

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

December 17, 2019

CALENDAR

| | | | |
|-----|----|-----------|---|
| Dec | 17 | 8:00 a.m. | Regular Meeting/Work Session, J.C. Rice Educational Services Center |
| Jan | 14 | 5:30 p.m. | Public Work Session, J.C. Rice Educational Services Center |
| Jan | 14 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Jan | 28 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Feb | 11 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. MINUTES – December 10, 2019 – Regular Board Meeting
- E. TREASURER'S REPORT

Consideration of Claims

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

Resolution to Transfer Funds to the Rainy Day Fund - The Business office recommends Board adoption of a resolution for year-end Rainy Day Fund transfer.

Resolution to Transfer Amounts from the Education Fund to the Operating Fund- The Business office recommends Board adoption of a resolution for year-end true up transfer Education Fund to the Operating Fund.

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

Monthly Insurance Report

F. OLD BUSINESS

Board Policy 3413S – Support Staff Working Hours, Compensatory Time, and Overtime - The administration presents proposed revisions to Board Policy 3413S- Support Staff Working Hours, Compensatory Time, and Overtime, as presented at the December 10th regular meeting.

G. NEW BUSINESS

Board Policy 3410.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The administration presents proposed revisions to Board Policy 3410.01A - Professional Staff Contracts and Compensation Plans (Administrators) and asks to waive 2nd reading.

Appointment of the Indiana School Board Legislative Liaison for 2020

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

H. PERSONNEL

Conference Leaves - It is recommended the Board grant conference leave requests in accordance with Board Policy to staff members as recommended by the administration.

Certified and Classified Staff - See the report and recommendations of the administration.

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
December 10, 2019

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

Place/Time

| | | |
|------------------------|--|--|
| Board Members Present: | Kellie L. Mullins Carolyn R. Morris | Babette S. Boling Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr. |
|------------------------|--|--|

Roll Call

Absent: Douglas K. Weaver

Vice President Kellie Mullins called the regular meeting of the Board of School Trustees to order.

Call to Order

Doug Thorne, district counsel/chief of staff, recited the Elkhart Promise.

The Elkhart Promise

Mrs. Mullins discussed the invitation to speak protocol.

Superintendent's Student Advisory Council (SSAC) representatives Dylan Rost from Memorial High School (MHS) and Iryln Milfort from Central High School (CHS). Mr. Rost, a junior, plays football and baseball, is involved in student government and the Varsity Club, and is currently ranked fifth in his class. Mr. Rost reported the following activities: the music department has moved in to the band and choir portion of the new facility; the pep band performed at the last Memorial vs. Central basketball game along with 40 alumni; the choir presented the final Elkhart Memorial Madrigal Dinner; the drumline performed at the Winterfest parade; heard Nathan Harmon of Your Life Speaks; the National Honor Society held a very successful blood drive; clubs are busy with holiday activities; and winter sports are on-going. In conclusion, Mr. Rost expressed how excited he is to be a Lion and represent Elkhart High School in his last year of high school. Iryln Milfort, a junior, reported on the winter orchestra and band concerts, the basketball, swim meet and wrestling match all going on tonight. Ms. Milfort reported Central will host the joint SSAC meeting on Thursday to discuss the plans for activities to bring the two student bodies together before the merger.

Superintendent's Student Advisory Council

Mia Morgan-Perez, a senior at Central, selected to attend the National Student leadership Academy in Washington, DC last week gave a presentation on her trip. Ms. Morgan-Perez was selected by Jobs for America's Graduates (JAG) specialist, Jennifer Kemble. Ms. Morgan-Perez presented slides from her recent trip. She participated in a competition with 1,000 JAG students on employability skills including resume and cover letter writing, completing a job application and a mock interview. When asked by a Board member her biggest take-away from the experience, she stated connecting with other participants was easier than anticipated and took her out of her comfort zone.

