

ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES
Elkhart, Indiana

Organizational Meeting

January 8, 2019

AGENDA

1. Call to Order/Pledge
2. Election of President, Vice President and Secretary
3. Conflicts of Interest
4. Adjournment



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Douglas K. Weaver
56004 Jayne Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** _____
Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Julie Weaver (spouse) is a paraprofessional
with Elkhart Community Schools
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
Employee Fringe Benefit Packages

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages contributes to our family's household income.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____ Date Submitted (month, day, year) _____ Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date (month, day, year): _____ January 8, 2019

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.



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1. **Name and Address of Public Servant Submitting Statement:** Rodney Dale
53618 Hyde Park Dr., Bristol, IN 46507
2. **Title or Position with Governmental Entity:** _____
Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Tanisha Dale (spouse) is a custodian with Elkhart Community Schools.

6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
Employee Fringe Benefit Packages

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages contributes to our family's household income.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
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_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

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_____ Date Submitted (*month, day, year*) _____ Date of Action on Contract or Purchase (*month, day, year*)

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Signed: _____
(Signature of Public Servant)

Date (*month, day, year*): _____ January 8, 2019

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1. **Name and Address of Public Servant Submitting Statement:** Roscoe L. Enfield, Jr.
1635 N. Bay Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** _____
Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. _____ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Kathleen Enfield (spouse) is a substitute teacher with Elkhart Community Schools
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
Employee Compensation

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee compensation contributes to our family's household income.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____ Elected Official _____ Office

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_____ Date Submitted *(month, day, year)*

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10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date *(month, day, year)*: _____ January 8, 2019

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ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES
Elkhart, Indiana

Board of Finance Annual Meeting
January 8, 2019

A G E N D A

1. Call to Order
2. Adoption of Resolution

BE IT RESOLVED that the Board of Finance does hereby authorize the Treasurer of the Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9-6.

4. Review 2018 Investment History
5. Adjournment

**ELKHART COMMUNITY SCHOOLS
2018
INVESTMENT HISTORY**

Investment Date	Maturity Date	Interest Rate	Institution	Principal	Interest
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*No investment activity during 2018

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

January 8, 2019

CALENDAR

Jan	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	8	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	8	7:00 p.m.	Organizational Meeting, J.C. Rice Educational Services Center
Jan	8	Immediately following	Finance Meeting, J.C. Rice Educational Services Center
Jan	8	Immediately following	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	15	7:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	22	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. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Memorial High School
Central High School

- E. MINUTES
December 18, 2018 – Business Board Meeting

- F. TREASURER'S REPORT

Consideration of Claims

Resolution of Board of School Trustees

Resolution to Authorize Fund Loans for 2019 – The Business Office recommends Board approval of a resolution authorizing the transfer of funds during calendar year 2019.

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 - Compensation - The administration requests the proposed revisions to Board Policy 3422.08S – Paraprofessionals’ Compensation Plan be removed from the table and approved by waiving 2nd reading.

H. NEW BUSINESS

Amended Real Estate Lease – The administration requests authorization to enter into the amended real estate lease.

New Course Offerings – The administration presents new proposed course offerings for Board review.

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

I. PERSONNEL

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 BUSINESS MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
December 18, 2018

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 8:00 a.m.

Place/Time

Board Members Present:	Douglas K. Weaver Jeri E. Stahr	Susan C. Daiber Glenn L. Duncan
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Roll Call

Absent:	Karen S. Carter	Rodney J. Dale Carolyn R. Morris
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Vice President Doug Weaver called the regular meeting of the Board of School Trustees to order. The pledge of allegiance was recited.

Call to Order/Pledge

Roscoe Enfield, incoming Board member, recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

By unanimous action, the Board approved the minutes of the December 11, 2018 Regular Board Meeting.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$5,609,678.53 as shown on the December 18, 2018, claims listing. (Codified File 1819-76)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$1,000 from Frank and Tonja Lucchese to Osolo in support of the Angel Tree program; \$500 from Charles Choate and the Hartzler-Guthermuth-Inman Funeral Home to Pinewood's annual Christmas Adopt-A-Family program; 35 hand knit hats from Jane Slabaugh and friends, 288 hand knit scarves from First Congregational Church, and 350 coats along with a few hats and mittens from United Way of Elkhart County's collection from local businesses to be distributed through social workers to children and families in need; and \$25,000 from the Welter Foundation for renovations to Rice Field and North Side Gym.

