

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 25, 2019

CALENDAR

June	25	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	25	immediately following	Executive Session, J.C. Rice Educational Services Center
June	25	7:00 p.m.	Regular Board Meeting, 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

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. MINUTES

June 11, 2019 – Public Work Session
June 11, 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 – May 31, 2019

Fund Transfer Resolution – The Business Office seeks Board adoption of a resolution transferring funds from the Operations Fund to the Education Fund.

Fund Transfer Resolution – The Business Office seeks Board adoption of a resolution transferring funds from the Referendum Tax Levy Fund to the School Lunch Fund.

Meal Prices - The Business Office seeks Board approval of meal prices for the 2019-2020 school year.

Food Service Bids – The Business Office recommends Board approval of the bid award of food, commodities, fresh produce, supplies, bakery supplies and dairy supplies.

2020 Budget Timeline – A timeline for the 2020 Budget is provided for Board review.

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

Monthly Insurance Update

Energy Education Report

F. OLD BUSINESS

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan – The administration presents proposed revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan as presented at the June 11th regular meeting.

G. NEW BUSINESS

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

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

June 11, 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
Absent:		Roscoe L. Enfield, Jr.
ECS Personnel Present:	Steven Thalheimer	Doug Thorne Cheryl Waggoner

Roll Call

The Board discussed agenda items for the regular meeting. Dr. Thalheimer presented information on the Thoughtexchange program and Thought conference in Chicago in July.

Topics Discussed

The meeting adjourned at approximately 6:05 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
June 11, 2019

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

Place/Time

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

Absent: Roscoe L. Enfield, Jr.

President Doug Weaver called the regular meeting of the Board of School Trustees to order.

Call to Order

Board member, Carolyn Morris, recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

By unanimous action, the Board approved the following minutes:
May 28, 2019 – Public Work Session
May 28, 2019 – Regular Board Meeting

Approval of Minutes

Cheryl Waggoner, director of human resources, recognized the Elkhart Education Foundation for underwriting the Staff Recognition Open House held at Artisan in April. Ms. Waggoner reported the event was a highly attended success, stating the gift of \$6,500 was truly priceless.

Special Recognition

By unanimous action, the Board approved payment of claims totaling \$5,283,958.94 as shown on the June 11, 2019, claims listing. (Codified File 1819-164)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$5,000 from Brian and Lauri Smith for the Engineering, Technology and Innovation building; \$25,000 from David and Nancy Smith for the Engineering, Technology and Innovation building; \$25,000 from David and Nancy Smith for renovations to Rice Field and North Side Gym; \$1,200 from Cheers to Wheels to be used toward toolboxes for two graduating Elkhart Area Career Center (EACC) students planning to attend a trade school; and the following donations used toward the Night of the Stars Red Carpet Gala recognizing retirees, distinguished support staff and teacher of the year: \$1,500 from Teachers Credit Union; \$2,000 from the Elkhart Education Foundation; \$1,000 from Rollie Williams Paint

Gift Acceptance

Spot; \$500 from Martin's Supermarket; \$500 from OSMC; \$500 from Premium Concrete; twenty-five \$50 gift certificates from Monteith Tire; and roast beef (donor valued at \$876.12) from Stanz Foodservice.

By unanimous action, the Board approved the following extra-curricular purchase requests: from Eastwood for flexible seating and accessories in the amount of \$1,680.78; from Pierre Moran for 1,000 lanyards in the amount of \$1,697.62 and a volleyball system and judge's stand in the amount of \$5,875; and from West Side for high jump standards and a jump pit weather cover in the amount of \$1,499.95.

Extra-Curricular
Purchases

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 1819-165)

Fundraisers

By unanimous action, the Board approved the Phase I report for Engineering Technology and Innovation building project and authorized Phase II as recommended by Tony Gianesi, chief operating officer, and Jamie Lake of J. Lake Architecture & Design, design criteria developer. (Codified File 1819-166)

Phase I Report

By unanimous action, the Board approved the Design-Build Contract Amendment for Phase II of the Engineering Technology and Innovation building project with Brown & Brown General Contractors. The total contract amount is \$9,119,938.39. (Codified File 1819-167)

Contract
Amendment

The Board reviewed additional recommended revisions to Administrative Regulation JFC-(1) – Guidelines for Good School Order. Doug Thorne, chief of staff/district counsel, reported the revisions to the regulation were reviewed and discussed by members of the Elkhart Teachers Association and administrators. In response to Board inquiry, Mr. Thorne explained the action steps within the regulation.

Administrative
Regulation
JFC-(1)

The Board presented Board Policy 3422.12S – Employees in Miscellaneous Positions, for initial review.

