

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 23, 2019

CALENDAR

July	23	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	23	immediately following	Executive Session, J.C. Rice Educational Services Center
July	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	27	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

July 9, 2019 – Public Work Session
July 9, 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.

Financial Report – January 1, 2019 – June 30, 2019

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

Monthly Insurance Update

F. OLD BUSINESS

Board Policy 6111 – Internal Control Standards and Procedures - The administration presents proposed new Board Policy 6111 – Internal Control Standards and Procedures, as initially presented at the July 9th regular meeting.

Board Policy 6210 – Fiscal Planning - The administration presents proposed new Board Policy 6210 – Fiscal Planning, as initially presented at the July 9th regular meeting.

Board Policy 6620 – Petty Cash - The administration presents proposed revisions to Board Policy 6620 – Petty Cash, as initially presented at the July 9th regular meeting.

Board Policy 6621 – Cash Change Fund - The administration presents proposed revisions to Board Policy 6621 – Cash Change Fund, as initially presented at the July 9th regular meeting.

Board Policy 6800 – Systems of Accounting - The administration presents proposed new Board Policy 6800 – Systems of Accounting, as initially presented at the July 9th regular meeting.

G. NEW BUSINESS

Board Policy 3120.03S – Employment of Substitutes - The administration presents proposed revisions to Board Policy 3120.03S – Employment of Substitutes, for initial consideration.

Board Policy 3422.03S – Bus Drivers’ Compensation Plan - The administration presents revisions to Board Policy 3422.03S – Bus Drivers’ Compensation Plan and asks to waive 2nd reading.

Administrative Regulation DLC – Mileage Chart - The administration presents Administrative Regulation DLC – Mileage Chart, for initial review.

Administrator Conflict of Interest - Elkhart Community School’s administrators disclose potential conflict of interest statements.

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

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

H. PERSONNEL

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

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

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

July 9, 2019

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

Place/Time

Board Members Present:	Douglas K. Weaver Kellie L. Mullins Carolyn R. Morris	Babette S. Boling Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr.
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Roll Call

ECS Personnel Present:	Maggie Lozano Steven Thalheimer	Doug Thorne Cheryl Waggoner
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Superintendent Steven Thalheimer presented the ThoughtExchange trail run results to the Board. The Board also reviewed agenda items and discussed the upcoming Elkhart Health & Aquatic Center events.

Topics
Discussed

The meeting adjourned at approximately 6:10 p.m.

Adjournment

APPROVED:

Signatures

Douglas K. Weaver, President

Babette S. Boling, Member

Kellie L. Mullins, Vice President

Susan C. Daiber, Member

Carolyn R. Morris, Secretary

Rodney J. Dale, Member

Roscoe L. Enfield, Jr., Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
July 9, 2019

<p>J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:10 p.m.</p>	<p>Place/Time</p>												
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members</td> <td style="width: 33%;">Douglas K. Weaver</td> <td style="width: 33%;">Babette S. Boling</td> </tr> <tr> <td>Present:</td> <td>Kellie L. Mullins</td> <td>Susan C. Daiber</td> </tr> <tr> <td></td> <td>Carolyn R. Morris</td> <td>Rodney J. Dale</td> </tr> <tr> <td></td> <td></td> <td>Roscoe L. Enfield, Jr.</td> </tr> </table>	Board Members	Douglas K. Weaver	Babette S. Boling	Present:	Kellie L. Mullins	Susan C. Daiber		Carolyn R. Morris	Rodney J. Dale			Roscoe L. Enfield, Jr.	<p>Roll Call</p>
Board Members	Douglas K. Weaver	Babette S. Boling											
Present:	Kellie L. Mullins	Susan C. Daiber											
	Carolyn R. Morris	Rodney J. Dale											
		Roscoe L. Enfield, Jr.											
<p>President Doug Weaver called the regular meeting of the Board of School Trustees to order.</p>	<p>Call to Order</p>												
<p>Superintendent Dr. Steven Thalheimer, recited the Elkhart Promise.</p>	<p>The Elkhart Promise</p>												
<p>Mr. Weaver discussed the invitation to speak protocol.</p>													
<p>By unanimous action, the Board approved the following minutes: June 25, 2019 – Public Work Session June 25, 2019 – Regular Board Meeting</p>	<p>Approval of Minutes</p>												
<p>By unanimous action, the Board approved payment of claims totaling \$11,851,268.26 as shown on the July 9, 2019, claims listing. (Codified File 1920-01)</p>	<p>Payment of Claims</p>												
<p>By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500 from Vaughn and Cindy Nickell to Memorial for the girls/boys track program; and \$10,000 from Robert and Amy Martin to Central’s athletic department.</p>	<p>Gift Acceptance</p>												
<p>By unanimous action, the Board reappointed Kevin Scott, chief financial officer, to serve as ECS’ Treasurer, and Erica Purvis, controller, to serve as Deputy Treasurer for the 2019-2020 school year.</p>	<p>Appointments</p>												
<p>By unanimous action, the Board adopted a VEBA resolution completing the operational specifications of the Settlement Agreement with the Elkhart Teachers Association (ETA) approved at the February 12th regular meeting. (Codified File 1920-02)</p>	<p>VEBA Resolution</p>												
<p>Mr. Scott, gave a brief overview of the Annual Financial Report for the 2018-2019 school year. (Codified File 1920-03)</p>	<p>Annual Financial Report</p>												

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1920-04)

Fundraisers

By unanimous action, the Board authorized the submission of a School Technology Advancement Account Petition in the amount of \$242,480 to update the oldest classroom projector systems and introduce creative academic technologies that enhance teaching and learning. (Codified File 1920-05)

STAA Petition

The Board was presented Board Policy 6111 – Internal Control Standards and Procedures, for initial consideration.

Board Policy 6111

The Board was presented Board Policy 6210 – Fiscal Planning, for initial consideration.

Board Policy 6210

The Board was presented Board Policy 6620 – Petty Cash, for initial consideration.

