

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 9, 2019

CALENDAR

July	9	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	9	immediately following	Executive Session, J.C. Rice Educational Services Center
July	9	7:00 p.m.	Regular Board Meeting, 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

June 25, 2019 – Public Work Session
June 25, 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.

Appointment of Treasurer and Deputy Treasurer – Kevin Scott began July 1, 2016 as Treasurer and Erica Purvis as Deputy Treasurer since August 15, 2016.

VEBA Resolution – The Business Office recommends approval of the VEBA Resolution completing the operational specifications of the Settlement Agreement with the Elkhart Teachers Association approved at the February 12th regular meeting.

Annual Financial Report – The Annual Report for 2018-2019 is presented for Board information.

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

School Technology Advance Account Petition - The Business Office seeks confirmation of the submission of a School Technology Advancement Account Petition.

F. NEW BUSINESS

Board Policy 6111 – Internal Control Standards and Procedures - The administration presents proposed new Board Policy 6111 – Internal Control Standards and Procedures, for initial review.

Board Policy 6210 – Fiscal Planning - The administration presents proposed new Board Policy 6210 – Fiscal Planning, for initial review.

Board Policy 6620 – Petty Cash - The administration presents proposed revisions to Board Policy 6620 – Petty Cash, for initial review.

Board Policy 6621 – Cash Change Fund - The administration presents proposed revisions to Board Policy 6621 – Cash Change Fund, for initial review.

Board Policy 6800 – Systems of Accounting - The administration presents proposed new Board Policy 6800 – Systems of Accounting, for initial review.

G. 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.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

June 25, 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:	Brenda Kolbe Steven Thalheimer	Cheryl Waggoner Beth Williams
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The Board met with representatives of Vala Marketing to discuss the marketing efforts of the mascot for Elkhart High School. Beth Williams, director of Federal Programs, reviewed the grant application to the Indiana Department of Education for Title 1 being presented at the regular meeting.

Topics Discussed

The meeting adjourned at approximately 6:20 p.m.

Adjournment

APPROVED:

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

Signatures

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
June 25, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:10 p.m.	Place/Time			
<table border="0"> <tr> <td style="vertical-align: top;">Board Members Present:</td> <td style="vertical-align: top;">Douglas K. Weaver Kellie L. Mullins Carolyn R. Morris</td> <td style="vertical-align: top;">Babette S. Boling Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr.</td> </tr> </table>	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.	Roll Call
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.		
President Doug Weaver called the regular meeting of the Board of School Trustees to order.	Call to Order			
Board vice president, Kellie Mullins, recited the Elkhart Promise.	The Elkhart Promise			
Mr. Weaver discussed the invitation to speak protocol.				
<p>By unanimous action, the Board approved the following minutes: June 11, 2019 – Public Work Session June 11, 2019 – Regular Board Meeting</p>	Approval of Minutes			
By unanimous action, the Board approved payment of claims totaling \$6,424,926.86 as shown on the June 25, 2019, claims listing. (Codified File 1819-170)	Payment of Claims			
By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$825 from Mathew and Cherese Krueper to Central for the football team; \$500 from National Flag Football to Central for the purchase of football equipment; \$500 from Lippert Components to Central for the ElkLogics Robotics club; \$125,000 from the Bob and Amy Martin for renovations to Rice Field and North Side Gym; and \$5,000 from Daniel Morrison for the Engineering, Technology and Innovation building project.	Gift Acceptance			
The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1, 2019 – May 31, 2019, and found it to be in order.	Financial Report			
By unanimous action, the Board adopted a resolution authorizing the transfer of funds from the Operations Fund to the Education Fund. In response to an inquiry, Kevin Scott, chief financial officer, stated this transfer is not the balancing 'sweep' done periodically. (Codified File 1819-171)	Fund Transfer Resolution			

By unanimous action, the Board adopted a resolution authorizing the transfer of funds from the Referendum Tax Levy Fund to the School Lunch Fund. (Codified File 1819-172)

Fund Transfer
Resolution

By unanimous action, the Board approved an increase in the price of school meals for the 2019-2020 school year; breakfast for elementary students will be \$1.85, an increase of \$.10; middle school students will be \$2.05, an increase of \$.10; and for high school students \$2.10, which is an increase of \$.10. Lunch prices for elementary students will be \$2.75, an increase of \$.10; for middle school students \$3.00, an increase of \$.10. Lunch prices for high schools students will increase by \$.10 to \$3.10. The cost for extra milk will remain the same at \$.75. Elementary and secondary staff breakfast and lunch fees increased by \$.10. The reduced breakfast and lunch prices will remain the same as last year – \$.30 for breakfast and \$.40 for lunch. In response to Board inquiry, Pam Melcher, director of Food Service, stated the district is required to adjust the weighted average lunch price by 10 cents using the Price Adjustment Calculator provided by the USDA. (Codified File 1819-173)

Meal Prices

By unanimous action, the Board approved food service bids with a grand total of all bids being \$3,312,423.72 to the lowest, most responsive and responsible bidders: food bids to Stanz Food Service and Commercial Foods; commodities bid to Stanz Food Service; fresh produce bids to Shelton Farms and Piazza Produce; supply bids to Stanz Food Service, Wallace Packaging, Daxwell, Commercial Foods, DayMark Safety Systems and Webco Packaging; bakery bids to Alpha Kreamo Bakers, Aunt Millies and Stanz Food Service; and dairy bid to Dean Foods. (Codified File 1819-174)

Food Service
Bids

Mr. Scott presented the 2020 Budget Timeline for informational purposes.

2020 Budget
Timeline

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1819-175)

Fundraisers

Mr. Scott provided the current insurance update reporting claims are running about 10% ahead of same time last year.

Monthly
Insurance
Report

Jeff Komins, energy education specialist/elementary activities, presented the energy audit report. Mr. Komins stated the overall cost avoidance for 2018 was \$1,501.988. He projected a similar result for 2019. Continually increases in utility costs are being offset by additional LED lighting and motion detectors both inside and outside of buildings. Mr. Komins thanked the Board members for their support as he transitions to assistant principal at Cleveland in the fall.

Energy
Education
Update

By unanimous action, the Board approved an amended motion to revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan, as presented at the June 11th regular meeting. The amendment removed the proposed position of Campus Life Coordinator from the three recommended additions including Building Services Manager, and Energy and Risk Management Specialist.

Board Policy
3422.12S

By unanimous action, the Board approved the submission of a Title 1, Part A Grant to the Indiana Department of Education in the amount of \$3,462,555.22. (Codified File 1819-176)

Grant
Submission

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the June 25, 2019 listings. (Codified File 1819-177)

Conference
Leave Requests

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

Personnel
Report

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

Certified
Employment

Meghan Brantl - special education at Eastwood
Nakeyta Hardy - grade 3 at Bristol
Tonya Stern-Gilbert - grade 1 at Woodland
EvaMarie Young - music at Memorial

Retirement of certified staff member Steven Stutsman, special education at Central, effective 6/6/19, with 27 years of service.

Certified
Retirement

Administrative re-assignment of certified staff member, Brandon Eakins, to director of the Elkhart Area Career Center, effective 7/1/19.

Administrative
Reassignment

Resignation of the following eleven (11) certified staff members effective on the dates indicated:

Certified
Resignations

Jerica Burns - counselor at Central, 6/13/19
Bonita Gingrich - counselor at Central, 6/13/19
April Kauffman - ENL at Hawthorne, 6/6/19
Katie Keyser – grade 6 at Daly, 6/6/19
Rebecca Kmitta - psychologist at ESC, 6/10/19
William Kovach - director at EACC, 6/30/19
Patricia Lawson - grade 2 at Pinewood, 6/12/19
Lisa Martin - pre-K at Beck, 6/6/19
Heidi Miller - grade 1 at Hawthorne, 6/6/19
Ashley Perez - kindergarten at Beardsley, 6/6/19
Samantha Peterson - grade 3 at Cleveland, 6/6/19

Resignation of the following eight (8) classified employees effective 6/6/19:

- Allyson Bryant - paraprofessional at Eastwood
- Anita Byrd - food service at Beardsley
- Marcelle Dunning - paraprofessional at Daly
- Karen Fraire Vargas - food service at West Side/Monger
- Blanca Gonzales Morales - paraprofessional at Riverview
- Denise Snider - food service at Woodland
- Susan Stephan - paraprofessional at Memorial
- Heidi Trowbridge - secretary at Feeser

Classified Resignations

Termination of classified employee, Ellen Springer, food service at North Side, in accordance with Board Policy 3039.01S effective 6/25/19.

Classified Termination

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



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

DATE: July 1, 2019

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation in the amount of \$10,000.00 has been given to the Elkhart Central High School Athletic Department from Robert and Amy Martin. These funds will be used for athletic purchases at Elkhart Central High School.

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:

Mr. and Mrs. Robert Martin
15933 County Road 129
Bristol, IN 46507



ELKHART MEMORIAL HIGH SCHOOL

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: June 24, 2019

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Jacquie Rost, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the girls/boys track team. This donation will go towards the purchase of team sweats, team shirts, shoes, equipment, and other miscellaneous costs associated with this program.

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:

Vaughn and Cindy Nickell
51147 Maplewood Drive
Elkhart, IN 46514

Adopted this 9th day of July, 2019 by the Elkhart School Board of Trustees.

