Time Departing: 5pm June 9, 2020

Date/Time Returning: 7am June 14, 2020

Destination: New York City, NY / Philadelphia, PA

City State

Overnight facility: Holiday INN Express / Hampton INN

Mode of transportation: Deluxe Motorcoach

Reason for trip: We are visiting several historical sites in New York City and Philadelphia that our students are learning or will learn about in US history and may <sup>have</sup> ~~have~~ seen on TV or read in books. The goal is to have our students experience the museums, the architecture, and the arts up close.

We also think that visiting our nation's first capital would be a great way to finish off our journey.


Names of chaperones: Anthony Venable, Tamara Tidey, Micah Helmuth, Jeffrey Vanlue

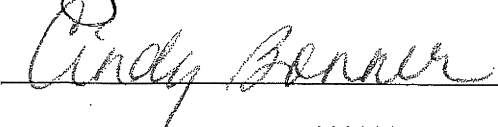
Cost per student: 945.00

Describe Plans for Raising Funds or Funding Source: Nelson's BBQ, car wash, school event fundraisers.

Plans to defray costs for needy students: Extra funds from our fundraisers to be dispersed to those students who need it.

Are needy students made aware of plans? Yes


Signature of Teacher/Sponsor: 

Signature of Principal: 

Date: 6/17/19

\*\*\*\*\*

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

Approval of Assistant Superintendent: 

Date: 8-6-19

Approval by Board: \_\_\_\_\_

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

RECD. 8/16/19

November 11, 2009

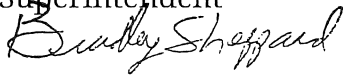
ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana



DATE: August 7, 2019  
 TO: Dr. Steve Thalheimer  
 FROM: Brandon Eakins  
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant  
 August 13, 2019 - Board of School Trustees Meeting

2019- 2020 CONFERENCES	EXPENSES	SUBSTITUTE
<b>IN-MaC Micro-Grant Impact Summit</b> This summit will bring educators, industry professionals, and STEM-focused organizations together to discuss, brainstorm and share micro-grant best practices  West Lafayette, IN August 21, 2019 Scott Sassaman (0-0) Leadership	\$195.00	\$0.00
<b>Indiana State Literacy Conference</b> This conference will provide sessions on improving literacy instructional practices that I can use in my classes.  Noblesville, IN September 14, 2019 Traci Pankratz (0-0) Instructional Leadership	\$213.92	\$0.00
<b>TOTAL</b>	<b>\$408.92</b>	<b>\$0.00</b>
2019-20 YEAR-TO-DATE PERKINS FUNDS		
<b>GRAND TOTAL</b>	<b>\$408.92</b>	<b>\$0.00</b>

**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

DATE: August 8, 2019  
 TO: Dr. Steve Thalheimer, Superintendent  
 FROM: Dr. Bradley Sheppard   
 RE: **Conference Leave Requests**  
**August 13, 2019 - Board of School Trustees Meeting**

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

<b>2019 - 2020 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<p><b>IDOE SAILING TOWARD PROFICIENCY</b></p> <p>As the administrator who oversees preschool, this conference will connect me with other preschool administrators around the state to assist with planning for the future of our PACE students and their families.</p> <p>Indianapolis, IN            September 5, 2019 (1 day's absence)            KATHY MENTZ - ESC (0-0)</p>	\$398.09      <i>EDUCATION FUND</i>	\$0.00      <i>EDUCATION FUND</i>
<p><b>GROUPS SCHOLARS PROGRAM RECOMMENDERS WORKSHOP</b></p> <p>All Groups Scholars Recommenders are required to attend this workshop.</p> <p>Bloomington, IN            September 5 - 6, 2019 (2 day's absence)            CAMILLE EVANS - MEMORIAL (0-0)            REGINA ROBERSON - CENTRAL (0-0)</p>	\$830.58      <i>OTHER FUND</i>	\$0.00      <i>OTHER FUND</i>
<p><b>CULTURE KEEPERS PRINCIPAL LEADERSHIP PLC CONFERENCE</b></p> <p>This conference will provide specific, practical, and inspiring strategies for the continuous strategic improvement process in our quest for district-wide accreditation through AdvancED.</p> <p>Atlanta, GA            September 23 - 25, 2019 (3 day's absence)            TERVONDA GOINS - PINEWOOD (0-0)</p>	\$2,053.00      <i>OTHER FUND</i>	\$0.00      <i>OTHER FUND</i>
<p><b>INDIANA MATHEMATICS LEADERSHIP ACADEMY</b></p> <p>This academy will assist with the math PLC process and also with evaluation and coaching.</p> <p>Fort Wayne, IN            October 9, 2019 (1 day's absence)            GRANT CHOLER - WEST SIDE (0-0)            SHANNON LOVELY - WEST SIDE (0-0)            SARAH SMITH - WEST SIDE (0-0)</p>	\$752.60      <i>OTHER FUND</i>	\$190.00      <i>OTHER FUND</i>