Gift Acceptance

The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1 – November 30, 2018, and found it to be in order.

Financial Report

Mr. Scott reported the following fund loan was made on 11/30/18: \$803,000 from Fund 0410 Transportation Fund to Fund 0350 Capital Projects Fund. Mr. Scott noted all fund loans will be paid back at the end of December.

Fund Loan

By unanimous action, the Board adopted a Resolution to Establish an Education Fund and an Operations Fund. Mr. Scott reported these resolutions are due the changes in HB1009 that go into effect January 1, 2019. (Codified File 1819-77)

Resolution to Establish Education and Operations Funds

By unanimous action, the Board adopted a Resolution to Establish Initial Funding for the Education Fund. (Codified File 1819-78)

Resolution to Establish Initial Funding

By unanimous action, the Board adopted a Resolution to Establish Initial Funding for the Operations Fund. (Codified File 1819-79)

Resolution to Establish Initial Funding

By unanimous action, the Board adopted a Resolution to Transfer Interest and Rebates. (Codified File 1819-80)

Resolution to Transfer

Mr. Scott provided the current insurance report stating this year's costs have stayed down. Mr. Scott also reported prescription rebates were recently received. The year to date total is \$157,000. The rebate is a result of the change in prescription provider starting in 2018.

Insurance Update

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1819-81)

Fundraisers

By unanimous action, the Board approved an extra-curricular purchase request from West Side for conference banner lettering for the gymnasium in the amount of \$1,086.89.

Extra-Curricular Purchase Request

By unanimous action, the Board awarded the bid for Design Criteria Developer for the School of Engineering, Technology and Innovation contract to J. Lake Architecture & Design. (Codified File 1819-82)

Recommendation for Award

By unanimous action, the Board awarded the bid for Construction Manager for the Elkhart High School Addition and Renovation Project, the Elkhart Area Career Center Annex Building Project, the new Engineering, Technology, and Innovation building, and the Elkhart Area Career Center Renovation Project to Fidelis Management, Inc. In response to Board inquiry, it was noted Fidelis has been used on the last two projects and is familiar with school corporation building projects. (Codified File 1819-83)

Recommendation for Award

By unanimous action, the Board approved proposed revisions to Board Policy 75100 – Use of School Facilities and Property, as initially presented at the December 11th regular meeting.

Board Policy
7510

By unanimous action, the Board approved proposed revisions to Board Policy 8452.01 – Administration of Stock Emergency Medicines, as initially presented at the December 11th regular meeting. Doug Thorne, district counsel/chief of staff, reported the policy now expands the rescue medications to include naloxone and albuterol.

Board Policy
8452.01

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

Board Policies -
Compensation

- 3422.01S - Food Service Employees' Compensation Plan
- 3422.02S - Mechanics' Compensation Plan
- 3422.03S - Bus Drivers' Compensation Plan
- 3422.04S - Bus Helpers' Compensation Plan
- 3422.05S - Support Staff Salary Schedule
- 3422.06S - Secretarial/Business Compensation Plan
- 3422.07S - Executive Assistants' Salary Schedule
- 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

By unanimous action, the Board tabled proposed revisions of Board Policy 3422.08S – Paraprofessionals' Compensation Plan.

Board Policy
3422.08S

By unanimous action, the Board adopted a Resolution authorizing the Superintendent to issue written preliminary Notice of Contract Non-Renewal. Mr. Thorne explained per state law and Board policy, the decision to not renew the administrative contract of assistant superintendents, principals, and assistant principals must occur prior to March 1 and preliminary notification of the Board's must occur prior to February 1. (Codified File 1819-84)

Contract Non-
Renewal

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 18, 2018 listings. (Codified File 1819-85)

Conference Leaves

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

Personnel
Report

A revised agreement regarding unpaid time for a certified staff member. (Codified File 1819-86)