Board Policy
3422.12S

The Board reviewed new course, ACP Biology, Humans in the Biological World, presented by Phil Lederach, director of secondary education. Mr. Lederach stated it will be a 5 credit AP course through Indiana University offered at Memorial in the Fall. In response to Board inquiry, Mr. Lederach stated the course would fit within the health and human services pathway and the natural resources pathway. (Codified File 1819-168)

New Course
Offering

By unanimous action, the Board confirmed an overnight trip request for 10 EACC students to travel to Norwalk, OH on June 7 and 8, 2019 for a Hot Rodders' event.

Overnight Trip
Request

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the June 11, 2019 listings. (Codified File 1819-169)

Conference
Leave Requests

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

Personnel
Report

Employment of the following eighteen (18) certified staff members for the 2019-2020 school year effective 8/13/19:

Certified
Employment

- Madison Abney - grade 2 at Feeser
- Alyssa Anderson - grade 4 at Osolo
- Aden Bachtel - grade 4 at Woodland
- Maegan Banicki - special education at Memorial
- Robert Brannock - music at Central
- Anne Buckwalter - music at Eastwood
- Benjamin Fager - math at Memorial
- Karen Kijak - special education at North Side
- Hannah Kurath - grade 3 at Feeser
- Courtney Lamie - grade 1 at Riverview
- Mary Lucchese - language arts at West Side
- Jacqueline Maillard - grade 5 at Woodland
- Elise Maller - counselor at Central
- Katie Marquardt - special education at Memorial
- Ashley McQueen-Ghaffar - grade 4 at Roosevelt
- Holly Mecher - grade 6 at Woodland
- Lindsay Nilsen - math at Central
- Matthew Stoll - math at North Side

Administrative transfer of certified staff member, Mindy King, to assistant principal at West Side, effective 8/1/19.

Administrative
Transfer

Resignation of the following five (5) certified staff members effective on dates indicated:

Certified
Resignations

- Abigail Beckman - language arts at Pierre Moran, 6/6/19
- Wendy Kovach - media at Pierre Moran, 6/6/19
- Terry Parrish - grade 2 at Woodland, 6/6/19
- Tessa Sutton - supervisor of connective leadership at ESC, 6/30/19
- Joseph Urednick, grade 6 at Monger, 6/6/19

Maternity leave for certified staff member, Allison Martin, kindergarten at Roosevelt, beginning 8/13/19 and ending 6/3/20.

Certified Leave

Employment of the following four (4) classified employees who have successfully completed their probationary period on dates indicated:

- Justin Hicks - business/workforce development reporter at WVPE, 6/10/19
- Matthew Manley - paraprofessional at Memorial, 6/3/19
- Jason Paulson - supervisor at Building Services, 6/10/19
- Annette Porter - food service at Daly, 6/6/19

Classified
Employment

Resignation of the following seven (7) classified employees effective 6/6/19:

- Destiny Delle - paraprofessional at Daly
- Roberta Eby - paraprofessional at Central
- Arlin House - bus driver at Transportation
- Elizabeth Niemeyer - food service at Daly
- Liana Oswald - bus driver at Transportation
- Alford Warr - bus driver at Transportation
- Kristin Wuthrich - permanent substitute at Beardsley

Classified
Resignations

Retirement of the classified employee Marilyn Brown, bus driver at Transportation, effective 12/20/19 with 26 years of service.

Classified
Retirement

Termination of classified employee, Miranda Doolittle, food service at Central, in accordance with Board Policy 3039.01S effective 6/11/19.

Classified
Termination

Superintendent Thalheimer thanked all those responsible for Sunday's graduation exercises and the additional work of the custodians for Central's graduation at North Side gym.

From the
Superintendent

Board member, Kellie Mullins, stated what an honor it was to present diplomas at graduation exercises and the 'absolute gift' to present her son his diploma.

From the Board

The meeting adjourned at approximately 7:40 p.m.

APPROVED:

Douglas K. Weaver, President

Kellie L. Mullins, Vice President

Carolyn R. Morris, Secretary

Babette S. Boling, Member

Susan C. Daiber, Member

Rodney J. Dale, Member

Roscoe L. Enfield, Jr., Member

Adjournment

Signatures



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

DATE: June 18, 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 \$825.00 has been given to the Elkhart Central High School Football Team from Mathew and Cherese Krueper.

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. & Mrs. Mathew Krueper
1321 Greenleaf Blvd.
Elkhart, IN 46514



ELKHART CENTRAL HIGH SCHOOL

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: June 12, 2019

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Frank Serge, Principal
Theodore Elli (Sponsor)

RE: Donation Approval

Elkhart Central High School received a donation in the amount of \$500.00 from Lippert Components. The donation is in support of the ElkLogics Robotics extra-curricular club.

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

Lippert Components
3501 County Road 6 East
Elkhart, IN 46514



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

DATE: June 12, 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 \$500.00 has been given to Elkhart Central High School Athletics for use of football practice fields. These funds will be used for the purchase of equipment for our football team.

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:

National Flag Football
2055 Franklin Road
Bloomfield Hills, MI 48302



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

DATE: June 18, 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 \$125,000.00 has been given to Elkhart Central High School Athletics for continued improvements to the Tom Kurth Athletic Complex.