Board Policy 6620

The Board was presented Board Policy 6621 – Cash Change Fund, for initial consideration.

Board Policy 6621

The Board was presented Board Policy 6800 – Systems of Accounting, for initial consideration.

Board Policy 6800

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 9, 2019 listings. (Codified File 1920-06)

Conference Leave Requests

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

Personnel Report

An Agreement related to the payment of severance benefits for a certified staff member. (Codified File 1920-07)

Certified Agreement

Employment of the following four (4) certified staff members for the 2019-2020 school year effective 8/13/19:

Certified Employment

Rhiannon Harrison - district coach at ESC

Kristin Mayer - kindergarten at Bristol

Samuel Puchalski - grade 6 at Daly

Austin Ward - language arts at North

Administrative appointment of certified staff member, Kristine Weimer, to principal at Osolo, effective 8/1/19.

Administrative Transfer

Retirement of certified staff member, Paula Grandison, assistant principal at Eastwood, effective 8/1/19 with 30 years of service.

Certified Retirement

<p>Resignation of the following four (4) certified staff members effective on dates indicated: Nina Jaebker - counselor at West Side, 6/13/19 Dawn McGrath – director of special services at ESC, 7/10/19 Chloe McRobbie - social studies at Pierre Moran, 6/6/19 Erin Roe - psychologist at ESC, 6/7/19</p>	Certified Resignations
<p>Medical leave for certified staff member, Timothy Borg, health at Pierre Moran, beginning 8/13/19 and ending 6/3/20.</p>	Certified Leave
<p>Reassignment of the following classified employees from administrative employee group to miscellaneous employee group effective 7/1/19: William Drehmel, building services manager at Building Services; and Roderic Roberson, energy and risk management specialist at ESC.</p>	Classified Reassignments
<p>An agreement related to compensation for a classified employee. (Codified File 1920-08)</p>	Classified Agreement
<p>Resignation of the following six (6) classified employees effective on dates indicated: Heather Basse - social worker at Bristol, 6/10/19 Lindsay Evans - social worker at Pinewood, 6/10/19 Brian Hunt - mechanic at Transportation, 7/8/19 Lindsay Lucchese - permanent substitute at Eastwood, 6/6/19 Kenneth Peterson - service desk coordinator at Technology, 7/14/19 Ursula Taylor - food service at Bristol, 6/6/19</p>	Classified Resignations
<p>Retirement of classified employee Janet Redding, paraprofessional at Pierre Moran, effective 6/6/19 with 25 years of service.</p>	Classified Retirement
<p>Leave for classified employee, Anita Frankenberger, bus driver at Transportation, beginning 8/26/19 and ending 11/1/19.</p>	Classified Leave
<p>Termination of the following two (2) classified employees in accordance with Board Policy 3039.01S effective 7/9/19: Sybil Lee - secretary at Pierre Moran Shamaghia Washington - food service at Hawthorne</p>	Classified Terminations
<p>Levon Johnson, President/CEO, Greater Elkhart Chamber of Commerce, spoke with respect to comments made in a public work session by the Board President in reference to the recent referendum. Mr. Johnson also spoke regarding the relationships between the Chamber, the District and the community. Mr. Weaver apologized to Mr. Johnson, the Chamber and staff for his prior remarks.</p>	From the Audience

Linda Fine, Elkhart Teachers Association, spoke regarding the recent week spent with the Horizon Education Association's externship program and the connection being built to the pathways design for Elkhart High School.

From the Audience

Superintendent Thalheimer echoed Mrs. Fine's recognition of the HEA's externship program and thanked local businesses for being community partners.

From the Superintendent

Board member, Rocky Enfield, acknowledged the incredible dedication of the staff at Tipton and success stories shared at the end of year celebration.

From the Board

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

Adjournment

APPROVED:

Signatures

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



BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

DATE: July 18, 2019

TO: Dr. Thalheimer
Board of School Trustees

FROM: Kevin Scott

RE: Donation Approval

The following donation of \$25,000 was made to Elkhart Community Schools Engineering, Technology and Innovation building

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

The Liegl Family Foundation, Pete Liegl
P.O. Box 3030
Elkhart, IN 46515-3030

ACCOUNT BALANCES/INVESTMENT DETAIL
June 2019

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank – Deposit Account	24,477,888.82
Lake City Bank – Accounts Payable	(1,489,363.18)
Lake City Bank – Merchant Account	-
Teachers Credit Union	2,940,199.71
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank – Prepaid Lunch	106,094.28
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	3,622,799.08
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PAYROLL ACCOUNTS:

Lake City Bank – Payroll Account	(41,231.64)
Lake City Bank – Flex Account	68,306.66

INVESTMENTS:

Certificate of Deposit	-
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\$ 30,094,623.73

Proposed School Fundraising Activities
 July 23, 2019, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Central Football	A football fun fair will be held with face painting, football toss and other activities. Proceeds will be used to help with football pre-game meals.	8/9/2019	7/12/2019	Josh Shattuck
	Please note the following fundraiser is presented for confirmation only.			

Medical Plan Experience

June 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	\$ 442,377	\$ 730,444	\$ (288,067)	\$ 3,285,165	\$ 3,841,142	\$ (555,977)
UMR Rx	\$ 168,267	\$ 187,313	\$ (19,046)	\$ 748,514	\$ 764,198	\$ (15,684)
Rx Rebate	\$ (98,296)	\$ (72,130)	\$ (26,166)	\$ (190,740)	\$ (72,130)	\$ (118,610)
Less Amt Above Stop Loss	\$ -	\$ (23,749)	\$ 23,749	\$ -	\$ (23,749)	\$ 23,749
Claim Cost Total	\$ 512,348	\$ 821,878	\$ (309,530)	\$ 3,842,939	\$ 4,509,461	\$ (666,522)
Expected Claim Cost	\$ 904,221	\$ 923,310	\$ (19,089)	\$ 5,417,442	\$ 5,545,195	\$ (127,753)
Claims vs. Expected	\$ (391,873)	\$ (101,432)	\$ (1,574,504)	\$ (1,574,504)	\$ (1,035,734)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 214,392	\$ 199,824	\$ 14,568	\$ 1,299,046	\$ 1,215,320	\$ 83,726
Total Cost (Claim + Non-claim)	\$ 726,740	\$ 1,021,702	\$ 5,141,984	\$ 5,141,984	\$ 5,724,781	
Enrollment	1,032	1,038	\$ 6,183	\$ 6,183	6,234	
Cost Per Employee Per Month (PEPM)	\$ 704.21	\$ 984.30	\$ 831.63	\$ 831.63	\$ 918.32	-9.4%
Paid Claims Per Employee			\$ 621.53	\$ 621.53	723.37	-14.1%