Aye

Nay

ELKHART COMMUNITY SCHOOLS

ANNUAL FINANCIAL REPORT

2018-2019

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Receipts Comparisons
Calendar Year 2018

Receipt Accounts	2018 Approved Budget Receipts	2018 Actual Receipts
<u>GENERAL FUND</u>		
1000 Local Sources	\$ 714,500.00	\$ 718,682.33
2000 Intermediate Sources	\$ 530.00	\$ 530.04
3000 State Sources	\$ 88,941,730.00	\$ 85,347,581.63
4000 Federal Sources	\$ 10,000.00	\$ 70,304.09
5000 Other Financing Sources		\$ 10.00
6000 Other Items	\$ 5,000.00	\$ 8,244.33
TOTAL	\$ 89,671,760.00	\$ 86,145,352.42
<u>REFERENDUM FUND</u>		
1000 Local Sources	\$ 4,399,241.00	\$ 4,427,274.88
6000 Other Items		\$ 364.88
TOTAL	\$ 4,399,241.00	\$ 4,427,639.76
<u>DEBT SERVICE FUND</u>		
1000 Local Sources	\$ 9,397,531.00	\$ 10,116,698.14
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	\$ 9,397,531.00	\$ 10,116,698.14
<u>RETIREMENT/SEVERANCE BOND FUND DEBT SERVICE FUND</u>		
1000 Local Sources	\$ 3,310,012.00	\$ 3,626,489.12
TOTAL	\$ 3,310,012.00	\$ 3,626,489.12
<u>CAPITAL PROJECTS FUND</u>		
1000 Local Sources	\$ 12,151,512.00	\$ 9,744,134.02
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		\$ 1,510.00
5000 Other Financing Sources		\$ 62,416.72
6000 Other Items		
TOTAL	\$ 12,151,512.00	\$ 9,808,060.74

Receipt Accounts	2018 Approved Budget Receipts	2018 Actual Receipts
<u>SCHOOL TRANSPORTATION FUND</u>		
1000 Local Sources	\$ 6,850,260.00	\$ 5,861,036.19
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		\$ 31,055.50
TOTAL	\$ 6,850,260.00	\$ 5,892,091.69
<u>SCHOOL BUS REPLACEMENT FUND</u>		
1000 Local Sources	\$ 1,639,003.00	\$ 1,296,700.90
5000 Other Financing Sources		
6000 Other Items		
TOTAL	\$ 1,639,003.00	\$ 1,296,700.90
<u>EXEMPT DEBT SERVICE FUND</u>		
1000 Local Sources	\$ 1,454,974.00	\$ 1,468,966.14
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	\$ 1,454,974.00	\$ 1,468,966.14
<u>RAINY DAY FUND</u>		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	\$ -	\$ -
GRAND TOTAL	\$ 128,874,293.00	\$ 122,781,998.91

Expenditures Comparisons
Calendar Year 2018

Expenditure Accounts	2018 Approved Budget Expenditures	2018 Actual Expenditures
<u>GENERAL FUND / FISCAL STABILIZATION FUND</u>		
11000 Instruction/Regular Programs	\$ 46,815,542.76	\$ 46,815,542.76
12000 Instruction/Special Programs	\$ 10,112,764.91	\$ 10,112,764.91
13000 Instruction/Adult/Continuing Education	\$ 320,437.40	\$ 320,437.40
14000 Instruction/Summer School	\$ 208,518.24	\$ 208,518.24
15000 Enrichment Programs	\$ 1,779.86	\$ 1,779.86
16000 Remediation	\$ 96,987.23	\$ 96,987.23
17000 Payments to Governmental Units in State	\$ 2,070,010.46	\$ 2,070,010.46
21000 Support Services/Pupils	\$ 5,695,008.65	\$ 5,695,008.65
22000 Support Services/Instruction	\$ 2,573,572.91	\$ 2,573,572.91
23000 Support Services/General Administration	\$ 1,001,393.61	\$ 1,001,393.61
24000 Support Services/School Administration	\$ 7,163,693.78	\$ 7,163,693.78
25000 Central Services	\$ 3,013,596.81	\$ 2,879,038.43
26000 Operation & Maintenance of Plant Srvc.	\$ 6,795,696.23	\$ 6,775,649.74
27000 Student Transportation	\$ 505.00	\$ 505.00
30000 Operation of Non-instructional Srvc.	\$ 1,107,306.00	\$ 1,096,296.86
40000 Facility Acquisition and Construction	\$ 1,701.00	\$ 1,701.00
50000 Debt Services		
60000 Non-programmed Charges	\$ 533,297.16	\$ 533,297.16
TOTAL	\$ 87,511,812.01	\$ 87,346,198.00
<u>REFERENDUM FUND</u>		
11000 Instruction/Regular Programs		
12000 Instruction/Special Programs		
13000 Instruction/Adult/Continuing Education		
14000 Instruction/Summer School		
15000 Enrichment Programs		
16000 Remediation Programs		
17000 Payments to Governmental Units in State		
21000 Support Services/Pupils		
22000 Support Services/Instruction		
23000 Support Services/General Administration		
24000 Support Services/School Administration		
25000 Central Services		
26000 Operation & Maintenance of Plant Srvc.	\$ 13,383.72	\$ 13,383.72
27000 Student Transportation	\$ 3,440,396.28	\$ 3,434,954.63
30000 Operation of Non-instructional Srvc.	\$ 146,220.00	\$ 110,807.37
40000 Facility Acquisition and Construction		
50000 Debt Services		
60000 Non-programmed Charges	\$ 1,400,000.00	\$ 1,400,000.00
TOTAL	\$ 5,000,000.00	\$ 4,959,145.72

Expenditure Accounts	2018 Approved Budget Expenditures	2018 Actual Expenditures
<u>DEBT SERVICE FUND</u>		
25000 Central Services	\$ 823,541.00	\$ 823,541.00
50000 Debt Services	\$ 8,878,075.00	\$ 8,791,673.00
60000 Non-programmed Charges		\$ -
TOTAL	\$ 9,701,616.00	\$ 9,615,214.00
<u>CAPITAL PROJECTS FUND</u>		
22300 Instruction-Related Technology	\$ 1,660,089.96	\$ 1,660,089.96
25000 Central Services	\$ 332,021.76	\$ 332,021.76
26000 Operation and Maintenance of Plant Svcs	\$ 3,358,555.08	\$ 3,358,555.08
40000 Facility Acquisition and Construction	\$ 6,261,596.47	\$ 5,955,566.51
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	\$ 11,612,263.27	\$ 11,306,233.31
<u>SCHOOL TRANSPORTATION FUND</u>		
21000 Support Services/Pupils	\$ 23,895.31	\$ 23,895.31
23000 Support Services/General Administration	\$ 19,991.27	\$ 19,991.27
24000 Support Services/School Administration	\$ 85,930.93	\$ 85,930.93
25000 Central Services	\$ 78,852.97	\$ 78,852.97
26000 Operation & Maintenance of Plant Services	\$ 9,687.96	\$ 9,687.96
27000 Student Transportation	\$ 5,714,168.68	\$ 5,028,616.78
40000 Facility Acquisition and Construction		
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	\$ 5,932,527.12	\$ 5,246,975.22
<u>SCHOOL BUS REPLACEMENT FUND</u>		
25000 Central Services		
27000 Student Transportation	\$ 2,001,938.00	\$ 1,996,669.00
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	\$ 2,001,938.00	\$ 1,996,669.00
<u>EXEMPT DEBT SERVICE FUND</u>		
25000 Central Services		
50000 Debt Services	\$ 1,381,000.00	\$ 1,381,000.00
60000 Non-programmed Charges		
TOTAL	\$ 1,381,000.00	\$ 1,381,000.00

Expenditure Accounts	2018 Approved Budget Expenditures	2018 Actual Expenditures
<u>RETIREMENT/SEVERANCE BOND</u>		
<u>FUND DEBT SERVICE FUND</u>		
25000 Central Services		
50000 Debt Services	\$ 3,011,969.00	\$ 3,011,969.00
60000 Non-programmed Charges		
TOTAL	\$ 3,011,969.00	\$ 3,011,969.00
<u>RAINY DAY FUND</u>		
11000 Instruction/Regular Programs		
12000 Instruction/Special Programs		
13000 Instruction/Adult/Continuing Education		
14000 Instruction/Summer School		
15000 Enrichment Programs		
16000 Remediation		
17000 Payments to Governmental Units in State		
21000 Support Services/Pupils		
22000 Support Services/Instruction		
23000 Support Services/General Administration		
24000 Support Services/School Administration		
25000 Central Services		
26000 Operation & Maintenance of Plant Srvcs.		
27000 Student Transportation		
30000 Operation of Non-instructional Srvcs.		
40000 Facility Acquisition and Construction	\$ 2,000,000.00	\$ 2,000,000.00
60000 Non-programmed Charges		
TOTAL	\$ 2,000,000.00	\$ 2,000,000.00
GRAND TOTAL	\$ 128,153,125.40	\$ 126,863,404.25