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:

Bob and Amy Martin
15933 County Road 129
Bristol, IN 46507



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: June 25, 2019
TO: Dr. Thalheimer
Board of School Trustees
FROM: Kevin Scott
RE: Donation Approval

The following donation of \$5,000 was made to Elkhart Community Schools Engineering, Technology and Innovation fund.

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:

Daniel Morrison
55105 Colonial Ridge Dr.
Bristol, IN 46507

ACCOUNT BALANCES/INVESTMENT DETAIL
May 2019

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank – Deposit Account	11,729,475.74
Lake City Bank – Accounts Payable	(724,230.90)
Lake City Bank – Merchant Account	-
Teachers Credit Union	2,938,976.61
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank – Prepaid Lunch	168,382.85
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	3,199,552.13
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PAYROLL ACCOUNTS:

Lake City Bank – Payroll Account	(44,407.32)
Lake City Bank – Flex Account	66,673.69

INVESTMENTS:

Certificate of Deposit	-
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\$ 17,744,352.80

ELKHART COMMUNITY SCHOOLS

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

June 25, 2019

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

WHEREAS, the Board may authorize the transfer of money in the Operations Fund to the Education Fund at a public meeting with appropriate notice under IC 20-40-18-11,

NOW THEREFORE, be it resolved that the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer an amount not to exceed \$1,800,000 from the Operations Fund to the Education Fund. This transfer will be made as part of the June month end close accounting process that will occur in July and will be reflected in the June 2019 financial report to the Board at the regularly scheduled meeting on July 23rd.

ADOPTED THIS 25TH DAY OF JUNE, 2019:

AYE

NAY

ELKHART COMMUNITY SCHOOLS

**RESOLUTION TO TRANSFER AMOUNTS FROM THE REFERENDUM TAX LEVY
FUND TO THE SCHOOL LUNCH FUND**

June 25, 2019

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

WHEREAS, the Board may authorize the transfer of money in the Referendum Tax Levy Fund to the School Lunch Fund at a public meeting with appropriate notice under IC 6-1.1-18-6,

NOW THEREFORE, be it resolved that the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer an amount not to exceed \$350,000 from the Referendum Tax Levy Fund to the School Lunch Fund. This transfer will be made as part of the June month end close accounting process that will occur in July and will be reflected in the June 2019 financial report to the Board at the regularly scheduled meeting on July 23rd.

ADOPTED THIS 25TH DAY OF JUNE, 2019:

AYE

NAY

June 18, 2019

To: Dr. Thalheimer & Board of School Trustees
From: Pam Melcher
Re: Recommendation for School Meal Price Increase

Using the Price Adjustment Calculator as provided by the USDA we are required to adjust our weighted average lunch price by 10 cents. Reimbursement rates for the 2019-2020 school year have not yet been released.

I will be recommending your approval of the 2019-2020 meal pricing list below in the June 25th Board meeting. If you have any questions concerning the proposed pricing prior to Tuesday night please contact me at 262-5551.

<u>Breakfast</u>	<u>2018/2019</u>	<u>2019/2020</u>
Elementary	\$1.75	\$1.85
Secondary	\$1.95 Middle School \$2.00 High School	\$2.05 Middle School \$2.10 High School
Reduced	\$0.30	\$0.30
Elementary Staff	\$2.35	\$2.45
Secondary Staff	\$2.70 Middle School \$2.75 High School	\$2.80 Middle School \$2.85 High School
Milk	\$.75	\$.75
<u>Lunch</u>	<u>2018/2019</u>	<u>2019/2020</u>
Elementary	\$2.65	\$2.75
Secondary	\$2.90 Middle School \$3.00 High School	\$3.00 Middle School \$3.10 High School
Reduced	\$0.40	\$0.40
Elementary Staff	\$3.60	\$3.70
Secondary Staff	\$4.00 Middle School \$4.05 High School	\$4.10 Middle School \$4.15 High School
Milk	\$.75	\$.75

June 19, 2019

At the June 25, 2019 Board meeting I will recommend Board approval of the following bids.

- a) Food Service Department received 2 food bids from Stanz Food Service and Commercial Foods. The lowest, most responsive and responsible bidders are:

Stanz Food Service	\$ 916,008.90
Commercial Foods	<u>\$ 237,414.96</u>
Total	\$1,153,423.86

- b) Food Service Department received 1 commodities bid from Stanz Food Service. The lowest most responsive and responsible bidders are:

Stanz Food Service	<u>\$ 1,128,496.39</u>
Total	\$ 1,128,496.39

- c) Food Service Department received 2 Fresh produce bids from Shelton Farms and Piazza Produce. The lowest responsive and responsible bidders are:

Shelton Farms	\$ 210,950.50
Piazza Produce	<u>\$ 80,890.17</u>
Total	\$ 291,840.67