Book	Policy Manual
Section	6000 Finances
Title	Copy of Proposed New INTERNAL CONTROL STANDARDS AND PROCEDURES (as presented during the 7/9/19 BST meeting)
Code	po6111
Status	
Last Reviewed	July 23, 2019

INTERNAL CONTROL STANDARDS AND PROCEDURES

The Superintendent shall establish and maintain effective internal control standards and procedures for all funds received by the School Corporation, including financial grants and awards from Federal or State sources, that provide reasonable assurance that the program and funds are managed in compliance with applicable Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards made to the Corporation.

The Corporation shall have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

The internal control standards and procedures must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal and State reports; maintain accountability over assets; and demonstrate compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards.

The internal control standards and procedures also must provide reasonable assurance that these transactions are executed in compliance with Federal and State statutes, Federal and State regulations, and the terms and conditions of grants and awards that could have a direct and material effect on any grant or award, as well as any other Federal and State statutes and regulations that are identified in the Federal Compliance Supplements and/or directives of the State Board of Accounts (SBOA).

Additionally, the Corporation's internal control standards and procedures must provide reasonable assurance that all Federal and State funds, property, and other assets are safeguarded against loss from theft, fraud, unauthorized use, or unauthorized disposition.

Further, erroneous or irregular variances, losses, shortages, or thefts of any amount of Corporation funds or property whose source is a Federal grant or award are considered material and therefore are to be reported immediately to the SBOA as required by Federal and State law.

Other than with respect to Corporation funds or property whose source is a Federal grant or award, any erroneous or irregular variances, losses, shortages, or thefts of Corporation funds or property in excess of:

- A. with respect to cash funds:
 - 1. \$5,000 in any fund
- B. with respect to assets other than cash funds:
 - 1. any asset valued in excess of \$5,000

are considered material and therefore are to be reported immediately to the SBOA as required by State law.

The Corporation shall:

- A. comply with Federal statutes, regulations, and the terms and conditions of the Federal grants and awards;
- B. comply with State statutes and regulations related to the management and control of all funds received by the Corporation;
- C. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of Federal grants and awards and State and local funds received;
- D. investigate all variances, losses, shortages, or thefts of Corporation funds or property, document the investigation and its results, and maintain a record of the investigation and its results;
- E. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
- F. report all misappropriations of Corporation funds or property to the SBOA and the county prosecuting attorney whenever a Corporation employee has actual knowledge of or reasonable cause to believe that a misappropriation has occurred;
- G. provide, upon employment and periodically thereafter, training concerning the internal control standards and procedures established for the Corporation for any personnel whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the Federal government, State government, the Corporation, or other governmental entities; and
- H. take reasonable measures to safeguard protected "personally identifiable" information (PII) and other information the State, awarding agency, or pass-through entity designates as sensitive or the Corporation considers sensitive consistent with applicable Federal, State, local, and tribal laws and Corporation policies regarding privacy and obligations of confidentiality.
PII is defined at 2 C.F.R. 200.79 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. "
However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested resources:

- A. Standards for Internal Control in the Federal Government issued by the Comptroller General of the United States;
- B. Internal Control Integrated Framework (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. Circular A-110 Compliance Supplement issued by the U.S. Office of Management and Budget;
- D. Circular A-133 Compliance Supplement issued by the U.S. Office of Management and Budget; and
- E. Internal control guidance issued by the U.S. Department of Education.

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Legal

I.C. 5-11-1-27 2 C.F.R. 200.61-.62 2 C.F.R. 200.79 2 C.F.R. 200.203 State Examiner
Directive 2015-6 (SBOA 11-18-15)

Book	Policy Manual
Section	6000 Finances
Title	Copy of Proposed New FISCAL PLANNING (as presented during the 7/9/19 BST meeting)
Code	po6210
Status	
Last Reviewed	July 23, 2019

6210 - FISCAL PLANNING

The School Board shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School Corporation and to plan for the financial needs of the educational program. The Board will strive to maintain both short and long range projections of the Corporation's financial requirements.

Accordingly, the Board directs the Chief Financial Officer to:

- A. include cost estimates of all ongoing financial requirements;
- B. prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment;
- C. maintain a plan of anticipated local, State, and Federal revenues;
- D. meet periodically with the appropriate officials of the local municipality or county to review planned expenditures and the joint effect of school and community costs on tax rates;
- E. report to the Board any serious financial implications that emerge from the Corporation's ongoing fiscal planning.

In addition, the Board directs the Chief Financial Officer to maintain annually a detailed three (3) year forecast of estimated expenditures and revenues of the Operations Fund.

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Book	Policy Manual
Section	6000 Finances
Title	Copy of Proposed Revised PETTY CASH (as presented during the 7/9/19 BST meeting)
Code	po6620
Status	
Adopted	November 22, 2016
Last Revised	November 22, 2016
Last Reviewed	July 23, 2019

6620 - **PETTY CASH**

The School Board recognizes the convenience afforded the day-by-day operation of the schools by the establishment of a Petty Cash Fund not to exceed \$500.

The Board shall allow a small petty cash fund to be established provided controls are imposed by the Superintendent to prevent abuse of such a fund or total spending to exceed the fund appropriation.

The custodian of the petty cash fund shall ensure that the fund in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of the Board. A receipt for petty cash must be signed by the person making the request and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.