Agreement

<p>Employment of the following three (3) certified staff members for the 2018-2019 school year:</p>	<p>Certified Employment</p>
<p>Yaharia Jaimes-Hernandez - grade 1 at Hawthorne, effective 1/7/19 Lauren Lambert - grade 6 at Feeser, effective 1/7/19 Lauren Schmidt - business ed (pt) at Memorial/Central, effective 1/7/19</p>	
<p>Declined employment of certified employee, Corinne Lankowicz, language arts at West Side.</p>	<p>Decline of Certified Employment</p>
<p>Employment of the following nine (9) classified employees who have successfully completed their probationary period on dates indicated:</p>	<p>Classified Employment</p>
<p>Alice Breedlove - bus driver at Transportation, 12/12/18 Irenna Coleman - food service at Memorial, 12/18/18 Terry Edwards - bus driver at Transportation, 12/13/18 Jacob Pace - bus helper at Transportation, 12/14/18 Tabatha Royal - bus helper at Transportation, 12/17/18 Denise Snider - food service at Woodland, 12/14/18 Joshua Tolbert - food service at Memorial, 12/17/18 Kaylie VanGalder - paraprofessional at North Side, 12/17/18 Andrew Whalen - custodian at West Side, 12/11/18</p>	
<p>Resignation of the following two (2) classified employees effective on the dates indicated:</p>	<p>Classified Resignation</p>
<p>Tiffany Smart - paraprofessional at West Side, 12/21/18 Jonni Toombs - bus helper at Transportation, 1/11/19</p>	
<p>Retirement of classified employee Shirley Sawyer, food service at West Side, effective 6/5/19, with 28 years of service.</p>	<p>Classified Retirement</p>
<p>Leave for the following two (2) classified employees, on dates indicated:</p>	<p>Classified Leave</p>
<p>Dinorah Kuehn - paraprofessional at Pinewood, beginning 12/7/18 and ending 3/1/19 Karen Mackowiak, paraprofessional at Osolo, beginning 2/8/19 and ending 2/24/19</p>	
<p>Termination of classified employee, Dwight Gosser, bus driver at Transportation, in accordance with Board Policy 3931.01S, effective 11/26/18.</p>	<p>Classified Termination</p>
<p>Mark Mow, interim superintendent, noted the next Board meeting is scheduled for January 8th, 2019.</p>	<p>From the Superintendent</p>
<p>Board member, Susan Daiber, thanked out-going Board members, Glenn Duncan and Jeri Stahr for the invaluable mentoring they provided and their long-term dedication to Elkhart Community Schools.</p>	<p>From the Board</p>

Board vice president, Doug Weaver, added to Mrs. Daiber's remarks, to include Mrs. Carter and noted the 80+ years of service. Mr. Weaver also welcomed incoming Board members, Babette Boling, Roscoe Enfield and Kellie Mullins. In closing, Mr. Weaver thanked Mr. Mow for his time as interim superintendent.

The meeting adjourned at approximately 8:35 a.m.

APPROVED:

Douglas K. Weaver, President

Babette S. Boling, _____

Susan C. Daiber, _____

Rodney J. Dale, _____

Roscoe L. Enfield, Jr., _____

Carolyn R. Morris, _____

Kellie L. Mullins, _____

From the Board

Adjournment

Signatures

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Resolution of the Board of School Trustees of
Elkhart Community Schools

Be it resolved that the following items are hereby approved by the Board of School Trustees of Elkhart Community Schools:

- 1) The Treasurer of Elkhart Community Schools (ECS), IC 20-26-4(c), shall be Kevin Scott, effective appointment date to appointment date.
- 2) The Deputy Treasurer of Elkhart Community Schools, IC 20-26-4(c), shall be Erica Purvis, effective appointment date to appointment date.
- 3) The copy fee for records obtained through the Secretary to the Board of School Trustees of Elkhart Community Schools for the year of 2019 shall be ten (10) cents per page.
- 4) The officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees with the ability for an alternate member to be named.
- 5) The Board of School Trustees compensation for 2019 shall not exceed: \$1,800.00 per year IC 20-26-4-7 (1); and a per diem rate of \$50.00 for other meetings per NEOLA 0144.1.
- 6) The Cash Management Provider for 2019 shall be Lake City Bank.
- 7) The ECS School Board shall appoint Barnes & Thornburg as Legal Counsel.
- 8) The Elkhart Truth and Goshen News shall be designated for 2019 for the advertisement of legal Notices to the public.
- 9) Mileage rate reimbursement shall be the IRS rate effective January 1, 2019 of \$.58 per mile.
- 10) The Board approves the Bond amounts as follows:

Corporation Treasurer	\$200,000
Deputy Treasurer	\$25,000
4 High School ECA Treasurers	\$20,000
5 High/Middle School Café Managers	\$10,000
5 other Treasurers	\$10,000
45 other ECA Treasurers	\$5,000

ADOPTED: January 8, 2019

President

Member

Vice President

Member

Secretary

Member

Member

ATTEST:

Secretary, Board of School Trustees

RESOLUTION TO AUTHORIZE FUND LOANS FOR 2019

WHEREAS, it is necessary from time to time to borrow money to enhance the Education, Operations, Debt Service, Pension Debt and Referendum Debt Funds and,

WHEREAS, there is from time to time, on deposit to the credit of the Education, Operations, Debt Service, Pension Debt and Referendum Debt Funds of the Elkhart Community Schools sufficient balances available for temporary advancement and transfer;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the Elkhart Community Schools is authorized to effect transfers to depleted funds for a period not to extend beyond the 2019 Budget Year;

RESOLVED, FURTHER, that any funds so advanced and transferred shall become a report of public record at the next regular meeting of the Board of School Trustees.

ELKHART COMMUNITY SCHOOLS
Board of School Trustees

President

Secretary

DATED THIS 8TH DAY OF JANUARY, 2019

Resolutiontrf



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

To: Dr. Steven Thalheimer
Board of School Trustees

From: Anthony England, Assistant Superintendent of Student Services

Date: January 2, 2019

Re: Donation Approval

We received a donation of 51 hat and scarf sets that were hand made by Ruth Ann Owens. These will be distributed to children who are in need by our social workers.

Please send a letter of appreciation to:

Ruth Ann Owens
700 Liberty St
Elkhart, IN 46514



ELKHART COMMUNITY SCHOOLS

★ ★

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

TO: BOARD OF SCHOOL TRUSTEES
FROM: MARK MOW
DATE: DECEMBER 21, 2018

SUBJECT: GIFT ACCEPTANCE

The following donations were made to Elkhart Community Schools in 2018 for renovations to Rice Field and North Side Gym:

- \$25,000.00 LCI
 Attn: Michilah Grimes
 P O Box 2888
 Elkhart IN 46515

- \$75,000.00 Brian and Lauri Smith
 54631 County Road 131
 Bristol IN 46507

- \$50,000.00 Thad and Rachelle Naquin
 22934 Greenleaf Blvd
 Elkhart IN 46514

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

Proposed School Fundraising Activities
January 8, 2019, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Central AF JROTC	Funds will be raised using a Social Donation Platform (Snap Raise) where family & friends can provide monetary donations. Proceeds will be used to support AF JROTC field trips and flight t-shirts.	1/10/2019 - 2/7/2019	12/13/2018	Yoketha I Sims
Central Chess Club	Club members will sell concessions at the Indiana State Championship meet. Proceeds will be used to fund chess activities, equipment, entry fees and tournament trophies.	1/26/2019	12/18/2018	Helene Dauerty
Central International Club	Club members will sell Rise n Roll Donuts. Orders and delivery will take place after school hours. Proceeds will help pay for student's trip to Six Flags for community service reward.	2/1/2019 - 2/7/2019	1/2/2019	Faith Grubaugh
Memorial Boys/Girls Track and Field	Students will email family and friends and ask for donations through Snap Raise. Proceeds will be used to pay for student sweats, team shirts and basic equipment.	3/1/2019 - 3/17/2019	12/17/2018	Adam Homo
EACC Culinary Arts II	Students will run a Pop Up Bakery two to three times per semester. Proceeds will be donated to various charities to include Rileys Children's Hospital, and Church Community Services.	1/9/2019 - 6/5/2019	12/21/2018	Margarita McClain
	Please note the following fundraiser is presented for confirmation only.			