Student
Recognition

Dan Burton, band director at Central and Pierre Moran, introduced Emily Anderson, Myla McMullen, Cleo Kirkton, and Savannah Tully, student members of the committee responsible for selecting the instrumental music for the Elkhart High School fight song. Other members of the committee include: Cary Anderson, Kelly Berheide, Susan Daiber, Jacquie Rost, Brian Buckley, Kurt Weimer, David Elliott and Brenda Kolbe. The students outlined the process and decision making used during the search, including copyright privileges and ownership of the fight song 'War Eagle' from Auburn University. The committee listed to recordings of 194 present college fight songs before narrowing list to 15 and then to 4 for the final vote. Robert Allen composed the song in the mid 1950's, his widow stated she was 'thrilled' to have her husband's song represent the theme for the new Elkhart High School. The final approval from one of the owners has been withheld pending the submission of the lyrics. Mr. Ken Dye from Notre Dame has offered to arrange the new school song at no cost to Elkhart Community Schools. The community will be invited to submit their lyrics or words in the near future. A recording of the instrumental music was played for the Board along with the video being released in January.

Fight Song

By unanimous action, the Board approved the instrumental music for the Elkhart High School fight song.

By unanimous action, the Board approved the minutes from the November 26, 2019 – Regular Board Meeting.

Approval of
Minutes

By unanimous action, the Board approved payment of claims totaling \$6,183,047.68 as shown on the December 10, 2019, claims listing. (Codified File 1920-65)

Payment of
Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500 from the Northern Indiana Volleyball Association to Eastwood for their volleyball program; \$1,500 from Virtual Benefits Administrators through Patrick Tibbs for the Early College Program at Memorial; and 40 knitted hats from Jane Slabaugh and friends for distribution through social workers to children in need.

Gift Acceptance

By unanimous action, the Board approved an extra-curricular purchase request from Memorial to purchase garment racks and accessories to store choral formalwear in the new music department in the amount of \$1,072.70.

Extra Curricular
Purchase

By unanimous action, the Board awarded the bid for the purchase of gasoline and diesel fuel for calendar year 2020 to Ceres Solutions (formerly known as North Central Co-op) at a fixed cost of \$1.995 for unleaded and \$2.494 for diesel. (Codified File 1920-66)

Award of Fuel
Bid

By unanimous action, the Board approved proposed revisions and waived second reading of the following Compensation Plans:

Compensation
Policies

- 3422.01S - Food Service Employees' Compensation Plan
- 3422.02S - Mechanics' Compensation Plan
- 3422.03S - Bus Drivers' Compensation Plan
- 3422.04S - Bus Helpers' Compensation Plan
- 3422.05S - Support Staff Salary Schedule
- 3422.06S - Secretarial/Business Compensation Plan
- 3422.07S - Executive Assistants' Salary Schedule
- 3422.08S - Paraprofessionals' Compensation Plan
- 3422.09S - Technical Assistants' Compensation Plan
- 3422.10S - Registered Nurses' Compensation Plan
- 3422.11S - Social Workers' Compensation Plan
- 3422.12S - Employees in Miscellaneous Positions Compensation Plan
- 3422.13S - Therapists' Compensation Plan
- 3422.14S - Employees in Tech. Services Positions Compensation Plan
- 3422.15S - Permanent Substitute Teachers' Compensation Plan

Mr. Thorne highlighted the changes to support staff compensation: a 1.9% increase to all wage and salary ranges; revisions to the definition of immediate family; revision to bereavement leave language; revision to personal leave allocations; revision of sick leave allocation for full time employees. In specific areas: mechanics classification changing from three pay ranges to one; bus drivers - increasing trip pay by 50 cents; executive assistants - revision of severance and retirement language; paraprofessionals - addition of an attendance incentive; registered nurses - revision to compensation language for national School Nurse Certification and change to schedule placement language.

The Board was presented proposed revisions to Board Policy 3413S - Support Staff Working Hours, Compensatory Time and Overtime, for initial consideration.

Board Policy
3413S

The Board reviewed proposed revisions to Administrative Regulation GDBA-10 - Miscellaneous Position Pay Schedule. Mr. Thorne noted the revisions include removing lifeguard positions from the schedule and increased compensation for food service subs.

Administrative
Regulation
GDBA-10

By unanimous action, the Board approved the tentative Agreement with the American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925). Mr. Thorne noted the changes to the custodial agreement include the 1.9% pay increase, and revisions to the definition of immediate family and bereavement. (Codified File 1920-67)

Custodial Agreement

By unanimous action, the Board approved an overnight trip request for a North Side choir student to travel to Fort Wayne on 1/16-1/17/20, to perform with the All-State Middle School Honor Choir.