APPENDIX B

**ADDED PAY SCHEDULE
2018 - 2019 SCHOOL YEAR**

B-1. ADDED PAY/EXTRA DUTY

	INDEX 2018-2019	AMOUNT 2018-2019
BASE	32,059	
SYSTEM-WIDE ASSIGNMENTS		
*Guidance Coordinator	0.05900	1,895
National Board Certification (\$500 each)		500
Agriculture Department Chair	0.10400	3,335
Additional Instructional Responsibility	0.12000	3,850
Cooper Science Lab Coordinator	0.04000	1,285
Athletic Training Coordinator	0.04000	1,285
Science Fair Coordinator	0.04500	1,445
Assistant Science Fair Coordinator	0.02250	725
Science Mentor Coordinator	0.03000	965
GEI Coordinator	0.04000	1,285
GEI Team Member	0.02000	645
Blind/Low Vision/Braille	0.12000	3,850
Building Level High Ability Coordinator	0.01500	485
Building Wellness Coordinator	0.01500	485
**Contest Advancement		200
Hourly Employment		
Building Rental Manager		14.50
Curriculum Development	0.00090	28.85
Data Coordinator		35.00
Technology Coordinator		35.00
Intramurals		7.25
Health Programs & Other Programs from 8-D-2	0.00100	32.06
Evening High School Coordinator	0.00100	32.06
Homebound or Adult Continuing Education (BS-0 rate on Certified Hiring Schedule)	0.00113	36.23
HIGH SCHOOL ASSIGNMENTS		
Department Chairpersons:		
English	0.12000	3,850
Mathematics	0.11000	3,530
Business, Guidance, Social Studies, Science, Industrial Arts	0.10400	3,335
Art, Home Economics, Media, Physical Education, Health	0.08800	2,825
Special Education	0.12000	3,850
Foreign Language, Music	0.08800	2,825
Athletics		
Cross Country Coach	0.12000	3,850
Golf Coach	0.10000	3,210
Assistant Golf Coach	0.05000	1,605
Crew Coach	0.15000	4,810
Assistant Crew Coach	0.07500	2,405
Archery Coach	0.10000	3,210
Assistant Archery Coach	0.05000	1,605
Lacrosse Coach	0.15000	4,810
E-Sports Coach	0.07500	2,405
Boys Athletics		
Assistant Basketball Coach	0.15000	4,810
Freshman Basketball Coach	0.10000	3,210
Assistant Football Coach	0.15000	4,810
Freshman Football Coach	0.10000	3,210
Baseball Coach	0.15000	4,810
Assistant Baseball Coach	0.07500	2,405
Track Coach	0.15000	4,810
Assistant Track Coach	0.07500	2,405

	INDEX 2018-2019	AMOUNT 2018-2019
BASE	32,059	
Wrestling Coach	0.15000	4,810
Assistant Wrestling Coach	0.07500	2,405
Swimming Coach	0.15000	4,810
Assistant Swimming Coach	0.07500	2,405
Tennis Coach	0.14000	4,490
Assistant Tennis Coach	0.07000	2,245
Soccer Coach	0.18180	5,830
Assistant Soccer Coach	0.09090	2,915
Girls Athletics:		
Basketball Coach	0.30000	9,620
Assistant Basketball Coach	0.15000	4,810
* Swimming Coach	0.15000	4,810
Assistant Swimming Coach	0.07500	2,405
Volleyball Coach	0.15000	4,810
Assistant Volleyball Coach	0.07500	2,405
Gymnastics Coach	0.15000	4,810
Assistant Gymnastics Coach	0.07500	2,405
Track Coach	0.15000	4,810
Assistant Track Coach	0.07500	2,405
Softball Coach	0.15000	4,810
Assistant Softball Coach	0.07500	2,405
Soccer Coach	0.18180	5,830
Assistant Soccer Coach	0.09090	2,915
Tennis Coach	0.14000	4,490
Assistant Tennis Coach	0.07000	2,245
Athletic-Related Assignments:		
*Pool Manager/Maintenance	0.08000	2,565
Ticket Manager	0.10000	3,210
Athletic Trainer	0.24000	7,695
Supervisor and Instructor of Student Trainers	0.04000	1,285
Cheerleader Sponsor	0.15000	4,810
JV Cheerleader Sponsor	0.07500	2,405
Freshman Cheerleader Sponsor	0.07500	2,405
Supervision Manager	0.06800	2,185
Cheer Block Sponsor	0.03000	965
Booster Club Sponsor	0.03000	965
Pool Rental Supervisor (hourly rate)		10.00
Non-Athletic Assignments:		
Dual Credit Certification /Master's in Content Area (\$500 ea) (using 2022 Highter Learning Commission Stds.)		500
Activities Director	0.11000	3,530
Drama Coach	0.15000	4,810
Assistant Drama Coach	0.07500	2,405
Forensics Coach	0.14000	4,490
Assistant Forensics Coach	0.06800	2,185
Speech Coach	0.11000	3,530
Assistant Speech Coach	0.05000	1,605
Mock Trial Coach	0.02000	645
ElkLogic Robotics Coach	0.15000	4,810
ElkLogic Robotics Assistant Coach	0.07500	2,405
Marching Band Color Guard Director	0.12000	3,850
Winter Color Guard Director	0.12000	3,850
Pep Band	0.04000	1,285
Marching Band Percussion Director	0.08500	2,730
Winter Percussion Director	0.10000	3,210
Co-Curricular Jazz		
Jazz Choir	0.02500	805
Jazz Band	0.02500	805

	INDEX 2018-2019	AMOUNT 2018-2019
BASE	32,059	
Jazz String	0.02500	805
Extra Curricular Jazz		
Jazz Choir	0.05000	1,605
Jazz Band	0.05000	1,605
Jazz String	0.05000	1,605
Art Café	0.04100	1,315
Move to Stand	0.02000	645
Key Club	0.02000	645
Academic Competition Teams (Full Squad Competing Teams)	0.07700	2,470
National Honor Society	0.03000	965
Student Government Sponsor	0.03000	965
Senior Class Sponsor	0.02800	900
Junior Class Sponsor	0.03500	1,125
Sophomore Class Sponsor	0.02000	645
Freshman Class Sponsor	0.02000	645
MIDDLE SCHOOL ASSIGNMENTS:		
Building Department Chairpersons		
English, Mathematics	0.08800	2,825
Science, Social Studies	0.04700	1,510
Special Education	0.08800	2,825
Art, Home Economics, Industrial Arts, Media, Music, Physical Education/Health	0.03500	1,125
System-wide Chairperson (Year of adoption and prior year only)		
English, Mathematics, Science, Social Studies	0.02350	755
Art, Home Economics, Industrial Arts, Media, Music, Physical Education/Health	0.01750	565
Athletics		
Eighth Grade Basketball Coach	0.10000	3,210
Eighth Grade Assistant Basketball Coach	0.03750	1,205
Seventh Grade Basketball Coach	0.10000	3,210
Seventh Grade Assistant Basketball Coach	0.03750	1,205
*Eighth Grade Track Coach	0.05500	1,765
Eighth Grade Assistant Track Coach	0.03750	1,205
*Seventh Grade Track Coach	0.05500	1,765
Seventh Grade Assistant Track Coach	0.03750	1,205
Eighth Grade Soccer Coach	0.07500	2,405
Eighth Grade Assistant Soccer Coach	0.03750	1,205
Seventh Grade Soccer Coach	0.07500	2,405
Seventh Grade Assistant Soccer Coach	0.03750	1,205
Eighth Grade Lacrosse Coach	0.07500	2,405
Eighth Grade Assistant Lacrosse Coach	0.03750	1,205
Seventh Grade Lacrosse Coach	0.07500	2,405
Seventh Grade Assistant Lacrosse Coach	0.03750	1,205
Eighth Grade Volleyball Coach	0.07500	2,405
Eighth Grade Assistant Volleyball Coach	0.03750	1,205
Seventh Grade Volleyball Coach	0.07500	2,405
Seventh Grade Assistant Volleyball Coach	0.03750	1,205
Cross Country Coach	0.05500	1,765
Swimming Coach	0.05500	1,765
Boys Athletics		
Eighth Grade Feeder Football Coach	0.10000	3,210
Eighth Grade Feeder Assistant Football Coach	0.05000	1,605
Seventh Grade Feeder Football Coach	0.10000	3,210
Seventh Grade Feeder Assistant Football Coach	0.05000	1,605
Wrestling Coach	0.07500	2,405
Assistant Wrestling Coach	0.03500	1,125
Athletic Related Assignments		
Eighth Grade Cheerleader Sponsor	0.07500	2,405