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PARAPROFESSIONALS' COMPENSATION PLAN

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

Paraprofessionals' Wage Schedule

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

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

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

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

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

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Explanation of Schedules

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

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

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Paraprofessionals' Wage Schedule – B, Paraprofessional Wage Schedule.

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

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

C. Wage Differentials

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

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D. Paraprofessional Career Increment Schedule

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

Paraprofessionals' Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

C. Severance Benefits

Paraprofessionals who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Human Resources at least ten (10) working days prior to

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the last date of employment.

1. Resignation

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

2. Retirement, Death, or Disability

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

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

The requirement for consecutive years of employment is modified only under the following conditions: If a paraprofessional leaves the employment of the Elkhart Community Schools for any reason and for any period of time and then return to employment with the Elkhart Community Schools, the years of service completed prior to this break in employment will be counted toward the years of employment requirement for severance benefits, but the employee must work two additional years beyond the total number required to normally reach the years of employment requirement. For example, if a paraprofessional works for the district for eight (8) years, leaves the district's employment for one (1) year and then returns to employment, s/he must work another four (4) years in

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

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

D. Change in Paraprofessionals Classification

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

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subject to Board Policy.

Absences

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

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

Personal Illness/Family Illness Absence

A. School-year Employees

1. Regular school year classified employees will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness leave.
2. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

B. All Employees

1. The Elkhart Community Schools may request a doctor's

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approval to return to work following an illness.

2. Immediate family shall be interpreted as spouse, life partner, children, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, daughter-in-law, son-in-law, or any other members of the family unit living in the same household. "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.

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

Bereavement

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

"Immediate family" is defined as father, mother, step-parents, brother, sister, spouse, life partner (as defined elsewhere in this policy), child, step-children, grandfather, grandmother, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or any other member of the family unit regularly living in the same household as the employee.

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

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

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.

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Health Leave - Procedure

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

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

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

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

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

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

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

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Personal Leave

Regular classified employees are entitled to the number of hours equal to two (2) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

Unused personal leave will accumulate for retirement.

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~~^{three} (5~~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.

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Jury and Witness Duty Pay

Jury Duty

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

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

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insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

Adoptive Leave

An employee who legally adopts a child whose age is less than six (6) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

Paraprofessionals' Holidays

A. Definitions

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

B. Holidays

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

1. Martin Luther King, Jr. Day
2. Presidents Day
3. Memorial Day
4. Labor Day
5. Thanksgiving Day – two (2) days

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

| ~~October 23, 2018~~ January 8, 2019

AMENDMENT TO REAL ESTATE LEASE

THIS AMENDMENT TO REAL ESTATE LEASE is made and entered into as of the _____ day of _____, 201____, by and between **DRTY, LLC**, an Indiana limited liability company (the “Landlord”) and **ECS OF INDIANA**, an Indiana community school corporation (the “Tenant”),

RECITALS

WHEREAS, on or about August 1 2017, Landlord and Tenant entered into a Real Estate Lease (the “Lease”) for the leasing of certain real estate located in Elkhart County, State of Indiana, described as the entire fourth level of the building commonly known as 307 S. Main Street, Suite 400, Elkhart, Elkhart County, State of Indiana (the “Building”), which part of the fourth level is comprised of approximately 16,498 SF located on the entire fourth floor (the “Premises”); and

WHEREAS, the parties desire to amend the terms of the Lease on the terms set forth below:

AGREEMENT

NOW, THEREFORE, it is agreed as follows:

1. Paragraph 2 of the Lease is amended in its entirety to read as follows:

Term of Lease. The term of this Lease shall be a period of twenty-three (23) months commencing on the 1st day of April, 2018, and ending on the 29th day of February, 2020 unless extended pursuant to paragraph 12 hereof.

2. Paragraph 3 of the Lease is amended in its entirety to read as follows:

Rent. Tenant agrees to pay, and Landlord agrees to accept, as the rent for the Premises for the initial twenty-three (23) month term the sum of Five Hundred Forty-Five Thousand Five Hundred Sixty-Five and 24/100 Dollars (\$545,565.24) (the “Initial Term Rent”) payable as follows: the sum of Twenty-Three Thousand Seven Hundred Fifteen and 88/100 Dollars (\$23,715.88) on the 1st day of April, 2018, and on the 1st day of each of the following twenty-two (22) months thereafter.