Overnight Trip Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the December 10, 2019 listings. (Codified File 1920-68)

Conference Leave Requests

By a 5 to 1 vote (Rodney Dale opposed) the Board approved the following personnel recommendations of the administration:

Personnel Report

A consent agreement regarding unpaid time for a certified staff member. (Codified File 1920-69)

Consent Agreement

An administrative transfer for Anthony England to Assistant Superintendent of Exceptional Learners.

Administrative Transfer

Employment of certified staff member Abigail Gerig, grade 5 at Beardsley, for the 2019-2020 school year effective 1/16/20.

Certified Employment

Retirement of certified staff member James McClain, math at North Side, effective 12/20/19 with 23 years of service.

Certified Retirement

Maternity leave for certified staff member, MiColette Berry, Kindergarten at Beardsley, beginning 1/9/20 and ending 6/3/20.

Certified Leave

Leave for certified staff member, Jami Young, Homebound at ESC, beginning 1/6/20 and ending 6/3/20.

Certified Leave

Employment of the following nine (9) classified employees successfully completed their probationary period on dates indicated:

Classified Employment

- Danette Freel - food service at Central, 11/29/19
- Minnie Hutch - food service at North Side, 12/3/19
- Kathleen Kelly - paraprofessional at Osolo, 12/2/19
- Shelly Piggie - bus helper at Transportation, 12/2/19
- Paul Shelley - social worker at Pinewood, 12/9/19
- Lauren Smith - food service at Commissary, 12/2/19
- Cathy Snyder - paraprofessional at Woodland, 12/10/19
- Kelly Vollstedt - food service at Beardsley, 12/9/19
- Amber White - food service at Memorial, 12/9/19

Resignation of the following three (3) classified employees effective on dates indicated:

- Lois Keith - paraprofessional at Roosevelt, 11/26/19
- Roderic Roberson - energy/risk management specialist at ESC, 12/31/19
- Brenda Snider - bus helper at Transportation, 11/15/19

Classified Resignations

Retirement of the following three (3) classified employees effective on dates indicated with years of service in parenthesis:

- Linda DeRomero - paraprofessional at Pierre Moran, 12/20/19, (14)
- Eulah Mitchell - social worker at Pierre Moran, 12/31/19, (23)
- Nyta Tilford - secretary at Monger, 1/17/20, (33)

Classified Retirements

An audience staff member stated the mascot issue was decided 18 months ago and it is time to move on to 'What's Next?'

From the Audience

Board member Rocky Enfield spoke regarding the efforts of Crossroads Community Church assisting the students at the Academy at Tipton including mentoring and after school programs. Each student will be receiving an Eddie Bauer backpack filled with food and supplies for the holiday break. Mr. Enfield also commented on the improvements in student behavior and the dedication of the staff at Tipton. In closing, he challenged others to be a part of the solution.

From the Board

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

APPROVED:

Douglas K. Weaver, President

Kellie L. Mullins, Vice President

Carolyn R. Morris, Secretary

Babette S. Boling, Member

Susan C. Daiber, Member

Rodney J. Dale, Member

Roscoe L. Enfield, Jr., Member

Adjournment

Signatures



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: CYNDY KEELING / AGRICULTURE DEPARTMENT / ACCELL *ck*

DATE: DECEMBER 12 , 2019

RE: DONATION APPROVAL - EACC

Cattle Visions of Clark, Missouri has graciously donated 250 straws of cattle semen to be used for educational purposes in our agriculture program. This donation will be used in our animal science and vet assisting programs for students to understand genetics and breeding viability. This donation exceeds a value of \$5,000.00. Their generosity and commitment to education is truly valued. We greatly appreciate their generosity as they have also been willing to share their knowledge and resources in genetics and reproduction with our instructors for classroom lessons.

We are requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Cattle Visions
Heather Dodd & Jared Royer
13015 South 63 Hwy
Clark, MO 65243



STUDENT SERVICES

PHONE: 574-262-5540



ELKHART COMMUNITY SCHOOLS

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

DATE: December 12, 2019

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Anthony England, Assistant Superintendent

RE: Donation Approval

We recently received a donation of 60 hats and 62 scarves hand made by Ruth Ann Owens for distribution to Elkhart Community School children. They will be distributed through our social workers to children in need.