- d) Food Service Department received 6 supply bids from Stanz Food Service, Wallace Packaging LLC, Daxwell, Commercial Foods, DayMark Safety Systems, and Webco Packaging. The lowest most responsive and responsible bidders are:

Stanz Food Service	\$ 80,246.19
Wallace Packing	\$ 134,973.50
Daxwell	\$ 11,755.25
Commercial Foods	\$ 6,474.20
DayMark Safety Systems	\$ 4,434.75
Webco Packaging	<u>\$ 5,088.87</u>
Total	\$ 242,972.76

- e) Food Service Department received 3 bakery bids from Alpha Kreamo Bakers, Gordon Food Service and Stanz Food Service. The lowest most responsive and responsible bidders are:

Alpha Kreamo Bakers	\$ 51,300.35
Aunt Millies	\$ 449.80
Stanz Food Service	<u>\$ 85,363.12</u>
Total	\$137,113.27

- f) Food Service Department received 1 dairy bid from Dean Foods. The lowest most responsive and responsible bidders are.

Dean Foods	<u>\$ 358,576.77</u>	(Escalating/De-Escalating)
Total	\$ 358,576.77	(Escalating/De-Escalating)

Grand Total of all Bids \$ 3,312,423.72

A summary of the bids received in all of the bid categories, vender overview, costing breakdown, commodity and bid comparison is attached for your reference. If you would like to review the detailed bids for any (or all) bid categories prior to next Tuesday's board meeting, these documents are available in my office. Please contact me at 262-5523 if you would like to make arrangements to review this information, or if you have any questions concerning the bids.

Sincerely,

Pam Melcher

June 19, 2019

In your Board packet you received a breakdown of the vendors who bid and a prepared bid award for each category.

Would you like me to address each bid separately or address all bids together? Are there any questions concerning any of the bids?

The Business office is recommending board approval to award the following bids from August 5, 2019 through July 31, 2020 to the following companies:

Food- Stanz Food Service and Commercial Foods

Commodity- Stanz Food Service

Fresh Produce- Shelton Farms and Piazza Produce

Supplies- Stanz Food Service, Wallace Packaging, Daxwell, Commercial Foods, DayMark Safety Systems and Webco Packaging

Bakery- Alpha Kreamo Bakers, Aunt Millies and Stanz Food Service

Dairy- Dean Foods

Grand Total of all Bids \$3,312,423.72

Companies that received bid packets 2019-2020	Submitted Bid	Declined to Bid	No Response
FOOD BID			
Gordon Food Service			Incomplete
Stanz Foodservice	X		
Commercial Foods	X		
Acosta			X
	2	0	2

Companies that received bid packets 2018-2019	Submitted Bid	Declined to Bid	No Response
COMMODITY			
Gordon Food Service			Incomplete
Stanz Foodservice	X		
Acosta			X
	1	0	2

Companies that received bid packets 2018-2019	Submitted Bid	Declined to Bid	No Response
PRODUCE			
Gordon Food Service			Incomplete
Stanz Foodservice			Quote Produce
Piazza Produce	X		
Caito Foods			X
Shelton Farms	X		
	2	0	3

Companies that received bid packets 2018-2019	Submitted Bid	Declined to Bid	No Response
SUPPLY			
Acosta			X
All American Poly Corp			X
Central Poly Corp.			X
Commercial Foods	X		
Daxwell	X		
DayMark Safety Systems	X		
Gordon Food Service			Incomplete
Par-Pak			X
Stanz Foodservice	X		
Wallace Packaging, LLC	X		
Webco Packaging	X		
	6	0	5

Companies that received bid packets 2018-2019	Submitted Bid	Declined to Bid	No Response
BAKERY BID			
Alpha/Kreamo Bakery	X		

Aunt Millies	X		
Aunt Millies Bakehouse			X
Gordon Food Service			Incomplete
Stanz Foodservice	X		
	3	0	2

Companies that received bid packets 2018-2019	Submitted Bid	Declined to Bid	No Response
DAIRY BID			
Dean Foods	X		
Prairie Farms Dairy		X	
Scholl Dairy		X	
	1	2	0

MEMORANDUM

Date: June 25, 2019

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Food Bid

On Wednesday, May 22, 2019 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Food.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Food Bid** from **August 5, 2019 through July 31, 2020** to the following companies:

Stanz Foodservice	\$ 916,008.90
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Commercial Foods	\$ 237,414.96
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Total	\$1,153,423.86
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Revised June 19, 2019

MEMORANDUM

Date: June 25, 2019

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Commodity Bid

On Wednesday, May 22, 2019 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Commodities.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Commodity Bid** from **August 5, 2019 through July 31, 2020** to the following company:

Stanz Foodservice	\$1,128,496.39
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Total	\$1,128,496.39
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Revised June 19, 2019

MEMORANDUM

Date: June 25, 2019

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Fresh Produce Bid

On Wednesday, May 22, 2019 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Fresh Produce.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Fresh Produce Bid** from **August 5, 2019 through July 31, 2020** to the following companies:

Shelton Farms	\$ 210,950.50
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Piazza Produce	\$ 80,890.17
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Total	\$ 291,840.67
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Revised June 19, 2019

MEMORANDUM

Date: June 25, 2019

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Supply Bid

On Wednesday, May 22, 2019 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Supply Bid** from **August 5, 2019 through July 31, 2020** to the following companies:

Stanz Foodservice, Inc	\$ 80,246.19
Wallace Packaging, LLC	\$ 134,973.50
Daxwell	\$ 11,755.25
Commercial Foods	\$ 6,474.20
DayMark Safety Systems	\$ 4,434.75
Webco Packaging	\$ 5,088.87
<hr/>	
Total	\$ 242,972.76

MEMORANDUM

Date: June 25, 2019

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Bakery Bid

On Wednesday, May 22, 2019 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Bakery Bid** from **August 5, 2019 through July 31, 2020** to the following companies:

Alpha, Kreamo Bakers	\$ 51,300.35
Aunt Millies	\$ 449.80
Stanz Food Service	\$ 85,363.12

Totals	\$ 137,113.27
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MEMORANDUM

Date: June 25, 2019

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Dairy Bid

On Wednesday, May 22, 2019 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Dairy Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Dairy Bid** from **August 5, 2019 through July 31, 2020** to the following company:

Dean Foods	\$ 358,576.77
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Total	\$ 358,576.77(Escalating/De-Escalating)
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Elkhart Community Schools
 Food Service Department
 2019-2020 BIDS
 Bid Period from August 5, 2019 through July 31, 2020

Category	Stanz	Commercial Foods	Shelton Farms	Piazza Produce	Wallace Packaging	Daxwell	DayMark Systems	Webco Packaging	Alpha Kreamo	Aunt Millies	Dean Foods
Food											
Beverage	\$33,835.89	\$118,119.40									
Juice	\$7,221.61										
Dairy		\$124.50									
Breakfast/Frozen Entrée	\$264,548.36										
Breakfast/Frozen Meat	\$6,450.60										
Breakfast/Grain-Cereal	\$30,040.60	\$36,091.61									
Condiment	\$22,320.28										
Condiment/Salad Dressing	\$29,323.56										
Condiment/Spice/Flavoring	\$1,180.11	\$806.10									
Bread/Grain	\$435.00										
Fruit/Bowls	\$55,027.61	\$9,567.50									
Fruit/Bagged	\$35,113.75										
Fruit/Canned	\$17,514.79										
Sherbet/Slushies/Juice	\$39,208.80										
Smart Snack/Frozen											
Meats/Entrée-Beef											
Meats/Entrée	\$170,969.81										
Meats/Entrée-Pork	\$18,579.10										
Meats/Entrée-Poultry	\$26,596.73										
Misc./Gelatin & Pudding	\$166.95										
Misc./Misc.	\$3,429.04	\$1,290.00									
Soup-Base-Gravy	\$2,083.15										
Misc Snack	\$43,210.10	\$70,107.85									
Refrigerator/Cheese	\$1,273.50										
Refrigerator/Meat	\$18,954.20										
Refrigerator/Egg	\$123.75										
Refrigerator/Other Dairy	\$24,266.95										
Refrigerator/Pasta	\$2,611.00										
Staples/Grains	\$17,964.90	\$1,308.00									
Staples/Staples	\$8,369.10										
Staples/Shortening & Oils	\$918.92										
Vegetable/Can	\$9,845.95										
Vegetable/Frozen	\$20,061.29										
Allergy	\$4,363.50										

Category	Stanz	Commercial Foods	Shelton Farms	Piazza Produce	Wallace Packaging	Daxwell	DayMark Systems	Webco Packaging	Alpha Kreamo	Aunt Millies	Dean Foods
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PRODUCT PRICE COMPARISON