The custodian of the petty cash fund shall prepare a schedule of disbursements when the funds available have declined to less than twenty-five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the Treasurer with a voucher requesting replenishment in like amount.

~~The petty cash fund will be closed out for audit at the end of the school year and unused funds will be returned to the depository.~~

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Legal I.C. 36-1-8-3

Book	Policy Manual
Section	6000 Finances
Title	Copy of Proposed Revised CASH CHANGE FUND (as presented during the 7/9/19 BST meeting)
Code	po6621
Status	
Adopted	November 22, 2016
Last Revised	November 22, 2016
Last Reviewed	July 23, 2019

6621 - **CASH CHANGE FUND**

The School Board recognizes the convenience of cash change fund in the day-to-day operation of the schools in the School Corporation.

The Board authorizes the establishment of cash change funds by means of a check drawn on the school's extra-curricular account in an amount designated by the [Corporation](#) Treasurer. The funds shall be under the direction of the [Building](#) Treasurer who may designate a building cashier who shall be responsible for providing change as needed and for the safekeeping and accounting of cash change funds in their possession. A cash change fund shall not be used as a petty cash fund.

When the fund is no longer needed, all remaining monies shall be returned to the school's extra-curricular account.

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Legal I.C. 36-1-8-2

Book	Policy Manual
Section	6000 Finances
Title	Copy of Proposed New SYSTEM OF ACCOUNTING (as presented during the 7/9/19 BST meeting)
Code	po6800
Status	
Last Reviewed	July 23, 2019

6800 - SYSTEM OF ACCOUNTING

It is the policy of the School Board that a chart of accounts be established in accordance with the requirements of the State Board of Accounts for the accounting of all School Corporation funds.

The Treasurer shall be responsible for the proper accounting of all Corporation funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

A report of the revenues and expenditures in the Education Fund, Operations Fund, and all other active Fund(s) shall be made to the Board on a monthly basis by the Treasurer.

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Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.03S
Status	
Adopted	November 22, 2016
Last Reviewed	July 23, 2019

3120.03S - **EMPLOYMENT OF SUBSTITUTES**

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

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

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

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

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Legal	I.C. 20-27-5-20
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Book Policy Manual
 Section 3000 Personnel
 Title Proposed Revised Copy of BUS DRIVERS' COMPENSATION PLAN
 Code po3422.03S
 Status
 Adopted December 13, 2016
 Last Revised December 18, 2018
 Last Reviewed July 23, 2019

3422.03S - **BUS DRIVERS' COMPENSATION PLAN**

Wage Schedule

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

Step (Rates)	Elkhart Community Schools Experience as a Bus Driver	Bus Driver Hourly Rate (2019 2018)
Probationary	0 - 55 days	<u>19.26</u> 18.51
Base	55 days, but not more than two (2) years	<u>19.99</u> 19.24
Advanced	Over two (2) years, but not more than five (5) years	<u>21.04</u> 20.29
Experienced	Over five (5) years, but not more than 10 years	<u>21.95</u> 21.20
	Over ten (10) years, but not more than 15 years	<u>22.21</u> 21.46
	Over fifteen (15) years	<u>22.47</u> 21.72

Placement at the advanced rate will be determined by the driver's evaluation. All drivers will be evaluated annually by the Director of Transportation, or designee. The evaluation will be discussed with each driver individually. No benefits will be available unless the contracted route driver is under contract for four or more hours. In addition, a career increment will be paid as follows:

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

Retention Payment(s)

Bus drivers who have successfully completed probation will be eligible to receive a driver retention payment of \$250.00 each semester provided the driver was employed by the school corporation as a driver for four or more hours each day during the immediately preceding semester, and continues in an active employment status as a bus driver.

Extra-Curricular Trips

For extracurricular trips, field trips, and other such trips other than the regular transporting of students to school from their place of residence and back to their place of residence from school each school day, a bus driver shall receive \$13.25/hour with a minimum trip pay of 2 hours for weekday trips and five (5) hours for holiday or weekend trips. Drivers will not be paid additional clean-up time for extra-curricular trips, but are expected to maintain bus cleanliness. When outdoor conditions occur during the activity which is the purpose of the trip, resulting in an unusual amount of clean-up (i.e. football or soccer in muddy conditions, etc.), the driver may apply for payment for the required clean-up time.

Unassigned Drivers

Unassigned drivers will be paid at one of the above rates as determined by the Director of Transportation.

Unassigned drivers required to report to dispatch and wait for the assignment of a route shall be paid at the extra trip rate for any waiting time not covered by the two-hour minimum or the compensation for the route they are assigned to that day.

Driver Contracts

All drivers shall be provided a contract based on the rates listed above. The contract shall provide a minimum driving assignment of two (2) hours for morning routes, two (2) hours for afternoon routes, and two (2) hours for any route which is not an extension of either morning or afternoon routes. Any route regularly scheduled to run on Sundays or Board of School Trustees approved holidays, (e.g. for the visually or hearing impaired), shall be paid a three (3) hour minimum on those days. The contract shall provide a minimum driving assignment of four (4) hours per day for wages if drivers work both morning and afternoon. Effective July 1, 2006, in the event a driver's assigned route consists of three (3) separate runs in both the morning and the afternoon (i.e. secondary/elementary/elementary or secondary/elementary/Head Start) the minimum for that route shall be three (3) hours in the morning and three (3) hours in the afternoon. (The foregoing shall not be applicable to mixed runs (i.e. high school/middle school). Letters of employment status indicating reasonable assurance of employment in the following year will be provided to all drivers in good standing at the conclusion of the school year. All routes shall be timed from departure from the bus garage until return to the bus garage. In emergency situations, such drivers may be required to make additional runs which can be completed within the time frame of the contract. Additional runs which cause extension beyond the normal assigned hours shall be reimbursed in accordance with the driver's normal hourly rate. In addition, each bus driver will be paid for thirty (30) minutes each day for clean-up, paper work, and service time.