I am requesting an appropriate letter of acknowledgment and appreciation be sent to:

Ruth Ann Owens
700 Liberty Street
Elkhart, IN 46514



ELKHART MEMORIAL HIGH SCHOOL
2608 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5600

★ ★

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

DATE: December 11, 2019

TO: Dr. Steve Thalheimer, Superintendent
Board of School Trustees

FRO: Cary Anderson, EMHS Principal
Jeff Miller, EMHS NHS Sponsor

RE: Donation Approval

Elkhart Memorial National Honor Society was the recipient of a generous donation from Shree Ram LLC in the amount of \$501. This donation will be used to help purchase supplies for the NHS Champion's Last Ride Winter Carnival on February 7, 2020 (specific items for purchase are concession food, bounce house rental, and face paint).

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

Shree Ram LLC.
50780 Jonathan Drive
Elkhart, IN 46514

ACCOUNT BALANCES/INVESTMENT DETAIL
November 2019

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

| | |
|-----------------------------------|----------------|
| Lake City Bank – Deposit Account | 18,360,702.04 |
| Lake City Bank – Accounts Payable | (1,284,458.62) |
| Lake City Bank – Merchant Account | - |
| Teachers Credit Union | 2,946,243.76 |
| BMO Harris Bank (UMR insurance) | 407,420.00 |

SCHOOL LUNCH ACCOUNTS:

| | |
|--------------------------------|------------|
| Lake City Bank – Prepaid Lunch | 164,757.41 |
| Change Fund | 2,010.00 |

TEXTBOOK RENTAL ACCOUNTS:

| | |
|------------|--------------|
| Chase Bank | 1,862,814.13 |
|------------|--------------|

PAYROLL ACCOUNTS:

| | |
|----------------------------------|-------------|
| Lake City Bank – Payroll Account | (13,509.77) |
| Lake City Bank – Flex Account | 72,343.72 |

INVESTMENTS:

| | |
|------------------------|---|
| Certificate of Deposit | - |
|------------------------|---|

\$ 22,518,822.67

Elkhart Community Schools
Elkhart, Indiana

RESOLUTION TO TRANSFER FUNDS TO THE RAINY DAY FUND

WHEREAS, the Board of School Trustees of the Elkhart Community Schools established by resolution a Rainy Day Fund in December 2006 as set out in IC 36-1-8-5.1;

WHEREAS, the Rainy Day Fund as of November 30, 2019 has a fund balance of \$7,480,496.00;

WHEREAS, school funds including the Education Fund and all funds supported primarily by property tax revenue have experienced funding reductions in the past, and are anticipated to be subject to such reductions in the foreseeable future;

WHEREAS, it will likely be necessary to draw on Rainy Day Fund reserves to offset future funding reductions;

WHEREAS, the Board of School Trustees approved a \$2,000,000 appropriation for the 2020 budget in order to meet anticipated commitments;

WHEREAS, the need exists to bolster Rainy Day Fund reserves;

WHEREAS, it is forecasted funds may be available in the Operations Fund at the end of budget year 2019;

THEREFORE, BE IT RESOLVED, that the Chief Financial Officer is authorized to execute a fund transfer in an amount not to exceed \$1,000,000 from the fund listed above into the Rainy Day Fund not later than December 31, 2019, such funds being unused and unencumbered;

FURTHERMORE, the Chief Financial Officer is directed to report the actual amount of transfers to the Board of School Trustees in January 2020.

Passed and adopted this 17th day of December, 2019.

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NAY

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ATTEST:

Secretary, Board of School Trustees

2019 Rainy Day Fund Transfer Resolution

**RESOLUTION TO TRANSFER AMOUNTS FROM EDUCATION FUND
TO THE OPERATIONS FUND**

Reaffirming Monthly Transfer and Authorizing Year End True Up

WHEREAS, the Board of School Trustees is the governing body of Elkhart Community School Corporation, Elkhart County, Indiana, and

WHEREAS, HB 1009 required the governing body of each school corporation to establish an Education Fund for the payment of expenses allocated to student instruction and learning under IC 20-42.5, and

WHEREAS, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5, and

WHEREAS, HB 1009 requires that distributions of tuition support be received in the Education Fund.