Product	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Bean & Beef Burrito	\$49.57	\$50.16	\$50.16	\$50.16	\$51.65
Hot Dog	\$28.35	\$26.84	\$28.41	\$26.95	\$28.00
Spaghetti Noodles	\$25.34	\$25.34	\$22.35	\$23.18	\$26.11
Pork Tenderloin	\$17.80	\$17.80	\$20.83	\$17.07	\$17.07
Chicken Sandwich	\$40.55	\$41.40	\$59.23	\$59.24	\$62.79
Galaxy Pizza	\$33.03	\$33.85	\$33.18	\$34.78	\$37.96
Spicy Chicken Sandwich	\$44.45	\$45.30	\$65.36	\$65.37	\$69.89
Bosco Sticks	\$25.92	\$28.10	\$28.14	\$32.64	\$28.55
Corn Dog	\$27.31	\$27.31	\$27.31	\$27.59	\$22.33
Big Daddy Cheese Pizza	\$46.61	\$48.23	\$47.60	\$48.86	\$54.18
Popcorn Chicken	\$30.95	\$31.60	\$40.60	\$44.00	\$44.74
BBQ Pork	\$31.50	\$32.00	\$31.80	\$31.80	\$31.80
Pot Roast	\$43.83	\$36.35	\$36.50	\$39.69	NO Bid
Yogurt bulk	\$21.45	\$21.45	\$22.45	\$20.27	\$22.89
Applesauce cup	\$20.05	\$15.62	\$20.41	\$21.84	\$22.25
Egg & Bacon Pizza	\$47.41	\$47.44	\$45.65	\$48.27	\$59.89
Pancake	\$15.98	\$16.18	\$16.18	\$16.99	\$18.71
Sausage links	\$36.88	\$36.03	\$38.45	\$39.19	\$38.31
Blueberry Pancakes	\$28.08	\$28.71	\$25.90	\$25.90	\$27.41
French Toast	\$38.31	\$40.71	\$50.70	\$52.81	NO Bid
String Cheese	\$14.92	\$14.88	\$15.50	\$15.57	\$15.99
Scrambled Eggs	\$19.38	\$18.91	\$21.23	\$22.97	\$26.93
Sliced Tomatoes	\$10.45	\$18.00	\$16.90	\$16.90	\$14.90
Whole Tomatoes	\$20.95	\$19.95	\$10.50	\$17.33	\$11.95
Green Pepper	\$16.63	\$21.13	\$26.08	\$15.75	MKT
Celery Stix	\$8.00	\$7.95	\$7.90	\$20.09	\$19.45
Snack carrots	\$18.01	\$18.34	\$18.51	\$19.71	\$18.99
Shredded lettuce	\$15.40	\$15.40	\$14.95	\$14.95	\$14.85
Romaine ribbons	\$16.95	\$17.87	\$16.95	\$16.95	\$16.75
Romaine cut	\$18.95	\$23.96	\$34.90	\$34.90	\$15.90
Broccoli Bite Size IW	\$39.00	\$36.00	\$32.95	\$34.00	\$37.50
Broccoli & cauliflower	\$15.45	\$16.24	\$13.75	\$16.61	NO Bid
Cantalope	\$34.18	\$36.60	\$37.21	\$37.21	\$13.90
Lunch bunch grapes	\$30.21	\$15.74	\$15.65	\$34.15	\$45.95
Strawberries	\$13.08	\$15.85	\$14.20	\$14.00	\$15.95
Orange Section	\$34.00	\$63.00	\$59.90	NO Bid	\$29.90
Pineapple Chunks	\$37.24	\$42.51	\$44.03	\$44.07	\$16.90
Total	\$1,016.17	\$1,052.75	\$1,112.32	\$1,101.76	\$980.34

**Elkhart Community Schools
Food Service
Bid Comparison**

Totals:

2015-2016	\$4,341,006.28	Increase:	\$325,204.39
2016-2017	\$3,241,312.62	Savings:	\$1,099,693.66
2017-2018	\$3,523,909.19	Increase:	\$282,596.57
2018-2019	\$3,624,697.63	Increase:	\$100,788.44
2019-2020	\$3,312,423.72	Savings:	\$312,273.91

Commodity Comparison

Company	Year	Pounds	Money Saved
K12 Foodservice			
	2014-2015	109,161.91	\$155,697.33
	2015-2016	85,879.76	\$173,339.19
	2016-2017	110,544.00	\$217,573.00
	2017-2018	148,823.00	\$206,602.00
	2018-2019	154,308.00	\$226,284.00
Processor Link			
	2014-2015	177,900.84	\$116,911.02
	2015-2016	168,209.99	\$168,022.08
	2016-2017	131,284.44	\$91,020.22
	2017-2018	174,303.72	\$137,627.89
	2018-2019	158,731.88	\$132,092.99
USDA/Brown Box			
	Total Entitlement	Entitlement Used	Remaining Balance
		Including bonus buys	
	2014-2015	\$431,630.82	(\$8,630.31)
	2015-2016	\$428,159.05	(\$65,599.22)
	2016-2017	\$479,630.26	(\$9,592.51)
	2017-2018	\$519,419.10	(\$10,388.31)
	2018-2019	\$525,162.90	(\$39,720.57)