	INDEX 2018-2019	AMOUNT 2018-2019
BASE	32,059	
Seventh Grade Cheerleader Sponsor	0.07500	2,405
Non-Athletic Assignments:		
Middle School Jazz Band	0.05000	1,605
Middle School Jazz Choir	0.05000	1,605
Drama Director	up to 0.05000	550 to 1,605
Yearbook Sponsor	0.03000	965
Debate Coach	0.01000	325
Move to Stand	0.02000	645
Academic Competition (Full Squad Competing Teams)	0.05000	1,605
Robotics Coach	0.05000	1,605
Junior Honor Society	0.01500	485
Student Council	0.01500	485
Science Fair Coordinator	0.01700	550
ELEMENTARY ASSIGNMENTS:		
Athletics		
System-wide Athletic Director	0.24000	7,695
Boys Basketball Coach	0.04850	1,555
Boys Softball Coach	0.02100	675
Boys Track Coach	0.01500	485
Boys Football Coach	0.04850	1,555
Boys Soccer Coach	0.04850	1,555
Boys Volleyball Coach	0.04850	1,555
Lacrosse Coach	0.03200	1,030
Girls Volleyball Coach	0.04850	1,555
Girls Basketball Coach	0.04850	1,555
Girls Softball Coach	0.02100	675
Girls Track Coach	0.01500	485
Girls Soccer Coach	0.04850	1,555
Assistant Basketball Coach	0.02425	780
Assistant Softball Coach	0.01050	340
Assistant Track Coach	0.00750	245
Assistant Football Coach	0.02425	780
Assistant Soccer Coach	0.02425	780
Assistant Lacrosse Coach	0.01600	515
Assistant Volleyball Coach	0.02425	780
Cheerleader Sponsor	0.02500	805
Non-Athletic Assignments:		
Drumming	0.04800	1,540
Safety Patrol Sponsor	0.01700	550
Science Fair Coordinator	0.01700	550
Instructional Systems Manager	0.03200	1,030
Robotics Coach	0.05000	1,605
Academic Competition (Full Squad Competing Teams)	0.05000	1,605
Oratorical	0.02400	770
Student Council	0.00750	245
UNIFIED SPORTS		
Special Olympics Coordinator (hourly rate)		7.50
Special Olympics Basketball Coach - Traditional	0.04100	1,315
Special Olympics High School Coach - Unified	0.07500	2,405
Special Olympics Middle/Elementary School Coach - Unified	0.04100	1,315
ELKHART ACADEMY ALTERNATIVE PROGRAM		
Jr. Elkhart Academy Lead Teacher	0.14000	4,490
ELKHART AREA CAREER CENTER		
Lead teacher at EACC Annex	0.10000	3,210
Vocational Club Coordination Sponsor	0.05000	1,605
Vocational Advisors	0.01500	485
Attendance at State Competition		500
Attendance at National Competition		1,000

	INDEX 2018-2019	AMOUNT 2018-2019
BASE	32,059	
Approved Equipment Repair, Maintenance or Procurement (hourly rate)	0.00100	32.06
Guidance Chairperson	0.07000	2,245
National Honor Society Sponsor	0.03000	965
B-2 ADDED PAY/INCLUDED DUTY		
SYSTEM-WIDE ASSIGNMENTS		
6 th Grade Band	0.04800	1,540
6 th Grade Orchestra	0.04800	1,540
Psychologist	0.06800	2,185
Data Team	0.01250	405
HIGH SCHOOL ASSIGNMENTS		
Boys Football Coach	0.30000	9,620
Boys Basketball Coach	0.30000	9,620
Band Director	0.18000	5,775
Assistant Band Director	0.09000	2,890
Head Band Director Competitive Marching Band	0.15000	4,810
Assistant Band Director Competitive Marching Band	0.07500	2,405
Orchestra Director	0.12000	3,850
Assistant Orchestra Director	0.06000	1,925
Choir Director	0.12000	3,850
Assistant Choir Director	0.06000	1,925
Annual Sponsor	0.10000	3,210
Magazine Sponsor	0.10000	3,210
Media Specialist	0.04700	1,510
MIDDLE SCHOOL ASSIGNMENTS:		
Activities Director	0.17000	5,455
Media Specialist	0.03000	965
Middle School Band	0.10000	3,210
Assistant Middle School Band	0.05000	1,605
Middle School Orchestra	0.10000	3,210
Assistant Middle School Orchestra	0.05000	1,605
Middle School Choir	0.06800	2,185
Assistant Middle School Choir	0.03400	1,095
ELEMENTARY ASSIGNMENTS		
Elementary Music	0.01000	325

* Individuals employed in these positions will stay at their previous index as long as they continue to be employed in that extra-duty position.

** Effective with the 2016-2017 school year, Contest Advancement – This provision is applicable for all extra-curricular and co-curricular programs with officially sanctioned contests. When a program advances beyond sectionals (or the first round equivalent), "coaches" are eligible for this stipend paid by claim, signed by the Building Principal, for each additional level of competition (e.g. regional, semi-state, state, etc.).

D. Compensation Plan

No salary increase shall be paid during the term of this agreement.

Salary Range

The salary range, not including current year increases or TRF contributions, of a teacher employed with Elkhart Community Schools ranges from \$36,230 to \$70,905.

Eligibility

In order to receive an increase in compensation, teachers, with the exception of first and second year teachers, pursuant to I.C. 20-28-9-1.5(d), must not have received an evaluation rating for the prior school year of ineffective or needs improvement.

This section shall have no force and effect during the 2018-2019 school year as no bargaining unit members shall be eligible for an increase in compensation.

Advancement

Eligible teachers shall advance from level to level on the Career Pathway Schedule by satisfying the following factors:

1. Evaluation (80%) – teachers must not have received an evaluation rating of ineffective or improvement necessary for the prior school year.

2. Academic Needs (20%) – teachers must participate in no less than 6 hours of professional development during early release days held in the prior school year.

This section shall have no force and effect during the 2018-2019 school year as no bargaining unit members shall be eligible for an increase in compensation.

Per Diem Rate

The Per Diem or Daily Rate for a bargaining unit member shall be determined by dividing the base salary for a bargaining unit member by 184.

Compensation for Part-Time Teachers

Compensation for part-time teachers will be determined by dividing the average number of student contact minutes the bargaining unit member is working, plus fifteen (15) minutes before and after student contact time, each day divided by 340. The report time for the teacher shall be adjusted accordingly and the additional thirty (30) minutes shall be used by the teacher on a part-time contract for collaboration, consultation, and preparation.

Compensation for Teachers with Extended Contracts

Compensation for teachers with extended contracts shall be determined by adding the teacher's base salary to the teacher per diem rate for each 7.5 hour day worked beyond 184 days.

E. Emergency Closing of Schools

If a teacher finds that he or she cannot report for assignment because of hazardous road conditions, substitute wages only will be deducted from such teacher's salary unless personal leave is taken.

F. Temporary Differential

At the discretion of the Superintendent or designee with prior notification to the Association President or Designee, temporary differentials will be paid in addition to the regular Career Pathway Schedule for the following reasons:

1. Responsibility – a teacher approved for a temporary differential for an assigned temporary responsibility will be paid a differential, at the teacher's professional hourly rate, while he or she carries that responsibility.

2. Extra Work – a teacher approved for a temporary differential for assigned work, with the exception of curriculum development, beyond his or her normal load will be paid a differential, at the teacher’s professional hourly rate, while he or she performs that extra work.

3. Orientation –

a. New Teachers: Orientation of new teachers will be paid at the professional development rate.

b. New Assignment: A teacher who has been given a different assignment during the school year may be given release time for a period of orientation at the discretion of the Superintendent. A teacher entering the system during the school year or one who has been given a different assignment during the school year may be paid for a period of orientation when it has been authorized by the Superintendent.

1. The duties described above are listed for informational purposes only; the rate of pay is the only thing that has to be the subject of negotiations.

G. Additional Instructional Responsibility

1. Elementary and Secondary

When no substitute is available to replace an absent teacher, then a teacher in the building may be assigned, by the building administrator, the responsibility and shall be compensated at a rate of .001 of the Bachelor's base salary per hour for each hour in half-hour increments when he or she is fulfilling such assigned responsibility, other than his or her normal assignment. Except for a teacher who is assigned the sole responsibility of instructing all students of an absent teacher, when the assignment is for three (3) or more hours, the pay shall be at the rate of .003 of the Bachelor's base salary per day, or the minimum daily substitute deduction, whichever is greater. The exceptions to the above shall be department chairpersons required to substitute within their department during their scheduled department chairperson period, secondary teachers who have an unassigned period for that given day, and elementary personnel who do not have a regular student assignment.

2. Secondary

In the event a full-time secondary teacher is assigned for an extended period of time, usually a semester or a year, as a required duty, additional classroom instruction beyond that teacher's normal instructional load, such teacher shall be compensated at a rate equal to said teacher's daily rate divided by five (5) for each additional period of required instruction beyond the normal teaching load. Compensation shall include all of the workdays falling within the period for which there is an additional assignment.

H. Extended Contractual Compensation

A teacher shall not be required to work without pay prior to or after the dates specified on the individual teacher's Regular Teacher's Contract for which teaching or additional services are to be rendered. When a teacher is requested to work prior to or after the dates specified on the individual teacher's Regular Teacher's Contract for which teaching, or additional services are to be rendered, the teacher shall be paid, for each full day worked, his or her per diem rate; or for each hour worked, his or her hourly rate, as computed on the existing Career Pathway Schedule, Appendix A.

I. Professional Development Rate

Teachers will be paid twenty-four (\$24) dollars per hour for participation in voluntary professional development activities occurring outside of the teachers' contracted workday. Such activities shall be calculated for purposes of compensation in half-hour increments.

J. Added Pay Schedule

1. All continuing additional pay assignments shall be compensated in accordance with Appendix B. Part B.1 will be for the Added Pay/Extra Duty positions and Part B.2 will be for the Added Pay/Included Duty positions. The Added Pay Schedule does not impose an obligation on the employer to fill any vacant positions.