THEREFORE BE IT RESOLVED, that the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer the amount of \$845,400 from the Education Fund to the Operations Fund, to reimburse the Operations Fund for expenses that are not allocated to student instruction and learning under IC 20-42.5. This transfer shall be made each month no earlier than the date of receipt of Tuition Support from the Indiana Department of Education and no later than the final day of the month such tuition support is received.

THEREFORE BE IT RESOLVED, that the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer an amount not to exceed \$950,000 from the Education Fund to the Operations Fund, to reimburse the Operations Fund for expenses that are not allocated to student instruction and learning under IC 20-42.5. This transfer shall be made no later than December 31st 2019 and will true up transfer dollars with actual expenditures for calendar year 2019.

Passed and adopted this 17th day of December, 2019.

AYE

NAY

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ATTEST:

Secretary, Board of School Trustees

Resolution for Year End square up transfer from EF to OF

Proposed School Fundraising Activities
December 17, 2019, Meeting of Board of School Trustees

| School/Organiz ation | Fundraising Activity Description/Purpose | Date(s) of Activity | Date Submitted | Sponsor(s) |
|-------------------------|---|------------------------|----------------|------------------|
| Cleveland | Students will sell Java Joe's Coffee to friends and family to help earn money for the 6th grade field trip | 1/13/19 -1 /31/19 | 12/11/2019 | Jayme Iannarelli |
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| | Please note the following fundraisers are presented for confirmation only. | | | |
| Cleveland | They will sell Christmas grams to parents to send do their students via sale in the room and through a letter to the parents. | 12/9/19 - 12/19/19 | 12/4/2019 | Jayme Iannarelli |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Medical Plan Experience

November 2019

| | <u>Cur Mo</u> | <u>Cur Mo Pr Yr</u> | <u>Chg</u> | <u>YTD Cur</u> | <u>YTD Pr</u> | <u>Chg</u> |
|---|---------------|---------------------|----------------|----------------|----------------|--------------|
| UMR Medical | \$ 745,979 | \$ 546,764 | \$ 199,215 | \$ 6,679,239 | \$ 6,592,880 | \$ 86,359 |
| UMR Rx | \$ 183,765 | \$ 162,595 | \$ 21,170 | \$ 1,666,332 | \$ 1,679,091 | \$ (12,759) |
| Rx Rebate | \$ - | \$ (85,117) | \$ 85,117 | \$ (292,410) | \$ (157,248) | \$ (135,162) |
| Less Amt Above Stop Loss | \$ (66,665) | \$ 1,956 | \$ (68,621) | \$ (135,129) | \$ (66,818) | \$ (68,311) |
| Claim Cost Total | \$ 863,079 | \$ 626,198 | \$ 236,881 | \$ 7,918,032 | \$ 8,047,905 | \$ (129,873) |
| Expected Claim Cost | \$ 872,679 | \$ 897,514 | \$ (24,835) | \$ 9,821,139 | \$ 10,042,549 | \$ (221,410) |
| Claims vs. Expected | \$ (9,600) | \$ (271,316) | \$ (1,903,107) | \$ (1,903,107) | \$ (1,994,644) | |
| Non Claim Costs | \$ 222,583 | \$ 205,290 | \$ 17,293 | \$ 2,372,227 | \$ 2,215,248 | \$ 156,979 |
| (administration, clinic, pharmacy, stop-loss) | | | | | | |
| Total Cost (Claim + Non-claim) | \$ 1,085,662 | \$ 831,488 | \$ 10,290,259 | \$ 10,263,153 | | |
| Enrollment | 996 | 1,009 | \$ 11,209 | 11,290 | | |
| Cost Per Employee Per Month (PEPM) | \$ 1,090.02 | \$ 824.07 | \$ 918.04 | \$ 909.05 | | 1.0% |
| Paid Claims Per Employee | | | \$ 706.40 | 712.83 | | -0.9% |

| | |
|---------------|---|
| Book | Policy Manual |
| Section | 3000 Personnel |
| Title | Proposed Revised SUPPORT STAFF WORKING HOURS, COMPENSATORY TIME, AND OVERTIME |
| Code | po3413S |
| Status | |
| Adopted | November 22, 2016 |
| Last Reviewed | December 17, 2019 |

3413S - **SUPPORT STAFF WORKING HOURS, COMPENSATORY TIME, AND OVERTIME**

The assigned working hours of all support employees are established by the Director of Human Resources Personnel in consultation with the administrator who is the employee's immediate supervisor, and the corporation Treasurer.