<b>INDIANA MATHEMATICS LEADERSHIP ACADEMY</b> This academy will assist with the math PLC process and also with evaluation and coaching. Fort Wayne, IN February 12, 2020 (1 day's absence) GRANT CHOLER - WEST SIDE (1-1) SHANNON LOVELY - WEST SIDE (1-1) SARAH SMITH - WEST SIDE (1-1)	\$752.60	\$190.00
	<i>OTHER FUND</i>	<i>OTHER FUND</i>
<b>INDIANA MATHEMATICS LEADERSHIP ACADEMY</b> This academy will assist with the math PLC process and also with evaluation and coaching. Fort Wayne, IN April 8, 2020 (1 day's absence) GRANT CHOLER - WEST SIDE (2-2) SHANNON LOVELY - WEST SIDE (2-2) SARAH SMITH - WEST SIDE (2-2)	\$752.60	\$190.00
	<i>OTHER FUND</i>	<i>OTHER FUND</i>
	<b>\$5,539.47</b>	<b>\$570.00</b>
2019 YEAR-TO-DATE EDUCATION FUNDS	\$15,168.70	\$855.00
2020 YEAR-TO-DATE EDUCATION FUNDS	\$0.00	\$0.00
2019 YEAR-TO-DATE OTHER FUNDS	\$166,046.09	\$13,110.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2020 YEAR-TO-DATE OTHER FUNDS	\$1,505.20	\$380.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$182,719.99</b>	<b>\$14,345.00</b>

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





**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: AUGUST 13, 2019**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Administrative Appointment** – The administration recommends the confirmation of the following administrative appointment effect August 26, 2019:

**Kimberly Boynton                      ESC/Director of Special Services**

- b. **Administrative Re-assignment** – The administration recommends the confirmation of the following administrative re-assignment effective August 1, 2019:

**Matthew Werbiansky                      Central/Assistant Principal**

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

**Robert Woods                      ESC/Director of Elementary Curriculum      45 Years of Service**

- d. **New Certified Staff** – We recommend the following new certified staff for employment in the 2019-20 school year:

**MacKenzie Andrews                      North Side/Art**

**Sarah Biddle                                  Daly/Grade 6**

**Alexis Carroll-Troyer                      Beck/Kindergarten**

**Cynthia East                                  Central/Special Education**

**Asa Ennis                                      ESC/Special Education Intern**

**Susie Hershberger                          Daly/Grade 6**

**Sierra Minnix                                  Beardsley/TBD**

**Holly Morlan                                  Feeser/Grade 3**

**Amy Murray                                  West Side/Counselor**

**Taylor Raber                                  Roosevelt/Grade 3**

<b>Stacy Reisdorf</b>	<b>North Side/Science</b>
<b>Riana Sass</b>	<b>ESC/Special Education Intern</b>
<b>Joleen Smith</b>	<b>Career Center/Health</b>
<b>Wendy Weaver</b>	<b>Hawthorne/Grade 4</b>
<b>Katie Wilson</b>	<b>Pinewood/Grade 6</b>

- e. **Reassignment** – We recommend the approval of reassignment of the following classified employees to certified positions:

<b>Natasha Gawthrop</b>	<b>Hawthorne/Special Education</b>
<b>Kerry Gianesi</b>	<b>Feeser/Special Education</b>
<b>Leigh Lechlitner</b>	<b>Woodland/Special Education</b>

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

<b>Dawn Ashton</b> Began: 8/14/06	<b>Hawthorne/Music</b> Resign: 6/6/19
<b>Jennifer Beck</b> Began: 9/4/18	<b>West Side/Math</b> Resign: 6/6/19
<b>Bradley Cogdell</b> Began: 8/12/13	<b>West Side/Science</b> Resign: 6/6/19
<b>Corrine Dail</b> Began: 8/15/17	<b>Roosevelt/Grade 1</b> Resign: 6/6/19
<b>Jamie Gonzalez Torres</b> Began: 8/14/18	<b>Bristol/ENL</b> Resign: 6/6/19
<b>Jeannie Hawkins</b> Began: 8/17/00	<b>Osolo/Grade 3</b> Resign: 6/6/19
<b>Jacquelyn Krull</b> Began: 8/24/15	<b>Bristol/Grade 6</b> Resign: 6/6/19
<b>Stephanie Marks</b> Began: 8/13/07	<b>Bristol/Grade 1</b> Resign: 6/6/19
<b>Leah Michel</b> Began: 8/20/18	<b>Hawthorne/Grade 4</b> Resign: 6/6/19