2. For included duty positions, the added pay position is not severable from the regular teacher's contract unless mutually agreeable. The continued employment of such teacher is based on the satisfactory evaluations of duties related to both parts of the individual contract. This shall be applicable to included duty positions as follows:

a. Positions in Appendix B.2 have responsibilities which are an integral part or an extension of a related instructional assignment and are not severable from the assignment.

b. Positions in Appendix B.2, the teacher accepts as a condition of initial employment. This includes the high school football and boys basketball coaches who shall be informed, as verified in writing, the coaching position is a part of their regular teacher's contract. (This shall only be applicable to teachers initially hired after the 1980-81 school year.)

3. A teacher with an Added-Pay/Extra-Duty position may choose to split the pay and responsibilities of the position with one other teacher on a fifty/fifty (50/50) basis. Such a split requires the approval of the building administrator and the Executive Director of Personnel and Legal Services. The ETA President shall receive a copy of all positions approved for such a split within ten (10) work days of the position being filled.

4. With the exception of included duty positions and positions with responsibilities throughout the school year (e.g. class sponsor, department chair, GEI, etc.), compensation for added pay positions will be paid to teachers holding said positions in two (2) equal payments during the season.

a. Fall - Pay periods 2 and 4

b. Winter - Pay periods 10 and 12

c. Spring - Pay periods 18 and 20

5. In the event an employee with an added pay assignment experiences an extended absence during the time when the employee is expected to perform the primary duties related to the added pay assignment, the employee's compensation shall be prorated for the time they performed the assignment.

6. Added pay positions filled subsequent to ratification and approval by the Board of School Trustees will be paid according to the schedule set forth above. Teachers who are currently receiving compensation under their individual teacher's contract will continue to receive said added pay under the terms of that contract for the duration of this agreement.

K. Stipends

1. Full-time teachers shall be paid stipends in the amount of \$500.00 on December 21, 2018 and March 29, 2019.
2. Part-time teachers shall be paid stipends in the amount of \$250.00 on December 21, 2018 and March 29, 2019.
3. These stipends are one-time payments and shall not be considered a component of the compensation plan set forth in this article.

**Noncertified Employee Classifications
and Range of Pay Rates 2018-19**

Classifications	Pay Rate Range
I. Instructional and Supplementary Pupil Services	
a. Library Paraprofessionals	9.51 - 13.74
b. Special Education Paraprofessionals	9.51 - 13.74
c. Instructional Paraprofessionals	9.51 - 13.74
d. Other Technical Assistants	13.97 - 17.01
II. Cafeteria and Food Services	
a. Food Service Director	83,030 - 93,409
b. Managers	9.55 - 18.44
c. All other food service employees	8.29 - 11.43
Food Services Coordinator	16.99 - 26.55
Food Service Truck Driver	15.75 - 18.71
Food Service Receiving/Supply	15.75 - 18.71
III. Health Services	
a. Nurses	32,468 - 40,292
b. Therapists	44,780 - 64,070
c. Social Workers	30,496 - 44,844
IV. Office/Clerical/Secretarial	11.67 - 21.13
V. Executive/Administrative/Accounting	
a. District Counsel/Chief of Staff	108,977 - 129,735
b. Director of Building Services	93,409 - 108,977
c. Chief Financial Officer, Chief Operating Officer	108,977 - 129,735
d. Supervisor of Accounting, Audits and Investments	93,409 - 108,977
e. Other Executive Assistants	44,400 - 60,495
VI. Maintenance/Custodial/Warehouse/Security/Transportation	
a. Building custodians	13.15 - 19.62
b. Bus drivers	18.51 - 21.72
c. Other	
Ass't Supervisor of Transportation	23.54 - 29.07
Transportation Route/Driver Coordinator	19.61 - 22.92
Transportation Trainer/Dispatcher	19.61 - 22.92
Ass't Supervisor of Building Services	55,049 - 68,811
Head Custodial Pool	15.69 - 18.39
Maintenance	25.36 - 29.82
Mechanics	14.03 - 29.08
Bus Helpers	10.07 - 12.84
VII. Computer Services	
Support Technician	16.28 - 25.45
Service Desk Coordinator	16.28 - 25.45
Data Systems Analyst	16.28 - 25.45
Manager of Infrastructure Services	63,518 - 94,219
Senior Technical Support Manager	65,635 - 92,101
Manager of Enterprise Application Services	50,814 - 70,928
Network Administrator	44,462 - 63,518
Telecommunications System Administrator	44,462 - 63,518
Deployment Administrator	44,462 - 63,518
Infrastructure Services Coordinator	44,462 - 63,518
LMS & Student Data Integration Specialist	44,462 - 63,518

Classifications	Pay Rate Range
Application Developer	44,462 - 63,518
EAS Support Specialist	42,345 - 61,401
Application Developer	44,462 - 63,518
Digital Communications Specialist	37,619 - 59,116
VIII. Other	
WVPE Radio Station Staff Announcers	9.24 - 13.14
WVPE Radio Station Manager	49,673 - 73,798
WVPE Development Director	46,748 - 70,738
WVPE Business Account Mgr.	36,896 - 69,562
WVPE Program Director	36,896 - 56,766
WVPE Operations Manager	25,545 - 41,865
WVPE Morning Edition Host	28,991 - 45,636
WVPE Promotions Manager	29,818 - 44,367
WVPE Membership Manager	38,741 - 52,384
WVPE Sr. Report & Assignment Editor	31,875 - 46,672
Title I Funded Pupil, Program, Parent Support Person	19.58 - 28.52
Digital Communication Specialist	37,619 - 59,116
H.S. Parent/Community Liaison	19.58 - 28.52
School Security Officer	30.00
Bldg. Community Ed Coordinator	27.41 - 34.27
Adult Education Non-Contract Teachers	32.06
After School Comm. Ed. Organized Activities Leader	14.00
After School Comm. Ed. Organized Activities Assistant	9.39
21st Century Community Learning Center Coordinator	2,500/Semester
Staff Accountant	40,000 - 50,000
Campus Security I	12.00 - 20.00
Campus Security II	14.00 - 22.00

Total number of non-certified part-time employees = 151

Total number of non-certified full-time employees = 722

Certified Administrative Staff
In effect June 17, 2017

	Lowest Salary	Highest Salary	Average Salary	Number Personnel
Administrative Staff	\$42,890	\$127,040	\$93,210	68

Student Enrollment
October 1, 2018

Grade Level	Enrollment
Pre-School Ages 0-2 (PW)	---
Pre-Kindergarten Ages 3-5 (PK)	
Kindergarten	906
Grade 1	986
Grade 2	924
Grade 3	928
Grade 4	999
Grade 5	1041
Grade 6	1074
Grade 7	933
Grade 8	920
Grade 9	900
Grade 10	863
Grade 11	829
Grade 12	855
Grade 12+/Adult (13)	46
Total	12,204

Reported

Annual Financial Report

Assessed Valuation and Tax Rates
Calendar Years 2018 and 2019

	2018	2019
Assessed Valuation	2,946,572,238	3,171,978,704
Tax Rate – General Fund	N/A*	N/A*
Tax Rate – Education Fund	N/A*	N/A*
Tax Rate – Operations Fund	N/A*	0.6081
Tax Rate – Referendum Fund	0.1282	0.1272
Tax Rate – Debt Service Fund	0.2969	0.2973
Tax Rate – Retirement/Severance Bond Debt Service Fund	0.0884	0.0858
Tax Rate – Capital Projects Fund	0.3651	N/A
Tax Rate – School Transportation Fund	0.2089	N/A
Tax Rate – School Bus Replacement Fund	0.496	N/A
Tax Rate – Exempt Debt Service Fund	0.0424	0.0378
Tax Rate – Operations	N/A*	0.6081

Vendor State Report Card

Payments made in excess of 2,500 to Vendors for date span 01/01/2018 through 12/31/2018