Employees who wish to begin the work day earlier or later than the assigned hours for their position must receive prior written authorization from their immediate administrative supervisor, who shall provide a copy of this authorization to the Director of Human Resources Personnel.

Any employee who has a change in the number of hours worked per day, other than a temporary change, shall have his/her benefits for the current year changed accordingly. The increase or decrease shall be based upon the new number of hours worked per day.

The workweek shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

Overtime work is defined as time worked by non-exempt support employees in excess of forty (40) hours per workweek. Paid benefit days shall be included in the calculation of time worked.

For all non-exempt support employees, pay for overtime work will normally be at the rate of one and one-half (1-1/2) times the employee's regular hourly rate; exceptions to the foregoing are set forth in employee handbooks.

In the event an employee is required to work on a day that would normally be a paid holiday for this employee, the employee will receive holiday pay and, in addition, will be compensated for all hours worked on the holiday at two times their regular rate of pay.

Non-exempt employees who are required to work for more than their assigned hours during the workweek shall either be paid by claim for said hours or, with the approval in writing from their immediate administrative supervisor ~~and the Director of Business Operations/Designee,~~ may be awarded compensatory time off. Except in emergencies, non-exempt employees are not authorized to work beyond their assigned hours without the approval of their immediate administrative supervisor and the Chief Financial Officer ~~Director of Business Operations/Designee~~.

A record of compensatory time awarded to a non-exempt employee shall be reported in a form acceptable to the ~~Business Office~~ Business Office in a timely fashion. Such records shall be maintained ~~in the building and~~ in the Business Office. Compensatory time is awarded hour for hour until the employee has worked in excess of forty (40) hours during the workweek, and thereafter shall be awarded at the rate of one and one-half (1 1/2) hours for each hour worked in excess of forty (40) hours.

Compensatory time may be accrued up to ~~thirty-sixteen (30+6)~~ thirty-sixteen (30+6) hours and must be used within the calendar year it has been earned; exceptions to this may be authorized by the Chief Financial Officer.

Book Policy Manual
 Section 3000 Personnel
 Title Proposed Revised PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (Administrators)
 Code po3421.01A
 Status
 Adopted December 13, 2016
 Last Revised December 12, 2017
 Last Reviewed December 17, 2019

3421.01A - PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (Administrators)

Annual Base Salary Amount

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

Administrative Salary Schedule

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

| | | |
|-------|---------------------------------------|---------------------------------------|
| Class | | |
| I | \$52,880 <u>\$51,894</u> | \$63,456 <u>\$62,273</u> |
| II | \$63,456 <u>\$62,273</u> | \$84,608 <u>\$83,030</u> |
| III | \$84,608 <u>\$83,030</u> | \$95,184 <u>\$93,409</u> |
| IV | \$95,184 <u>\$93,409</u> | \$111,048 <u>\$108,977</u> |
| V | \$111,048 <u>\$108,977</u> | \$132,200 <u>\$129,735</u> |

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

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

- A. Other professional salaries in education
- B. Other management salaries in public and private sectors
- C. Changes in responsibility for specific assignments
- D. Community expectations
- E. Available corporation resources
- F. Amount of money under the administrator's direction
- G. Level of decision-making
- H. Expertise required
- I. Amount of public contact
- J. Time commitment
- K. Prerequisites
- L. Number of days on contract during the school year

M. Compensation rate of administrators in similar positions within the district

N. other appropriate factors

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

Salary Ranges, Placement, and Appeal

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

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

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

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

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

Length of Administrative Contract

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

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart Central
Class/Group: Girls' Basketball Varsity
Number of Students: 15
Date/Time Departing: 12/27/19 9am
Date/Time Returning: 12/28/19 TBT
Destination: Columbus North Subway Shootout
Overnight Facility: Holiday Inn Express City Edinburgh State IN
Mode of Transportation: _____
Reason for Trip: Basketball tournament at Columbus North High School

Names of Chaperones: 8 William Coatie, Leslie Coatie, Janice Fuller, Garvin Roberson, Matt Kitson, Daitrona Bonds, Isaiah Coatie, Mike Spann

Cost per Student: 0
Describe Plans for Raising Funds or Funding Source: N/A
Plans to Defray Costs for Needy Students: N/A
Are Needy Students Made Aware of Plans? N/A

Signature of Teacher/Sponsor: [Signature]
Signature of Principal: [Signature] Date: 12/10/19

Send to Assistant Superintendent for Instruction for approval and for submission to the Board of School Trustees.
Approval of Assistant Superintendent: [Signature] Date: 12-11-19
Approved by Board: _____
(All overnight trips require prior approval by Board Policy IICA.)