Time Study

In the event of a significant difference between the driver's time study and the Transportation Department's timing for the route, the driver may appeal to the Director of Transportation or Assistant Director of Transportation to resolve this discrepancy. The decision of the Director of Transportation or Assistant Director of Transportation may be reviewed by the District Counsel/Chief of Staff. The decision of the District Counsel/Chief of Staff shall be final.

Work Schedule

Drivers will be required to report for duty two times in addition to all student attendance days. Drivers will be paid four (4) hours at their hourly rate for these days. These days will be scheduled as follows:

- A. State Safety Meeting
- B. Fall Training Session

Mandatory meetings, with the exception of contract signing where all drivers are required to attend, will be paid at their hourly rate.

Contract signing, mandatory meetings scheduled for smaller groups of drivers, and individuals for specific training and information sharing will be paid at the extra trip rate.

Drivers will receive a minimum of one hour pay for these meetings and meetings beyond a full hour will be paid in fifteen (15) minute increments.

Vehicle Clean-up, Paperwork, and Spot Check

Each bus driver will be paid one-half (1/2) hour (.3 hours in the morning and .2 hours in the afternoon) for each working day for clean up, service time, and paper work. Each driver is expected to keep his/her assigned vehicle in a good state of cleanliness at all times.

Uncleanliness on any one spot check by the Director of Transportation will be sufficient cause for the discontinuance of this payment for five (5) days. Normal accumulation from the day's route will be excluded. A second spot check showing lack of cleanliness will result in a suspension without pay of the driver for two (2) days. Further violations can be cause for termination.

Stopping Enroute or Layover

Drivers will be allowed to stop enroute or on layover only for food, coffee, shopping, etc., with permission of the Transportation Office, as per established guidelines.

Drug/Alcohol Testing

Any driver required to be tested for the drug/alcohol program will receive one (1) hour's route pay at his/her current hourly rate. (This shall not include pre-employment testing.)

School Delays

In the event the start of the school day is delayed on account of weather conditions, drivers will receive one (1) hour's route pay for the delay.

Early Release

Drivers may be required to drive more than their regular number of routes so as to facilitate an early release of students to conduct parent-teacher conferences, or for other purposes. Drivers who are already assigned to drive a morning, mid-day, and afternoon route will be paid for their actual driving time, but not less than one (1) hour's route pay, for driving one of their routes early on an early release day. Drivers who are regularly assigned to drive only a morning and an afternoon route will receive two (2) hour's route pay for driving one of their routes early on an early release day.

Extra Trip Routes

Drivers who are assigned to an extra trip route (e.g. remediation, etc.) who are required by the Director of Transportation/Designee to pre-drive an extra trip route will receive two (2) hours' extra trip pay to fulfill these responsibilities.

Special Route Responsibilities: Kindergarten

Drivers who are assigned to morning or afternoon routes which include kindergarten students are responsible for contacting the parents of each kindergarten student prior to the first day of kindergarten. Drivers on these morning and afternoon routes are expected to contact the parents of their kindergarten students and determine whether the students can be picked up at an existing stop or whether a new stop will be established. Drivers will be required to turn the necessary paperwork in to the Transportation Office for the kindergarten students on their route. Drivers will receive two (2) hours route pay for fulfilling these responsibilities.

Special Route Responsibilities: Special Needs Students and Other Mid-day Routes

Drivers who are assigned to a route transporting special needs students, or a mid-day route transporting students are responsible for driving and checking their routes, preparing their route book, and contacting parents prior to the first day of school. Drivers on these routes will receive two (2) hour's route pay for fulfilling these responsibilities.

When drivers are regularly required to drive a different bus for their mid-day route, and the bus has not already been pre-tripped, the driver will receive an additional fifteen (15) minutes per day to pre-trip, fuel and clean the bus.

Substitute Driver Contracts

A limited number of substitutes will be contracted substitute drivers. Pay will be only for days worked. Insurance and Public Employee Retirement Fund (PERF) will be available after successful completion of probation.

Bus Driver Routes/Bidding

Seniority List

One seniority list, including all bus drivers, shall be maintained and updated. The driver's date of seniority will be determined by his/her first day on the payroll with Elkhart Community Schools with a valid CDL license and working in a bus driver classification. In the event more than one (1) driver starts on the same day, meeting the above requirements, seniority will be determined by the date and time of application. Drivers employed prior to January 1, 2003, shall retain their seniority date assigned by Transportation on December 31, 2002. When a driver's employment is severed, the driver, should s/he be re-employed, will be placed at the bottom of the seniority list.

Bidding on Routes and Equipment

Bidding on routes will be determined by the Director of Transportation with seniority as the key factor. When a route opens, it will be posted within ten (10) working days. Only active drivers will be eligible to bid. Bids may be made for five (5) working days. The route will be assigned and posted within fifteen (15) working days. Drivers will only be allowed to change routes twice during a school year. If a route is discontinued while a driver is contracted, the driver will continue to be under contract at the appropriate pay rate and shall bid on all posted positions of comparable pay until s/he is the successful bidder. If routes are discontinued during the summer, the drivers will bid on the routes of drivers with the least seniority, and those drivers will be placed, according to their seniority, at the top of the substitute list. Any mid-day runs and the fall loop (which begins in August) are to be posted on May 1st or the next working day and are to stay up for five (5) working days. If the successful bidder does not return as an active driver in the fall, the mid-day run or loop will be awarded to the next bidder in line. Any driver absence, including those related to medical, family, and unpaid/excused reasons for a period extending beyond sixteen (16) work weeks, will result in that route being posted for bidding, and any mid-day route coming open as the result of this, will be offered to the next senior substitute driver.