Note: Report Includes the first 200 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
002690	Indiana Michigan Power		2,051,562.13	3,982.47		2,055,544.60
003661	Midwest Transit Equipment Inc			11,245.60	1,996,669.00	2,007,914.60
001670	Elkhart Community School	1,840,000.00				1,840,000.00
005375	Tepe Sanitary Supply Co	695,509.40	149,845.57			845,354.97
002944	Datena Construction Inc		744,004.29			744,004.29
009876	Gibson Insurance Agency Inc	456,182.13		211,010.45		667,192.58
010445	Ceres Solutions Cooperative			557,064.31		557,064.31
001384	Advanced Imaging	69,587.92	383,044.78			452,632.70
008395	CenterPoint Energy Svcs Inc		384,075.99	3,801.97		387,877.96
002963	Bashor Children's Home	372,507.76				372,507.76
010408	KB Mechanical Inc		371,821.09			371,821.09
007844	Lattimer Lawn Care	24,200.00	332,241.00			356,441.00
008856	Child and Parent Services Inc	283,287.37				283,287.37
002331	Educational Furniture		260,233.07			260,233.07
003782	Two Cubed Solutions LLC		230,265.74			230,265.74
011457	DRTY LLC		213,442.92			213,442.92
003051	C D W-G	1,677.83	198,815.65	1,652.00		202,145.48
004059	Northern In Public Sv		198,357.66	1,311.61		199,669.27
000045	Schwartz Electric Inc	4,224.00	183,405.62			187,629.62
008738	Transportation Sector			186,182.94		186,182.94
001724	City of Elkhart		178,399.04	3,550.38		181,949.42
006292	Premium Concrete Services Ir		176,250.12			176,250.12
003291	Low, L L Assoc Inc		143,761.00			143,761.00
001623	City Of Elkhart			136,994.31		136,994.31
002184	Goshen Comm Schools	117,865.12	13,654.00			131,519.12
003634	Mid-City Supply Co Inc	117,089.21				117,089.21
008147	Central Michigan Paper	116,814.05				116,814.05
002459	Himco Waste-Away Ser Inc	115,249.95				115,249.95
010770	PowerSchool Group LLC		108,525.88			108,525.88
009695	Pemberton Davis		108,051.95			108,051.95
012195	Aerco International		105,260.00			105,260.00
009565	Frontier	104,120.87				104,120.87
000432	Barnes & Thornburg LLP	103,816.06				103,816.06
008751	Quinlan & Fabish Music Co	8,469.51	94,942.93			103,412.44
002840	A-One Signs & Graphics	2,932.75	93,498.66	2,390.84		98,822.25
010136	Presidio Networked Solutions		97,055.26			97,055.26
004388	Power Brake &			94,951.86		94,951.86
001944	Follett School Solutions Inc	87,535.09	2,200.57			89,735.66
011228	Comfort Carpets Inc		84,239.18			84,239.18
005697	School Specialty Inc	78,557.72	4,619.38			83,177.10
004852	Schuell Fence Co		77,461.06			77,461.06
011411	Bowen Otis R Center for Humi	76,410.00				76,410.00
004995	Shoff Security Sers Inc		76,310.15			76,310.15
003638	Midland Engineering Co. Inc.		75,776.67			75,776.67
003174	Lee Company Inc	12,363.00	60,025.00			72,388.00
004504	Quill Corporation	41,046.41	26,029.46	2,618.83		69,694.70
004188	Ethos Inc	6,500.00	57,995.10			64,495.10

Vendor State Report Card

Payments made in excess of 2,500 to Vendors for date span 01/01/2018 through 12/31/2018

Note: Report Includes the first 200 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
005654	Wabash Electric Sup Inc	57,409.98	4,989.67			62,399.65
002368	Whiteford Kenworth			57,553.57		57,553.57
001793	Monteith's Best-One-Goshen			57,120.37		57,120.37
008757	Mackin Educational Resource:	55,758.45				55,758.45
011921	Jamf Software LLC		54,200.60			54,200.60
010264	Conn-Selmer Inc		52,429.01			52,429.01
004016	Wa-Nee Community Schools	51,364.31				51,364.31
002622	Leslie Coatings Inc		50,446.00			50,446.00
009844	FileWave USA Inc		50,380.00			50,380.00
008798	SUEZ WTS USA Inc		48,984.00			48,984.00
003283	Long's Lock Shop		48,750.15			48,750.15
010724	Zonar Systems			46,559.95		46,559.95
004609	United States Postal Servic	43,926.89		2,433.00		46,359.89
012098	Cogent Communications Inc	45,911.28				45,911.28
009738	H J Umbaugh & Associates		45,028.79			45,028.79
011477	First Tuesday Communication		45,000.00			45,000.00
009619	Sportsarama	300.00	43,923.00			44,223.00
010912	Superior Groundcover Inc	37,050.00	7,125.00			44,175.00
011923	Pondurance LLC		43,619.00			43,619.00
011459	Lemon Grove Motors			43,000.00		43,000.00
010012	Naviance Inc		42,852.39			42,852.39
006858	Crossing National The Inc	40,599.09				40,599.09
004331	Pioneer Manufacturing Compa	38,084.80	1,531.00			39,615.80
005114	Camfil USA Inc	39,507.08				39,507.08
010584	Elkhart General Hospital Inc		39,000.00			39,000.00
002245	Griffen P & H Inc		38,807.13			38,807.13
009030	Auto Owners Insurance Co	35,964.00				35,964.00
010680	P & H Services	3,844.00	18,405.00	13,608.50		35,857.50
009588	Mc Allister Rick		34,743.78			34,743.78
001637	Elkhart Clinic LLC	28,396.00		5,800.00		34,196.00
010130	John Deere Financial	1,569.19	32,513.27			34,082.46
008504	Education Networks of Americ	33,651.67				33,651.67
001739	Big B's Tree Service		32,725.00			32,725.00
011822	Constantine Flooring Center		31,515.39			31,515.39
001648	Elkhart Community School	30,224.76		114.00		30,338.76
003394	Verizon Wireless			30,254.08		30,254.08
002206	Lars Rishaug Painting &		30,111.50			30,111.50
011437	Westmatic Corporation		29,673.00			29,673.00
010293	Samantha Inc		29,553.73			29,553.73
009449	Apple Inc	1,049.00	28,460.58			29,509.58
003368	Menards	27,036.47	2,100.83	226.45		29,363.75
002220	Grainger W W Inc	16,042.45	9,500.00	3,438.49		28,980.94
010827	Tierney Brothers Inc		28,894.97			28,894.97
011211	Standard For Success LLC		28,837.00			28,837.00
004702	Interstate Power Systems Inc			28,369.03		28,369.03
011440	Hollis Mark		28,326.00			28,326.00
010486	CBIZ Valuation Group LLC		28,000.00			28,000.00

Vendor State Report Card

Elkhart Community Schools

Payments made in excess of 2,500 to Vendors for date span 01/01/2018 through 12/31/2018

Note: Report Includes the first 200 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
010476	Weber Psychoeducational Ass	27,592.50				27,592.50
004810	Schindler Elevator Corp		26,888.52			26,888.52
011974	Seesaw Learning Inc		26,100.00			26,100.00
012097	PresenceLearning Inc	24,868.07				24,868.07
001354	Demco Inc	22,536.73	1,808.44			24,345.17
007111	Elkhart County Treasurer		24,150.00			24,150.00
004544	Barnes & Noble Inc	23,702.55				23,702.55
002988	Kerlin Bus Sales	4,933.06		17,615.70		22,548.76
005667	Vincent Lighting Systems Co		22,500.00			22,500.00
010070	Ross Stephen C	216.00	22,198.60			22,414.60
004898	Shambaugh & Sons Inc		21,819.50			21,819.50
011177	Creative Financial Staffing	21,615.68				21,615.68
003103	Sinclair Recreation LLC	6,143.63	14,352.06			20,495.69
001574	Fox Fire Safety Inc		19,445.11	966.11		20,411.22
003847	I D N H Hoffman Inc	19,001.97	1,175.96			20,177.93
005891	Selking International &			20,134.31		20,134.31
003189	Novak-Roberts Frances			20,075.00		20,075.00
005880	Moore Drapery Inc		19,985.00			19,985.00
003078	Unity School Bus Parts			19,827.57		19,827.57
011205	Houghton Mifflin Harcourt	19,313.80				19,313.80
011214	AdvancED	18,900.00				18,900.00
010535	Playworld Systems Inc	6,140.00	12,562.43			18,702.43
006614	C & E Excavating Inc	500.00	18,089.00			18,589.00
010531	Elkhart Education Foundation	13,000.00	5,122.33			18,122.33
000727	Bugsy's Elkhart		17,420.00			17,420.00
009411	Voice Data Systems LLC		17,321.02			17,321.02
010430	Frontline Technologies		17,253.94			17,253.94
005986	Yoder Oil Company	3,777.63	563.79	12,498.19		16,839.61
011474	Shaffner Heaney Associates I		16,682.00			16,682.00
005352	Lake City Bank	16,492.15				16,492.15
006272	Wildman Business Group	15,363.15	856.70			16,219.85
005248	Stubbs Educational Consulting	16,050.00				16,050.00
002751	N E A LLC	15,032.42	111.00	800.88		15,944.30
010159	Premier Arts Inc	15,000.00				15,000.00
002450	Truck Centers Inc			14,961.16		14,961.16
000350	Leisure Pools & Spas Co	14,456.23	480.58			14,936.81
002550	Grove Iverson C		14,800.00			14,800.00
006827	School Nurse Supply Inc	14,532.10				14,532.10
002609	Hydronic & Steam Eq Co	14,303.81				14,303.81
003235	M C Equipment Inc			14,086.30		14,086.30
003838	N J N Inc			14,080.00		14,080.00
010132	Wilson Print & Graphics	13,421.32				13,421.32
009792	Taylor Blackburn & Joy			13,353.64		13,353.64
005778	Project Lead the Way	13,324.58				13,324.58
004636	Ridge Company			13,231.47		13,231.47
011926	Public Opinion Strategies LLC		13,200.00			13,200.00
011995	SecureW2		13,190.00			13,190.00

Vendor State Report Card

Payments made in excess of 2,500 to Vendors for date span 01/01/2018 through 12/31/2018