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: December 12, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
December 17, 2019 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

| 2019 - 2020 CONFERENCES | EXPENSES | SUBSTITUTE |
|---|--|--|
| INDIANA MUSIC EDUCATORS PROFESSIONAL DEVELOPMENT CONFERENCE This conference is an opportunity for teachers of all backgrounds, experience levels, and disciplines to further their craft. The sessions and performances offer the chance to broaden teaching horizons, bring new and innovative aspects to the classroom, and network with peers in education. Fort Wayne, IN January 16 - 18, 2020 (2 day's absence) JEFFREY REINERT - NORTH SIDE (0-0) | \$138.00 <small>EDUCATION FUND \$138.00</small> <small>OTHER FUND \$0.00</small> | \$95.00 <small>EDUCATION FUND \$0.00</small> <small>OTHER FUND \$95.00</small> |
| | \$138.00 | \$95.00 |
| 2019 YEAR-TO-DATE EDUCATION FUNDS | \$18,616.80 | \$1,425.00 |
| 2020 YEAR-TO-DATE EDUCATION FUNDS | \$232.00 | \$285.00 |
| 2019 YEAR-TO-DATE OTHER FUNDS | \$239,276.45 | \$19,475.00 |
| 2019 YEAR-TO-DATE ADJUSTMENTS | \$0.00 | \$0.00 |
| 2020 YEAR-TO-DATE OTHER FUNDS | \$3,047.98 | \$950.00 |
| 2020 YEAR-TO-DATE ADJUSTMENTS | \$0.00 | \$0.00 |
| GRAND TOTAL | \$261,173.23 | \$22,135.00 |

(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: DECEMBER 17, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

| | |
|------------------------|------------------------------------|
| Elizabeth Byler | Woodland/Grade 4 |
| Beth Davis | Career Center/Public Safety |

- b. **Retirement** – We report the retirement of the following employee effective January 31, 2020:

| | | |
|---------------------|-------------------------------------|----------------------------|
| Trudi Alwine | North Side/Special Education | 31 Years of Service |
|---------------------|-------------------------------------|----------------------------|

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

| | |
|--|--|
| Amanda Collier Began: 8/14/06 | Woodland/Grade 5 Resign: 12/31/19 |
| Kristofer Gravender Began: 8/11/08 | Central/Language Arts Resign: 12/31/19 |

CLASSIFIED

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

| | |
|---|--|
| Jennifer Bonney Began: 10/16/19 | Transportation/Bus Helper PE: 12/11/19 |
| Kami Brenneman Began: 10/18/19 | Osolo/Social Worker PE: 12/13/19 |

Lynn Buckley
Began: 10/21/19

Pinewood/Food Service
PE: 12/16/19

Judie James-Hernandez
Began: 10/16/19

Transportation/Bus Helper
PE: 12/11/19

Rocio Ortega
Began: 10/21/19

Bristol/Secretary
PE: 12/16/19

Allison Smith
Began: 10/21/19

Feeser/Social Worker
PE: 12/16/19

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

Danette Freel
Began: 10/4/19

Central/Food Services
Resign: 12/13/19

Alta Radelich
Began: 5/16/18

Transportation/Bus Driver
Resign: 12/20/2019

Beth Wentland
Began: 9/4/12

ECS/Data and Assessment Manager
Resign: 1/3/20

c. Retirement – We report the retirement of the following classified employees:

Carol Hoff
Began: 10/15/08

Pierre Moran/Paraprofessional
Retire: 12/20/19
YOS: 11

Mellanie Miller
Began: 9/7/93

Hawthorne/Paraprofessional
Retire: 12/20/19
YOS: 26