Summer School and Mid-Day Routes

Notice for bidding on summer school and mid-day routes is to be posted on May 1st, or the next working day, and is to stay up for (5) working days. Eligibility for routes will be based on seniority. Assignment of routes will be determined by the Director of Transportation. Drivers who are not awarded a mid-day route shall be placed on a list based on seniority and will be called to substitute. If a mid-day route opens during the school year, the eligible driver with the highest seniority will be awarded a route. Assignment will be determined by the Director of Transportation. Any route filled during the year will be considered open at the time of bidding. Drivers whose regular route is six (6) hours or more will not be eligible to bid or drive as a substitute on mid-day routes. Drivers' who elected not to sign up for mid-day routes in May, will have the opportunity to sign up to work for the remainder of the school year as a substitute driver, by seniority and qualification, only on mid-day routes. A driver with an excessive number of refusals may be removed from consideration. A driver who is removed from the list shall receive written notification of removal. Drivers who so qualify may sign up during the first five (5) working days in January. Substitute driving opportunities will be awarded based upon driver seniority.

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

C. Severance Benefits

Bus Drivers 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 District Counsel/Chief of Staff at least ten (10) working days prior to the last date of employment.

1. Resignation

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

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

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) or older, and has ten (10) or more consecutive years; or who is age fifty-five (55) or older, and has fifteen (15) or more years of employment in the Elkhart Community Schools. Accumulated days of unused personal leave will be paid 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. Only the six months service requirement must be met to be eligible for the disability or death benefit. In addition, beginning in 1982, at the maximum rate of two (2) days per year, accumulated days of unused sick leave will be paid as a part of this benefit.

At the time of retirement, a Bus Driver shall receive pay for accumulated illness leave not to exceed two (2) days per year up to a maximum of thirty (30) days or forty-five percent (45 %) of accumulated illness leave, whichever is greater. In the event of the death of a Bus Driver, while in the active employ of Elkhart Community Schools, said payment should be made to the employee's beneficiary.

- b. 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. Change in Support Staff Classification

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

Absences

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

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

Illness Absences and Leaves

Personal Illness/Family Illness Absence

Drivers working four (4) hours or more per day will be provided with the number of hours equal to one (1) workday per month of employment for personal illness/family illness leave accumulate to 160 days. For any driver who completes probation after January 1, one (1) day shall be provided for each full month of regular employment.

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

Extended Paid Illness Absence:

Each contract year, a driver shall be eligible, upon submission of a written application to the Transportation Office, for extended paid illness absence days according to the following:

- A. Drivers will be eligible for additional extended absence days based upon the following formula. For each full year as a driver, up to five (5) days to a maximum of fifty (50) days for ten (10) years. Drivers may use paid or unpaid benefit days.
- B. These days shall be provided, after a similar qualifying period of five (5) working days per year to a maximum of fifty (50) working days for ten (10) years, to any driver who has an extended illness absence for which medical verification acceptable to the employer is provided.
- C. When an employee has a second extended illness absence, the qualifying factor will only be as great as five (5) times the number of full years which has elapsed since the previous extended illness absence, with a minimum of five (5) working days.

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

Personal Illness Leave/Family Illness Leave/Unpaid Leave Incentive Plan

For the purpose of the incentive program, the year will be from January 1st to December 31st.

- A. If a contracted route driver does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$600 on the following January.
- B. If a driver uses only one of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$400 on the following January.
- C. If a driver uses two of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$200 on the following January.
- D. In order to be eligible for the incentive pay set out in A, B, or C, above, the driver must have been a contracted route driver as of December 1st. If a driver is hired after December 1st, the incentive payment will be pro-rated on a percentage of the workdays after the driver was employed.
- E. For the purpose of the incentive program, a personal illness or family illness day will be when a driver is absent for three (3) or more hours. An absence of less than three (3) hours will be considered a half-day. Drivers absent one-half (½) day will receive \$500, one and one-half (1-1/2) days - \$300, or two and one-half (2-1/2) days - \$100. Unpaid time will follow the same pattern (i.e. three (3) or more hours will be considered a day; less than three (3) hours will be considered a half-day).

Job-Related Injury Leave

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

Bereavement

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

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

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

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

Military Leave

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

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

Health Leave

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

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

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

Health Leave - Procedure

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

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

Should the employee fail to provide a requested physician's statement within thirty (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 year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

Personal Leave

Drivers working four (4) hours or more per day will be provided with two (2) days of personal leave on January 1. Any driver completing probation before July will receive two (2) days and after July 1 will receive one (1) day.

Unused personal leave will accumulate for retirement.

Personal Leave – Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice,

the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

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

- A. Once every three (3) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event which prohibits the employee from attending to his or her assigned duties.

Jury and Witness Duty Pay

A. Jury Duty

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

B. Witness Duty

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

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer, or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which 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.

Holidays and Vacations

Definitions

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

Holidays

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

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

Labor Management Committee

Labor Management Committee: The drivers' committee shall, upon request, have the right to meet on a monthly basis with the ~~Director~~~~Supervisor~~ of Transportation and, when necessary, the District Counsel/Chief of Staff. The committee shall provide the ~~Director~~~~Supervisor~~ of Transportation an agenda of topics to be discussed two work days before meeting.

Revised 1/1/17

Revised 12/12/17

Proposes Revised Administrative Regulation

MILEAGE CHART

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



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:** Brian A. Buckley
3484 Fox Chase; Bristol, IN 46507
2. **Title or Position with Governmental Entity:** Athletic Director - Elkhart Central High School
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):** Kelly Buckley (spouse)
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):
Kelly Buckley (spouse) is employed by Elkhart Community Schools as a teacher

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.):

The compensation earned by my spouse, Kelly Buckley, as a teacher with Elkhart Community Schools, 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 Board of School Trustees of (Title of Officer or Name of Governing Body)

Elkhart Community Schools 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.

Douglas K. Weaver, Board President
Kellie L. Mullins, Board Vice President
Carolyn R. Morris, Board Secretary
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] (Signature of Public Servant)

Date (month, day, year): July 23, 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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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:** Anthony J. Gianesi
53360 Corwin Drove Granger, IN 46530
2. **Title or Position with Governmental Entity:** Chief Operating Officer
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):** Kerry Gianesi (spouse)
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):
Kerry Gianesi (spouse) is employed by Elkhart Community Schools as a teacher.