3. The Landlord and Tenant agree to amend the Lease with this additional new paragraph 24 and amend the Lease to include the same:

Sublease. The Landlord and Tenant agree that either the Landlord or the Tenant may sublet the premises during the term of the Lease. Any payments received by the Landlord from a sublessee obtained by the Landlord shall constitute a credit against the rent owed by the Tenant to the Landlord. The Landlord shall make a monthly accounting of amounts received from any sublessee to the Tenant. Each party shall provide the other with a copy of any sublease

agreement relating to the Premises. The parties acknowledge that if the Tenant subleases the premises, that Tenant shall continue to pay the rent directly to the Landlord on the same schedule pursuant to the terms of the Lease.

4. As of the date of this Amendment, the parties hereto agree and acknowledge that the Tenant has paid the Landlord seven (7) months of rent totaling the sum of One Hundred Sixty-Six Thousand Eleven and 16/100 Dollars (\$166,011.16), which said payment is acknowledged by the Landlord as of the date of the execution of this Amendment.

5. The Landlord and Tenant do hereby agree that each and every term and condition of the Lease with the exception of the amendments contained herein, as well as the additional term added herein, shall remain the same and continue in full force and effect until the termination or expiration of said Lease.

IN WITNESS WHEREOF, the Landlord and Tenant have executed this Amendment to Real Estate Lease effective as of the day and year first written above.

DRTY, LLC

ECS OF INDIANA

By: _____
Marc Barfell, Property Manager
Authorized Signatory

By: _____
Printed Name: _____
Title: _____

LANDLORD

TENANT

**New Course Proposals
For Implementation in 2019-2020 School Year
Presented to ECS Board of Education
January 2019**

Course Title	Description and Comments
<p>Quantitative Reasoning</p> <p>Elkhart Central and Elkhart Memorial High Schools</p>	<p>Quantitative Reasoning is a mathematics course focused on the study of numeracy, ratio and proportional reasoning, modeling, probabilistic reasoning to assess risk, and statistics. Students build knowledge of and confidence with basic mathematical/analytical concepts and operations required for problem solving, decision making, and economic productivity in real world applications and prepare for an increasingly information-based society in which the ability to use and critically evaluate information, especially numerical information, is essential. Technology, such as computers and graphing calculators, should be used frequently. This higher-level mathematics course is designed to align with college-level quantitative reasoning courses for dual secondary/college credit. The eight Process Standards for Mathematics apply throughout the course. Together with the content standards, the Process Standards prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations.</p> <ul style="list-style-type: none"> ● Recommended Grade Level: 9, 10, 11, 12 ● Required Prerequisites: Algebra II or Integrated Mathematics III ● Credits: 1 to 2 semester course, 1 credit per semester. ● Counts as a Mathematics Course for all diplomas
<p>Ethnic Studies</p> <p>Elkhart Memorial and Elkhart Central High Schools</p>	<p>Ethnic studies is an elective course intended to broaden students' perspectives of the many cultural groups who have contributed to the historical, political, and social development of the United States. This course will compare ethnic groups regarding their patterns of immigration and assimilation, cultural histories and perspectives, and their unique contributions to the country. The course will include contemporary as well as historical perspectives and issues.</p> <ul style="list-style-type: none"> ● Recommended Grade Level: 10-12 ● Recommended Prerequisites: None ● Credits: 1 semester course, 1 credit ● Counts as an Elective for all diplomas ● Note: State statute requires all high schools to offer this course at least once per school year.
<p>Indiana Studies</p>	<p>Indiana Studies is an integrated course that compares and contrasts state and national developments in the areas of politics, economics, history,</p>