Note: Report Includes the first 200 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
002254	Glass Doctor		11,200.43	1,975.15		13,175.58
011999	Howard Custom Enterprises Ir		13,060.00			13,060.00
006514	Schuster Sheet Metal Inc		12,935.65			12,935.65
001767	Enyart Ele Motor Ser Inc		12,543.08			12,543.08
001713	Elkhart Clinic LLC			12,526.00		12,526.00
003010	University of Notre Dame	12,101.83				12,101.83
011927	Zendesk Inc		12,012.00			12,012.00
005301	Data Recognition Corporation	11,901.40				11,901.40
000008	4 T Door Systems Inc		11,661.44			11,661.44
003836	Byers Communications Servic	3,525.90	6,359.61	1,722.21		11,607.72
006355	Foundation Building Materials	11,373.99				11,373.99
010346	Hicks Stephen Alan		11,226.00			11,226.00
011384	Background Investigation	11,044.70				11,044.70
002265	FHEG-Ivy Tech Bookstore	10,975.00				10,975.00
002742	Indiana Assn Of Sch Principal	10,847.25				10,847.25
004333	EVAC + CHAIR North America		10,780.00			10,780.00
004665	Hazelden Publishing	10,600.00				10,600.00
004980	Simplexgrinnell LP		10,523.00			10,523.00
003105	Lakeshore	7,609.45	2,900.69			10,510.14
011485	Sport Aide		10,500.00			10,500.00
010125	Techworks Inc		10,252.00			10,252.00
011986	Technology Contracting		10,090.00			10,090.00
010704	Instructure Inc		10,090.00			10,090.00
005493	186 Elkhart Truth	9,799.12				9,799.12
011478	Tucker John		9,560.88			9,560.88
010189	LeRoy's Collision Center Inc			9,500.03		9,500.03
005862	C I M Technology Solutions		9,452.00			9,452.00
011051	Elevation Inc	9,350.80				9,350.80
000771	Bye Mo'R Inc	8,525.11	787.27			9,312.38
008633	Solution Tree	9,029.45				9,029.45
002695	Indiana School Boards Assoc	8,970.00				8,970.00
002501	M S D Of Wabash County	8,870.91				8,870.91
005427	Neopost USA Inc	2,242.24	6,346.94	7.92		8,597.10
000517	Best Sweeping Spec Inc	8,583.75				8,583.75
000566	Blick Dick Co	8,538.68				8,538.68
010474	Kimball Midwest			8,466.52		8,466.52
009413	Humanex Ventures LLC	8,427.00				8,427.00
010141	Geers Forklift Service/Repair		8,321.19			8,321.19
000682	Bristol Municipal Util	8,050.78				8,050.78
011972	Geyer Decorating		7,990.00			7,990.00
010224	Heritage Crystal Clean Inc			7,919.72		7,919.72
007004	UniFirst Corporation Loc 099			7,835.10		7,835.10
009280	U S Bank National Assoc	7,496.06		306.24		7,802.30
010527	Selective Insurance Company	7,797.00				7,797.00
007766	Bob Miller's Appliance		7,767.85			7,767.85
005705	Creasbaum Jean	7,750.00				7,750.00
003981	Nevco Sports LLC		7,707.01			7,707.01

Vendor State Report Card

Payments made in excess of 2,500 to Vendors for date span 01/01/2018 through 12/31/2018

Note: Report Includes the first 200 that meet these specifications

Vendor	Payee Name	General Fund Amount	Capital Projects Fund Amount	Transportation Fund Amount	Bus Replacement Fund Amount	Total Amount
004061	North Side Service Center			7,658.40		7,658.40
003353	Maple Tronics Computers	1,410.00	6,230.00			7,640.00
010882	Chase Industrial Controls	7,496.94				7,496.94
007715	Auto Jet Muffler Corp			7,495.47		7,495.47
005312	Datamation Systems Inc		7,281.90			7,281.90
000912	Greater Elkhart Chamber	7,216.00				7,216.00
006891	Pearson Education Inc	7,178.04				7,178.04
003094	MT Library Services	7,109.29				7,109.29
003743	Unique Furniture Inc	1,363.00	5,672.90			7,035.90
010728	DISA Global Solutions INC			6,869.00		6,869.00
003717	Praxair Distribution Inc	2,818.52		4,001.82		6,820.34
010735	White Tara C	6,765.58				6,765.58
200	Vendor(s)	5,928,620.74	8,876,924.53	1,743,148.92	1,996,669.00	18,545,363.19

Annual Financial Report

**Statement of Indebtedness
Calendar Year 2018**

Indebtedness	Principal Outstanding
Temporary Loans	\$
School Bonds	
Emergency Loans	
School Bus Loans	
Holding Company – Public & Private	56,273,775.00
Veterans' Memorial Loans	
Common School Loans	4,150,255.86
Indiana Bond Bank/Anticipation Notes	
Retirement/Severance Bond Debt	22,875,000.00
Bank Loans or DLGF Approved Debt	
Qualified School Construction Bonds (ARRA)	
Qualified Zone Academy Bonds (ARRA)	
TOTAL	\$83,299,030.86
Outstanding Encumbrances - All Funds (Include purchase orders, vendor contracts, letters of commitment, leases)	\$ 3,611,164.55

Proposed School Fundraising Activities
 July 9, 2019, Meeting of Board of School Trustees

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
West Side Girls Volleyball	Athletes will be selling 5 gallon containers of laundry and dish soap to family and friends. Proceeds will be used to offset the cost of player packages which includes team shoes, shirts and other team apparel.	8/6/2019 8/15/2019	6/28/2019	Lauren Fisher
Memorial Boys & Girls Cross-Country	Athletes will do a tag-team Run-A-Thon. Proceeds will be used to help pay for seats, team shirts, and other basic equipment.	8/31/2019	6/28/2019	Adam Homo
	Please note the following fundraiser is presented for confirmation only.			



TECHNOLOGY SERVICES

PHONE: 574-262-5676



ELKHART COMMUNITY SCHOOLS

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

To: Dr. Thalheimer
Board of School Trustees
From: Jason Inman
Date: July 1st, 2019
Subject: School Technology Advancement Account (STAA)

The Indiana Department of Education makes available low-interest loans for technology projects via the School Technology Advancement Account (STAA). Based on current enrollment, ECS qualifies for a loan of \$242,480. The Business Office seeks Board approval to take advantage of these below-market interest rates to fund technology purchases that cannot be covered through other sources of available revenue. These funds will be used to update our oldest classroom projector systems and introduce creative academic technologies that enhance teaching and learning.

The State Board of Education has designated several millions of dollars for technology loans with applications being accepted on or before July 12th, 2019. I am enclosing a copy of the IDOE memo on the STAA application process. I will be requesting your authorization to submit an STAA application during the July 9th meeting. If you have any questions, please contact me at 262-5560.



Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

Petition to the Indiana State Board of Education for Funds from the School Technology Advancement Account Fiscal Year 2020

1. Corporation No: *

2305

Corporation Name: *

Elkhart Community Schools

Contact Person: *

Mr. Jason Inman
Prefix First Name Last Name

Contact Email: *

jinman@elkhart.k12.in.us
jinman@elkhart.k12.in.us

2. Address:

2720 California Road
Street Address

Street Address Line 2

Elkhart IN
City State / Province

46514 United States
Postal / Zip Code Country

3. The amount of advancements range from a minimum of \$20,000 to a maximum determined under the following formula:

STEP ONE: DOE-PE 2017-2018 enrollment *

12,124

STEP TWO: Divide STEP ONE by 25 *

484.96

STEP THREE: Multiply STEP TWO by \$500 - Eligible Amount *

\$242,480

4. If there are remaining STAA funds available, please check here to be considered for additional funds, if available *

- No
- Yes

5. Amount requested in additional funds \$ *

0

6. Total \$ Amount *

\$242,480

7. Please provide a brief description of the additional project components to be funded and a breakdown of the cost by building. *

Elkhart Community Schools is not requesting "additional STAA funds" -- only the amount based on our current enrollment: \$249,880. These funds will be used to implement technology projects that will enhance student instruction and engage learners throughout the district.

8. Does the school corporation have a current approved 3-year technology plan on file with the Department?

- Yes
- No

If the school's three year technology plan is not on file or has been updated, please send a copy to CommonSchoolFund@doe.in.gov

9. Project Cost Breakdown

a. Technology \$ *

\$200,690

b. Other project cost (please describe) *

Installation Services

--- b. Enter the Amount \$ *

\$41,790

c. Other project cost (please describe) *

n/a

---- c. Enter the Amount \$ *

0

d. Total \$ project cost (sum lines a through c) *

\$242,480

Sources of funds used to finance the project:

e. Common School Technology Loan \$ *

\$242,480

f. Other (describe) *

Additional Common School

---- f. Enter the Amount \$: *

\$0

g. Total \$ sources of funds (line e plus line f) *

\$242,480

10. Please answer the following questions:

a. Outstanding principle amount of all obligations for the school: *

\$79,347,720

b. Current debt service tax rate: *

0.2973

If your corporation is applying for funds to purchase computer hardware and software for student instruction, complete Form STAA-A. *

- Yes
- No

Form STAA-A Petition to purchase of computer hardware and software for student instruction

1. Briefly describe the new technologies and/or new methodologies being introduced.

Teachers use the projection systems in their classrooms daily for direct student instruction and group work. The elementary school gyms are both assembly spaces and PD instructional spaces. The interactive projection systems will be used in gym class, assemblies, and parent nights. Headsets with microphones will be used for testing and allow students to access digital curriculum to record their voices while creating videos, podcasts, and screencasts. The Sphero Education Packs and Mindstorm Lego Coding Robots will be used by a variety of teachers in our elementary buildings as we include coding in the regular classroom. Elkhart Technology Ambassadors will provide the individual training at each building. Powered by the Sphero Edu app, students will learn programming, complete hands-on activities, and share their creations. Adobe Creative Cloud software licenses will be used by the Middle School yearbook program and High School web design and sports & entertainment marketing programs.