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.):

The compensation earned by my spouse, Kerry Gianesi, as a teacher with Elkhart Community Schools,
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 _____ **Board of School Trustees** _____ of
(Title of Officer or Name of Governing Body)

Elkhart Community Schools _____ 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.

Douglas K. Weaver, Board President

Kellie L. Mullins, Board Vice President

Carolyn R. Morris, Board Secretary

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): July 23, 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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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:** Jonathan LeVan
70154 Kessington Road, Edwardsburg, MI 49112
2. **Title or Position with Governmental Entity:** _____
Principal, Woodland Elementary
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):** Kristin LeVan, spouse
Heather LeVan-Grinage, niece
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):
Kristin LeVan is employed by Elkhart Community Schools as a substitute teacher
Heather LeVan-Grinage is employed by Elkhart Community schools as a library/media paraprofessional

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.):

(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 _____ **Board of School Trustees** _____ of
(Title of Officer or Name of Governing Body)

_____ **Elkhart Community Schools** _____ 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.

_____ **Douglas K. Weaver, Board President** _____

_____ **Kellie L. Mullins, Board Vice President** _____

_____ **Carolyn R. Morris, Board Secretary** _____

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): _____ **July 23, 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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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:** Wesley Molyneaux
1311 Greenleaf Blvd, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Director of Technology Integration
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):** Apple Distinguished Educator
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):

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.):

(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 Board of School Trustees of
(Title of Officer or Name of Governing Body)

Elkhart Community Schools 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.

Douglas K. Weaver, Board President

Kellie L. Mullins, Board Vice President


Carolyn R. Morris, Board Secretary

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): July 23, 2019

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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:** Jacqueline R. Rost
51890 Copperfield Ct, Granger, IN 46530
2. **Title or Position with Governmental Entity:** Athletic Director - Elkhart Memorial High School
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):** Scott Rost (spouse)
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):
Scott Rost (spouse) is employed by Elkhart Community Schools as a teacher and coach

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.):

The compensation earned by my spouse, Scott Rost, as a teacher with Elkhart Community Schools, 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 _____ **Board of School Trustees** _____ of
(Title of Officer or Name of Governing Body)

_____ **Elkhart Community Schools** _____ 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.

Douglas K. Weaver, Board President

Kellie L. Mullins, Board Vice President

Carolyn R. Morris, Board Secretary

Elected Official

Office

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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): _____ **July 23, 2019** _____

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What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
NESP - Non-English Speaking Program	IDOE	ECS - district wide	Beth Williams	\$ 723,053.00	The purpose of NESP dollars is to help provide English language development instruction to K-12 LEP students. The grant will support the salary/benefits for EL teachers. Beth Williams will oversee the management of the grant.	Increase K-12 LEP students' English language proficiency and academic achievement.	This year's awarded amount will pay salary and benefits for EL Resource Teachers (10.5 FTEs).	8/30/2019
Title III Immigrant Influx	IDOE	ECS - district wide	Beth Williams	\$ 17,868.24	Family literacy services, parent outreach, and training to support parents' active participation in their children's education, provision of tutorials, mentoring, and academic or career counseling for immigrants, comprehensive community services in coordination with community-based organizations. Beth Williams	Increase K-12 LEP students' English language proficiency and academic achievement as well as provide other instructional services designed to support immigrant achievement in school and in the community.	Social emotional and cultural learning experiences for immigrant students, and family literacy services and training to support parent's active participation in their child's education.	8/30/2019
Title III Language Instruction for English Learners	IDOE	ECS - district wide	Beth Williams	\$ 242,372.00	Title III funds are supplemental and are used to support academic activities "above and beyond" Elkhart's English language development services provided to English learners to meet federal requirements. Beth Williams will oversee the management of the grant.	Increase K-12 LEP students' English language proficiency and academic achievement.	Funds are used to pay salary/benefits for District EL Coach (.5 FTE), salary/benefits for 4 EL Technical Assistants, SIOP professional development and equitable services to St. Thomas' and St. Vincent's English learners.	8/30/2019
Title II - Supporting Effective Instruction	IDOE	ECS - district wide	Beth Williams	\$ 479,252.64	To develop, support and improve teacher and school leader effectiveness. Brad Sheppard and Steve Thalheimer will oversee the management of the grant.	Ongoing professional development will help to support, retain and attract highly effective teachers/administrators therefore increasing the academic achievement of all students and ensure they graduate career/college ready and life ready.	Funds will be used to support all associated costs for professional development related to K-12 instruction and school leadership.	8/30/2019

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Title IV Part A: Student Support and Academic Enrichment	IDOE	ECS - district wide	Tony England	\$ 267,467.89	The 3 focus areas of Title IV are intended to: (A) Support a well-rounded education by incorporating advanced classes, fine arts, foreign languages, STEAM, and other innovative programming. (B) Create safe and healthy schools through the utilization of social-emotional learning and healthy lifestyle habits. (C) Effectively utilize technology through properly preparing staff as well as provide high-quality digital learning experiences for underserved students.	Challenge and support all students through highly effective staff and in partnership with the community graduate career/college ready and life ready	Funds support life skills training for students and professional development activities for staff to include: trauma informed care, restorative practices, suicide prevention, and effective use of technology for instruction.	8/30/2019

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: ECHS

Class/Group: CHEER

Number of Students: 25

Date/Time Departing: 7-8-19

Date/Time Returning: 7-11-19

Destination: Camp @ Cincinnati CIN. OH
City State

Overnight facility: Grant Wade Lodge

Mode of Transportation: Bus

Reason for trip: Camp USA


Names of chaperones: 3

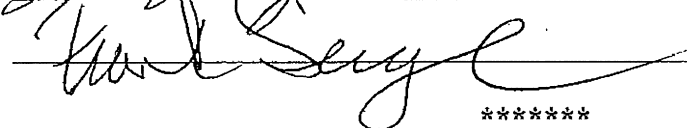
Cost per student: 0

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 of Principal:  Date: 7-19

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

Approval of Assistant Superintendent: BUSheppard Date: 7-15-19

Approval by Board: _____

REC'D. 7/9/19

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial
Class/Group: Volleyball
Number of Students: 24
Date/Time Departing: Friday, July 19 @ 8:00am
Date/Time Returning: Sunday, July 21 @ 8:00pm
Destination: Lafayette, IN
Purdue Univ. City State
Overnight facility: Purdue dorms
Mode of Transportation: Mini bus : parents / coaches
Reason for trip: Purdue Team camp - VB