<p>Elkhart Memorial and Elkhart Central High Schools</p>	<p>and culture. The course uses Indiana history as a basis for understanding current policies, practices, and state legislative procedures. It also includes the study of state and national constitutions from a historical perspective and as a current foundation of government. Examination of individual leaders and their roles in a democratic society will be included and student will examine the participation of citizens in the political process. Selections from Indiana arts and literature may also be analyzed for insights into historical events and cultural expressions.</p> <ul style="list-style-type: none"> ● Recommended Grade Level: 9-12 ● Recommended Prerequisites: None ● Credits: 1 semester course, 1 credit per semester ● Counts as an Elective for all diplomas ● Note: State statute requires all high schools to offer this course at least once per school year.
<p>Industrial Technical Maintenance II</p> <p>Elkhart Area Career Center</p>	<p>This course builds on the practical experiences learned in Industrial Maintenance I and prepares students to apply technical knowledge and skills to repair and maintain more advanced industrial equipment, systems, and processes. Instructional activities develop diagnostic and problem-solving skills related to electric circuits, wiring, motors, robotics, hydraulics, and pneumatics. Additional areas of instruction should include plumbing, rigging, basic machining, welding and cutting,</p> <ul style="list-style-type: none"> ● Recommended Grade Levels: 12 ● Required Prerequisites: Industrial Technical Maintenance I ● 2 semester course, 2 semesters required, 1-3 credits per semester, 6 credits maximum ● Counts as a Directed Elective or Elective for all diplomas (Qualifies as a quantitative reasoning course) <p>Students taking this course will demonstrate advanced applications of mechatronic systems. They will learn to maintain/troubleshoot advanced manufacturing equipment such as CNC machines, robotic arms, and electric drives. Electrical applications, mechatronics, industrial robotics and manufacturing processes will be stressed in this course. Students will have the opportunity to participate in internships and industry sponsored design projects available with local business and industry partners.</p>
<p>Interactive Media 5232</p> <p>Elkhart Area Career Center</p>	<p>This course prepares students for careers in business and industry working with interactive media products and services; which includes the entertainment industries. This course emphasizes the development of digitally generated or computer-enhanced products using multimedia technologies. Students will develop an understanding of professional business practices including the importance of ethics, communication skills, and knowledge of the "virtual workplace".</p>

	<ul style="list-style-type: none"> ● Recommended Grade Level: 11, 12 Required Prerequisites: Digital Applications and Responsibility Recommended Prerequisites: Introduction to Communications ● Credits: 2 semester course, 2 semesters required, 1-3 credits per semester, 6 credits maximum Counts as a Directed Elective or Elective for all diplomas ● Counts as an Elective or Employability requirement for the Certificate of Completion <p>In this course students will learn about marketing and advertising for small business. They will learn the basics of web design and how to create social media advertising campaigns, using platforms such as LinkedIn, Facebook, Pinterest, YouTube, etc. Students will learn about email blasts and other forms of mass communication while creating content for web, social media and email blast using visuals, animations, video, etc.</p>
<p>Health Science Education II: Athletic Training</p> <p>Elkhart Area Career Center</p>	<p>This course is an extended laboratory experience at a qualified clinical site designed for students to assume the role of an athletic trainer assistant and practice using the technical skills and information previously learned in the classroom. This course prepares students with the knowledge, skills, and attitude essential for providing basic care under the direction of licensed Athletic Trainers. Throughout this course, students will focus on learning about the healthcare system and employment opportunities at a variety of entry levels, an overview of healthcare delivery systems, and legal and ethical considerations of working in the healthcare field.</p> <ul style="list-style-type: none"> ● Recommended Grade Level: 12 ● Required Prerequisites: Health Science Education I ● Credits: 2 semester course, 2 semesters required, 1-3 credits per semester, maximum of 6 credits. ● Counts as a Directed Elective or Elective for all diplomas <p>In this course students will be exposed and prepared for health care fields related to athletics: i.e., athletic training, personal training, occupational and physical therapy, exercise science and physical fitness. This course will be supported by Anatomy and Physiology, Medical Terminology, First Aid and Nutrition. Students will be introduced to Kinesiology, Exercise Science and Health and Wellness. The concentration of this program will be to practice skills built on competencies learned, field experiences with real-world application, and the development of individualized plans to further in-depth knowledge of sports medicine and athletic training.</p>

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: ELKHART CENTRAL
Class/Group: COAL'S BASKETBALL TEAM
Number of Students: 16 13 players, 3 managers
Date/Time Departing: 12/27/18 10am
Date/Time Returning: 12/28/18 midnight
Destination: Columbus, North Columbus Ind
City State
Overnight Facility: Holiday Inn Express 12225 N. Executive Dr
Edinburgh Ind
Mode of Transportation: Yellow Bus
Reason for Trip: Basketball tournament Dec 27th - 28th
1 game on 27th; 2 games on 28th