Revised 6/19/2019

**ELKHART COMMUNITY SCHOOLS
BUDGET 2020
TIMELINE**

June 26, 2019	DOE Budget Workshop at Pike Performing Arts Center
July 18, 2019	DLGF Budget Workshop
August 27, 2019	Budget Draft Review (Debt Service Fund, Pension Debt Service Fund, Referendum Debt Service Fund, Operations Fund, Referendum Operating Fund and proposed plans for Capital Projects and Bus Replacement) @ 5:30 p.m. Work Session
September 17, 2019	Budget Draft Review (new Education Fund and updates for other funds) @ 7:00 a.m. Work Session
September 23, 2019	Provide Notice of Public Hearing for proposed Capital Projects Plan and Bus Replacement Plan to Newspapers
September 24, 2019	Approval from Board to Advertise 2019 Budget, Bus Replacement Plan, CPF Plan Approval to Hold Public Hearing on Budget, Bus Replacement Plan, CPF Plan
September 27, 2019	Submit Budget Notice to Taxpayers through Gateway (DLGF) System (October 12 th is the last day to submit such notice)
September 27, 2019	Notice of Public Hearing published in newspapers (of proposed Capital Projects Plan and Bus Replacement Plan, must be at least 10 days before the Public Hearing)
October 8, 2019	Public Hearing – Budget, Bus Replacement Plan, CPF Plan (Last day for public hearing on Budget, Bus Replacement Plan, CPF Plan is October 22 nd)
October 22, 2019	Board Adoption (Last day for Budget, CPF, and Bus Replacement Plan adoption is November 1 st) Resolution – Adopt 2019 Budget Resolution – Adopt 2019 School Bus Replacement Plan Resolution – Adopt 2019 CPF Plan Resolution – Tax Neutrality Resolution – Authority to Reduce Proposed Budget
October 25, 2019	Adopted, signed copies of Budget/Capital Projects Fund Plan to County Auditor: 2 sets, including 1 set Original Proofs of Publication

Medical Plan Experience

May 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	\$ 429,312	\$ 449,650	\$ (20,338)	\$ 2,842,788	\$ 3,110,698	\$ (267,910)
UMR Rx	\$ 143,893	\$ 133,758	\$ 10,135	\$ 580,248	\$ 576,885	\$ 3,363
Rx Rebate	\$ -	\$ -	\$ -	\$ (92,444)	\$ -	\$ (92,444)
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 573,205	\$ 583,408	\$ (10,203)	\$ 3,330,592	\$ 3,687,583	\$ (356,991)
Expected Claim Cost	\$ 902,469	\$ 924,199	\$ (21,730)	\$ 4,513,220	\$ 4,621,885	\$ (108,665)
Claims vs. Expected	\$ (329,264)	\$ (340,791)	\$ (1,182,629)	\$ (1,182,629)	\$ (934,302)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 222,752	\$ 201,381	\$ 21,371	\$ 1,084,654	\$ 1,015,496	\$ 69,158
Total Cost (Claim + Non-claim)	\$ 795,956	\$ 784,789	\$ 4,415,245	\$ 4,703,079		
Enrollment	1,030	1,039	\$ 5,151	5,196		
Cost Per Employee Per Month (PEPM)	\$ 772.77	\$ 755.33	\$ 857.16	\$ 905.13		-5.3%
Paid Claims Per Employee			\$ 646.59	\$ 709.70		-8.9%

Book Policy Manual

Section 3000 Personnel

Title PROPOSED REVISE, AS PRESENTED DURING THE 6/11/19 BST MEETING, BOARD POLICY - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

Code po3422.12S

Status

Adopted December 20, 2016

Last Revised March 12, 2019

Last Reviewed June 25, 2019

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for ~~March 12,~~ June 25, 2019. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

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

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

** Effective August 1, 2017

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

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

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

The amount of life insurance coverage is an amount equal to the employee’s annual salary or wages rounded up to the

next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

C. Severance Benefits

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

1. Resignation

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

2. Retirement, Death, or Disability

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

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty five (65) by paying 100% of the premiums in advance at the business office.
- d. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service is eligible to select one of the following benefits based upon the employee's daily rate at the time of retirement:
 1. One (1) day's pay for each full year employed by the Elkhart Community Schools, or
 2. At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Employees employee booklet.

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

D. Change in Classification

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

Absences

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

will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

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

Personal Illness/Family Illness Absence

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

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

Regular school-year classified employees will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness leave.

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

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

Job-Related Injury

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

Bereavement

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

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

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

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

Military Leave

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

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for

each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

Full-time classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. Regular school-year classified employees are entitled to the number of hours equal to two (2) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

Unused personal leave will accumulate for retirement.

Personal Leave - Procedure

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

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

- A. Once every five (5) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.

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

Jury and Witness Duty Pay

Jury Duty

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

Witness Duty

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

Parental Leave

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

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer, or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

Adoptive Leave

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

Holidays and Vacations Definitions

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

Holidays

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

New Year's - two days

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

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

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

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King, Jr. Day

Presidents Day

Memorial Day

Labor Day

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

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

Vacations

A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.

B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.

C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six (6) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.

D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.

E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.

year.

- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE: the years of service conversion is *only applicable for the purpose of vacation benefits*. This computation does *not* replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**

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

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

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

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

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



Grant Submission Request

1 message

Google Forms <forms-receipts-noreply@google.com>
To: bwilliams@elkhart.k12.in.us

Mon, Jun 17, 2019 at 12:30 PM

Thanks for filling out Grant Submission Request

Here's what we got from you:

Grant Submission Request

A request for approval for the submission of a grant must be completed and provided to the Board of School Trustees for approval prior to grant submission. Elkhart Education Foundation grants do not require the completion of this form.