Names of chaperones: J. Rost, K. Giger, R. Rheinheimer,
C. Parsons, M. Romersberger

Cost per student: \$ 380.⁰⁰
Describe Plans for Raising Funds or Funding Source: _____

Plans to defray costs for needy students: EEF Grant
Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor: Jacquie Rond
Signature of Principal: SPM Date: 7/9/19

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

Approval of Assistant Superintendent: B. Sheppard Date: 7-15-19
Approval by Board: _____

REC'D. 7/9/19

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

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial
Class/Group: Volleyball - Varsity
Number of Students: 12-15
Date/Time Departing: Friday, Oct 11 @ 4pm
Date/Time Returning: Saturday Oct 12 @ 8pm
Destination: Carmel High School City IN State
Overnight facility: Hotel (res. not made yet)
Mode of Transportation: Mini bus
Reason for trip: Part. in varsity VB try on Oct 12th

Names of chaperones: J. Post, A. Bushnell, M. Rumsberger

Cost per student: — VB Camp fund will cover
Describe Plans for Raising Funds or Funding Source: — cost of hotel / food.

Plans to defray costs for needy students: —

Are needy students made aware of plans? —

Signature of Teacher/Sponsor: Jacqueline RA

Signature of Principal: Sam Date: 7/8/19

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

Approval of Assistant Superintendent: B. A. Heffard Date: 7-15-19

Approval by Board: _____

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: July 18, 2019
TO: Dr. Steve Thalheimer, Superintendent
FROM: Dr. Bradley Sheppard *Bradley Sheppard*
RE: **Conference Leave Requests**
July 23, 2019 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
GLOBAL LEADERSHIP SUMMIT Attending this conference will help me hone and improve my leadership skills in my new role as Principal. Ways to improve teamwork, employee satisfaction and productivity will be discussed. Granger, IN August 8 - 9, 2019 (2 day's absence) KRISTINE WEIMER - OSOLO (0-0)	\$330.80 <i>GENERAL FUND</i>	\$0.00 <i>GENERAL FUND</i>
CULTURE KEEPERS PRINCIPAL LEADERSHIP PLC CONFERENCE This conference will provide specific, practical, and inspiring strategies for the continuous strategic improvement process in our quest for district-wide accreditation through AdvancED. Atlanta, GA September 23 - 25, 2019 (3 day's absence) CYNTHIA BONNER - PIERRE MORAN (0-0)	\$1,898.80 <i>OTHER FUND</i>	\$0.00 <i>OTHER FUND</i>
	\$2,229.60	\$0.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$28,538.81	\$2,470.00
2019 YEAR-TO-DATE GENERAL FUNDS	\$14,770.61	\$855.00
2018 YEAR-TO-DATE OTHER FUNDS	\$257,553.25	\$14,345.00
2018 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2019 YEAR-TO-DATE OTHER FUNDS	\$162,409.91	\$12,920.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$463,272.58	\$30,590.00

(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: JULY 23, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Scott Sassaman Career Center/Principal

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

Jenna Carter ESC/Special Education Intern

Elizabeth Collins ESC/Special Education Intern

Marsha Durrant-Walker ESC/Psychologist

Andrew Graber Woodland/Intervention

Maria Hite Feeser/Special Education

Meg Romersberger ESC/Special Education Intern

Jeshua Sistrunk ESC/Special Education Intern

Mariah Srmek ESC/Special Education Intern

Gregory Stover Career Center/Business Technology

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

Geetha John Memorial/Science 16 Years of Service

- d. **Personal Leave** – We recommend the approval of a personal leave for the following employee:

Debra Bachman Osolo/Grade 2
Begin: 8/13/19 End: 6/3/20

e. **Maternity Leave** – We recommend the approval of a maternity leave for the following employee:

Katie Treadway Begin: 9/3/19	Daly/Grade 4 End: 9/30/19
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f. **Re-Assignment** – We recommend the approval of reassignment of the following classified employees to certified position:

Carrie Conway	ESC/Special Education Intern
Christopher Hipsher	ESC/Special Education Intern
Teresa Thompson	Pierre Moran/Library

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

Austin Brooks Began: 8/14/18	Pinewood/Grade 6 Resign: 6/6/19
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Elizabeth Browne Began: 8/13/14	Roosevelt/Grade 3 Resign: 6/6/19
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Takita Earl Began: 8/2/16	Daly/Grade 6 Resign: 6/6/19
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Jason Grasty Began: 8/23/99	Central/Assistant Principal Resign: 6/30/19
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Kathleen Overholt Began: 8/15/11	Career Center/Health Resign: 6/6/19
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Jerry Scott Began: 8/14/18	North Side/Special Education Resign: 6/6/19
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Daleanne Woods Began: 8/20/01	Woodland/ENL Resign: 6/6/19
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h. **Resignation Revision** – We report the revised resignation of the following employee:

Dawn McGrath Began: 4/30/15	ESC/Director of Special Services Resign: 7/10/19
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CLASSIFIED

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

Maverick Spruell
Began: 5/14/19

Beardsley/Custodian
PE: 7/11/19

- b. **Re-Assignment** – We recommend the approval of reassignment of the following certified employee to a classified position:

Jennifer Smith

Tech Services/Service Desk Coordinator

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

Saul Chorro Romero
Began: 10/2/18

Bristol/Custodian
Resign: 7/19/19

Sandra Davidson
Began: 8/24/10

Eastwood/Food Service
Resign: 6/6/19

Kristen Smith
Began: 8/6/15

Memorial/Technical Assistant
Resign: 6/6/19