2. Briefly describe how the project is expected to advance student learning and achievement.

We have projectors in most of our instructional spaces, but many of these are aging, and replacement parts and bulbs are difficult to find. Projector upgrades with enhanced audio and improved screens will provide the classrooms with a much-needed boost. As we introduce coding into the regular classroom, the Sphero Education and Mindstorm Lego coding robots will offer a unique hands-on element. In an online survey of 1,068 U.S. hiring managers, "Seeking Creative Candidates: Hiring for the Future," 94% agree that creativity is critical when evaluating candidates for a job. Expanded Adobe Creative Cloud licenses will provide our Middle Schools and High Schools with software tools allowing them to create digital content for web design courses, yearbook programs, and marketing courses.

3. Briefly describe the method(s) which will be used to evaluate the degree to which the above-stated goal is achieved.

The use of technology and its impact on instructional practice and student performance is evaluated by principals and by district-level administrators in the area of Instruction and Learning, Communication and Data, and Technology. Our ongoing and continuous measurement of the success of the project will allow us to adapt to changing circumstances and adjust the plan as conditions warrant.

4. For each budget category, state the dollar amount to be spent and describe the goods or services to be purchased:

Please see attached spreadsheet.

Preparer's Name: *

Jason F. Inman

Date *

07 09 2019 
Month Day Year

Upload File(s): Upload signed certification page and any other pertinent supporting documentation for the project here. *

STAA Budget FY 2020

Location	Description	Cost	Units	Total	Description
All K-8 Locations	Headphone Classroom Sets with Microphones	\$172.28	275	\$47,377	Headphones are used for testing and allow students to access digital curriculum to record their voices while creating videos, podcasts, and screencasts.
Elementary Buildings	Interactive Projector Systems	\$6,667.00	3	\$20,001	Used in gym class, assemblies, and parent nights.
Elementary Buildings	Sphero Education Pack (Robotics & Coding)	\$1,199.00	14	\$16,786	Used by teachers in elementary buildings as we include coding and robotics in the regular classroom.
Elementary Buildings	Mindstorm Lego Coding Robots	\$320.85	10	\$3,209	Used by teachers in elementary buildings as we include coding and robotics in the regular classroom.
Central High School	Adobe Creative Cloud Software Licenses	\$26.00	150	\$3,900	Expand Adobe access in labs.
Memorial High School	Adobe Creative Cloud Software Licenses	\$26.00	150	\$3,900	Expand Adobe access in labs.
Middle Schools	Adobe Creative Cloud Software Licenses	\$26.00	75	\$1,950	Expand Adobe access in labs.
All Schools by Need	Lightning cables & bricks	\$37.00	400	\$14,800	iPad charging & classroom use.
All Schools by Need	Power strips for iPad charging	\$16.98	391	\$6,639	iPad charging & classroom use.
All Schools by Need	Replacement Projectors and Speakers	\$1,699.00	42	\$71,358	These will be used to replace the aging projectors in the district.
All Schools by Need	Projector & HDMI Cabling installation	\$995.00	42	\$41,790	To replace the aging projectors.
All Schools by Need	Projector Screens / Whiteboards	\$256.44	42	\$10,770	Whiteboard & projector screen.
Total Project Cost				\$242,480	

STAA Certification

I certify, to the best of my knowledge and belief, that the STAA application submitted herewith accurately represents a Board approved project.

Superintendent Signature

School Board President Signature

Superintendent printed name

School Board President printed name

Date of Board Approval: _____

Dated this _____ day of _____, 2019

Book	Policy Manual
Section	6000 Finances
Title	Copy of Proposed New INTERNAL CONTROL STANDARDS AND PROCEDURES
Code	po6111
Status	
Last Reviewed	July 9, 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
Code	po6210
Status	
Last Reviewed	July 9, 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
Code	po6620
Status	
Adopted	November 22, 2016
Last Revised	November 22, 2016
Last Reviewed	July 9, 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
Code	po6621
Status	
Adopted	November 22, 2016
Last Revised	November 22, 2016
Last Reviewed	July 9, 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
Code	po6800
Status	
Last Revised	July 9, 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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ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: July 2, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
July 9, 2019 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
<p>AP SUMMER INSTITUTE This conference will provide information about the upcoming changes to Advanced Placement. Indianapolis, IN July 10, 2019 (0 day's absence) ALLISON MAKOWSKI - MHS (0-0)</p>	<p>\$177.48</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p>SCHOOL NUTRITION ASSOCIATION ANNUAL NATIONAL CONFERENCE 2019 This conference will focus on nutrition, operations, administration, training, communications and marketing to continue striving for the best in Food Service for Elkhart Community Schools. St. Louis, MO July 13 - 16, 2019 (2 day's absence) CANDY KIRCHNER - KENT ST. (0-0) PAM MELCHER - KENT ST. (0-0) NICOLE SCHEETZ - KENT ST. (0-0) SHARON STOUT - KENT ST. (0-0)</p>	<p>\$2,662.90</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p>INDIANA PUBLIC BROADCASTING STRATEGIC PLANNING RETREAT This conference will provide IPBS strategic planning with the new CEO. Indianapolis, IN July 17 - 18, 2019 (2 day's absence) ANTHONY HUNT - WVPE (0-0)</p>	<p>\$364.80</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>
<p>G SUITE AMPLIFIED ADMIN CERTIFIED BOOTCAMP The district uses G Suite to manage student accounts, emails, and various other services. This training will ensure we are using the best practices. Danville, IN July 18, 2019 (1 day's absence) JEFF DECOOK - KENT ST. (0-0) STEPHEN DECOOK - KENT ST. (0-0) ZACHARY WILFERT - KENT ST. (0-0)</p>	<p>\$1,211.59</p> <p><i>OTHER FUND</i></p>	<p>\$0.00</p> <p><i>OTHER FUND</i></p>

FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)	EXPENSES	SUBSTITUTE
LEADERSHIP DEVELOPMENT PROGRAM	\$600.00	\$0.00
The development of a Program Improve Project in the area of advance manufacturing will bring together offerings for CTE and CE. This will be a collective work of current CTE administration and staff as well as continuing education.		
West Lafayette, IN		
July 8 - 12, 2019 (5 day's absence)		
DARCEY MITSCHELEN - EACC (0-0)	<i>OTHER FUND</i>	<i>OTHER FUND</i>
	\$5,016.77	\$0.00
2018 YEAR-TO-DATE GENERAL FUNDS	\$28,538.81	\$2,470.00
2019 YEAR-TO-DATE GENERAL FUNDS	\$14,439.81	\$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	\$160,511.11	\$12,920.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$461,042.98	\$30,590.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: JULY 9, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Rhiannon Harrison	ESC/District Coach
Kristin Mayer	Bristol/Kindergarten
Samuel Puchalski	Daly/Grade 6
Austin Ward	North Side/Language Arts

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

Kristine Weimer	Osolo/Principal
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- c. **Retirement** – We report the retirement of the following employee:

Paula Grandison	Eastwood/Assistant Principal	30 Years of Service
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- d. **Medical Leave** – We recommend the approval of a medical leave for the following employee:

Timothy Borg Begin: 8/13/19	Pierre Moran/Health End: 6/3/20
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- e. **Resignation** – We report the resignation of the following employees:

Nina Jaebker Began: 10/22/18	West Side/Counselor Resign: 6/13/19
Chloe McRobbie Began: 1/7/19	Pierre Moran/Social Studies Resign: 6/6/19

Erin Roe
Began: 8/14/17

ESC/Psychologist
Resign: 6/7/19

CLASSIFIED

- a. **Reassignment** – We request the reassignment of the following classified employees from Administrative Employee Group to Miscellaneous Employee Group effective 7/1/19:

William Drehmel

Building Services/Building Services Manager

Roderic Roberson

ESC/Energy and Risk Management Specialist

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

Heather Basse
Began: 9/17/18

Bristol/Social Worker
Resign: 6/10/19

Lindsay Evans
Began: 9/22/14

Pinewood/Social Worker
Resign: 6/10/19

Brian Hunt
Began: 1/2/19

Transportation/Mechanic
Resign: 7/8/19

Lindsay Lucchese
Began: 8/17/17

Eastwood/Permanent Substitute
Resign: 6/6/19

Kenneth Peterson
Began: 8/13/18

Technology/Service Desk Coordinator
Resign: 7/14/19

Ursula Taylor
Began: 2/7/19

Bristol/Food Service
Resign: 6/6/19

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

Janet Redding
Began: 11/17/93

Pierre Moran/Paraprofessional
Retire: 6/6/19
25 Years of Service

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

Anita Frankenberger
Begin: 8/26/19

Transportation/Bus Driver
End: 11/1/19



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

Sybil Lee
Began: 8/17/11

Pierre Moran/Secretary
End: 7/9/19

Shamaghia Washington
Began: 2/23/18

Hawthorne/Food Service
End: 7/9/19





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: JULY 9, 2019

ADDENDUM TO PERSONNEL REPORT

CERTIFIED

- a. **Agreement** – We recommend Board approval of an agreement related to the payment of severance benefits.

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

Dawn McGrath
Began: 4/30/14

ESC/Director of Special Services
Resign: 7/10/19

CLASSIFIED

- a. **Agreement** – We recommend Board approval of an agreement related to compensation for an employee.