<b>Sarah Oman</b> Began: 8/14/18	<b>Osolo/Grade 1</b> Resign: 6/6/19
<b>Julie Springer</b> Began: 8/18/97	<b>Pinewood/Grade 6</b> Resign: 6/6/19
<b>Nichole Swoape</b> Began: 8/19/02	<b>Speech Pathologist</b> Resign: 6/6/19
<b>Andre Tchakerian</b> Began: 8/15/11	<b>Memorial/Social Studies</b> Resign: 6/6/19
<b>Cynthia Troxell</b> Began: 8/15/17	<b>Beardsley/Grade 5</b> Resign: 6/6/19
<b>Ashley Turner</b> Began: 1/4/16	<b>ESC/Speech Pathologist</b> Resign: 6/6/19
<b>Rebekah Watson</b> Began: 12/1/14	<b>ESC/Psychologist</b> Resign: 6/7/19

g. **Maternity Leave** – We recommend a maternity leave for the following employees:

<b>Adrienne Bashore</b> Begin: 9/13/19	<b>Memorial/Guidance</b> End: 9/13/19
<b>Rachel Mallo</b> Begin: 9/18/19	<b>Daly/Grade 4</b> End: 10/1/19

h. **Parental Leave** – We recommend a parental leave for the following employee:

<b>Aliya Caldwell</b> Begin: 8/13/19	<b>Woodland/Grade 2</b> End: 6/3/20
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i. **Personal Leave** – We recommend a personal leave for the following employees:

<b>Karla Doyle</b> Begin: 8/13/19	<b>Beck/Kindergarten</b> End: 6/3/20
<b>Sherry Finn</b> Begin: 8/13/19	<b>Pinewood/ENL</b> End: 12/20/19
<b>Lisa Miller</b> Begin: 8/13/19	<b>Memorial/Language Arts</b> End: 12/20/19



**CLASSIFIED**

- a. **New Hires** – We recommend regular employment of the following classified employees:

<b>Christofer Fuller</b> Began: 5/28/19	<b>West Side/Custodian</b> PE: 7/24/19
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<b>Andrew Sokolowski</b> Began: 5/30/19	<b>Bristol/Custodian</b> PE: 7/26/19
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- b. **Retirement** – We report the retirement of the following classified employees:

<b>Carol Bradshaw</b> Began: 10/17/06	<b>Central/Secretary</b> Retire: 6/13/19 12 Years of Service
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<b>Patricia Denlinger</b> Began: 8/18/03	<b>Osolo/Registered Nurse</b> Retire: 6/7/19 15 Years of Service
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<b>Cathy Snyder</b> Began: 8/10/07	<b>Woodland/Paraprofessional</b> Resign: 6/6/19 11 Years of Service
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- c. **Correction** – We recommend the withdrawal of the resignation on the June 25, 2019, Board Report for the following classified employee:

<b>Karen Fraire Vargas</b>	<b>West Side/Monger/Food Service</b>
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- d. **Resignation** – We report the resignation of the following classified employees:

<b>Grace Bontrager</b> Began: 1/8/18	<b>PACE/Paraprofessional</b> Resign: 6/6/19
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<b>Kristen Cooper</b> Began: 10/24/16	<b>Eastwood/Paraprofessional</b> Resign: 6/6/19
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<b>Stacey Ilnicki-Weaver</b> Began: 11/4/04	<b>Memorial/Food Service</b> Resign: 6/6/19
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<b>Ashlea LaBine</b> Began: 5/21/14	<b>Feeser/Paraprofessional</b> Resign: 6/6/19
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<b>Dolly Lozano</b> Began: 9/8/15	<b>Hawthorne/Paraprofessional</b> Resign: 6/6/19
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**Cassidy Parsons**  
Began: 8/30/18

**Memorial/Paraprofessional**  
Resign: 6/6/19

**Derria Pratcher**  
Began: 1/19/16

**Pierre Moran/Paraprofessional**  
Resign: 6/6/19

**Alison Riser**  
Began: 8/28/17

**Monger/Paraprofessional**  
Resign: 6/6/19

**Alysa Shultz**  
Began: 1/9/19

**Osolo/Paraprofessional**  
Resign: 6/6/19

**Melanie Summers**  
Began: 7/6/18

**ESC/Secretary**  
Resign: 8/2/19

**Alison Tipton**  
Began: 10/30/18

**North Side/Paraprofessional**  
Resign: 6/6/19

**Kaylie VanGalder**  
Began: 10/15/18

**North Side/Paraprofessional**  
Resign: 6/6/19

**Charlie Warr**  
Began: 12/5/12

**Transportation/Bus Driver**  
Resign: 6/6/19

**Heather Wong**  
Began: 10/30/18

**North Side/Food Service**  
Resign: 6/6/19





HUMAN RESOURCES

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. STEVEN THALHEIMER**  
**FROM MS. CHERYL WAGGONER**  
**DATE: AUGUST 13, 2019**

**ADDENDUM TO PERSONNEL REPORT**

CERTIFIED

- a. **Administrative Re-assignment** – The administration recommends the confirmation of the following administrative re-assignment effective August 12, 2019:

**David Bird**

**Central/Assistant Principal /  
Transition Principal of the School of Natural Resources**