Names of Chaperones: Will Coate, Leslie Coate, Charles Hawkins,
Carvin Roberson, Janice Fuller

Cost per Student: 0

Describe Plans for Raising Funds or Funding Source: Sponsorship Money

Plans to Defray Costs for Needy Students: _____

Are Needy Students Made Aware of Plans? _____

Signature of Teacher/Sponsor: Will Coate

Signature of Principal: Frank Sergio Date: 12/14/18

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

Approval of Assistant Superintendent: Bradley Sheppard Date: 12/18/18

Approved by Board: _____

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

November 11, 2009

REC'D. 12/17/18
WILL GO TO 1/8/19 MEETING FOR APPROVAL

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Pierre Moran Middle School

Class/Group: PMMS Choirs

Number of Students: 2

Date/Time Departing: 1/17/19, 8:00 AM

Date/Time Returning: 1/18/19, 7:30 PM

Destination: Grand Wayne Convention Center Fort Wayne IN
City State

Overnight facility: TBD by Festival

Mode of transportation: Instructor personal car (permission granted by parents)

Reason for trip: Participation in Indiana Music Education
Association Middle School Honor Choir
Festival

Names of chaperones: Joshua Tyson

Cost per student: \$178

Describe Plans for Raising Funds or Funding Source: none - this is an optional activity, and students and parents were made aware of the participation cost if accepted into the Honor Choir

Plans to defray costs for needy students: none

Are needy students made aware of plans? -

Signature of Teacher/Sponsor: Joshua Tyson

Signature of Principal: Cindy Banner Date: 10/19/18

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

Approval of Assistant Superintendent: [Signature] Date: 12/21/18

Approval by Board: _____



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: JANUARY 8, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of an agreement regarding unpaid time.

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

Frank Rossi

Central/AF JROTC

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

Howard Edwards

Began: 3/28/15

Memorial/Assistant Principal

Resign: 6/28/19

Amy Miller

Began: 8/20/01

Roosevelt/Special Education

Resign: 12/21/18

CLASSIFIED

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

Jamie Avery

Began: 10/22/18

Monger/Food Service

PE: 12/21/18

Miranda Doolittle

Began: 10/22/18

Central/Food Service

PE: 12/21/18

Tiffany Fisher

Began: 10/22/18

Osolo/Food Service

PE: 12/21/18

Tracy Fisher

Began: 10/22/18

Daly/Social Worker

PE: 12/21/18

Theresa Hammond Began: 10/24/18	Career Center/Paraprofessional PE: 1/8/19
Rosa Manay Began: 10/22/18	Transportation/Bus Helper PE: 12/21/18
Susan Stephan Began: 10/22/18	Memorial/Paraprofessional PE: 12/21/18
Brenda Stow Began: 10/23/18	Transportation/Bus Helper PE: 1/7/19
Jeri Strebinger Began: 10/22/18	Feeser/Food Service PE: 12/21/18
Jennifer VanDoren Began: 10/23/18	Beardsley/Paraprofessional PE: 1/7/19
Mariana Villalobos Began: 10/19/18	Roosevelt/Misc. Tran. ~ Parent Liaison PE: 12/21/18

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

Nicole Cantzler Began: 8/10/15	Bristol/Permanent Substitute Resign: 12/21/18
Kimberly Gappa Began: 2/20/18	Bristol/Food Service Manager Resign: 12/21/18
Chakiea Jackson Began: 9/5/07	Bristol/Paraprofessional Resign: 1/11/19

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

Donna Christy Began: 1/6/04	Transportation/Bus Driver Retire: 1/7/19 15 Years of Service
Rick Newman Began: 7/11/01	Central/Custodian Retire: 12/21/18 17 Years of Service



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

Bianca Avendano
Begin: 1/7/19

Transportation/Bus Driver
End: 6/5/19

e. **Termination** – We report the termination of the following classified employee:

Becky Schindler
Began: 6/6/11

Career Center/Custodian
End: 1/8/19
Policy: 3139.01S