Please ensure your administrator is aware of your grant application prior to submission.

Your email address (bwilliams@elkhart.k12.in.us) was recorded when you submitted this form.

What is the grant submission deadline? *

July ▼ 1 ▼ 2019 ▼

What is the title of the grant? *

Title I, Part A

What is the name of the granting agency/entity? *

IDOE

Please list school/entity applying. *

District on behalf of 10 Title 1 schools; Beardsley, Beck, Daly, Hawthorne, Monger, Osolo, Riverview, Roosevelt, Woodland and Pierre Moran

Individual/contact applying for the grant? *

Beth A. Williams

What is the amount applied for? *

3,462,555.22

How will the grant funds be used and who will oversee the management of the grant? *

To support student academic success at Title I schools

Please explain how the grant funds will be used to support the district vision, focus, and goals. *

To ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education

Please outline the grant budget for the funds requested. *

Budgeted items include the following; Intervention teachers, Parent Support Coordinators, Parent/Liaison translators, stipends/subs for PD, instructional and professional development supplies, summer school programming

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: June 3, 2019
 TO: Dr. Steve Thalheimer
 FROM: Dr. William E. Kovach *W. Kovach*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 June 11, 2019 - Board of School Trustees Meeting**

2018- 2019 CONFERENCES	EXPENSES	SUBSTITUTE
FFA State Contes We will have 8 students competing in the Ag. Mechanics contest at the State Convention West Lafayette, IN June 17, 2019 Ryan Gortney (9-14) CTSO Eompetitions	\$195.00	\$0.00
TOTAL	\$195.00	\$0.00
2018-19 YEAR-TO-DATE PERKINS FUNDS	\$26,380.58	
GRAND TOTAL	\$26,575.58	\$0.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: June 20, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
June 25, 2019 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2018 - 2019 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA MATH LEADERSHIP ACADEMY This academy will assist with the math PLC process and also with evaluation and coaching. Fort Wayne, IN June 25 - 27, 2019 (3 day's absence) ANTHONY DEFELICE - NORTH SIDE (0-0)	\$191.40	\$0.00
CASE NATURAL RESOURCES CURRICULM TRAINING This is training for the Natural Resources Ag Curriculum. Elkhart, IN July 14 - 19, 2019 (0 day's absence) ASHLEY ROBERTSON - EACC (0-0)	\$1,600.00	\$1,600.00
HOBSON SUMMER INSTITUTE In addition to presenting at this conferece, I will learn best practices around Naviance. Marco Island, FL July 29 - August 1, 2019 SARAH FLAGG - CENTRAL (0-0)	\$1,828.84	\$0.00
	\$3,620.24	\$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	\$155,494.34	\$12,920.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$456,026.21	\$30,590.00

(Figures in parentheses are the number of conferences & 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: JUNE 25, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Brandon Eakins Career Center/Director

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

Meghan Brantl Eastwood/Special Education

Nakeyta Hardy Bristol/Grade 3

Tonya Stern-Gilbert Woodland/Grade 1

EvaMarie Young Memorial/Music

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

Steven Stutsman Central/Special Education 27 Years of Service

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

Jerica Burns Central/Counselor
Began: 9/25/17 Resign: 6/13/19

Bonita Gingrich Central/Counselor
Began: 8/8/11 Resign: 6/13/19

April Kauffman Hawthorne/ENL
Began: 10/13/03 Resign: 6/6/19

Katie Keyser Daly/Grade 6
Began: 8/15/17 Resign: 6/6/19

Rebecca Kmitta Began: 8/1/16	ESC/Psychologist Resign: 6/10/19
William Kovach Began: 7/1/10	Career Center/Director Resign: 6/30/19
Patricia Lawson Began: 11/14/18	Pinewood/Grade 2 Resign: 6/12/19
Lisa Martin Began: 2/19/13	Beck/Pre-K Resign: 6/6/19
Heidi Miller Began: 8/22/05	Hawthorne/Grade 1 Resign: 6/6/19
Ashley Perez Began: 8/20/10	Beardsley/Kindergarten Resign: 6/6/19
Samantha Peterson Began: 8/14/18	Cleveland/Grade 3 Resign: 6/6/19

CLASSIFIED

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

Allyson Bryant Began: 5/14/18	Eastwood/Paraprofessional Resign: 6/6/19
Anita Byrd Began: 8/5/15	Beardsley/Food Service Resign: 6/6/19
Marcelle Dunning Began: 3/21/16	Daly/Paraprofessional Resign: 6/6/19
Karen Fraire Vargas Began: 8/27/18	West Side/Monger/Food Service Resign: 6/6/19
Blanca Gonzales Morales Began: 10/06/17	Riverview/Paraprofessional Resign: 6/6/19
Denise Snider Began: 10/12/18	Woodland/Food Service Resign: 6/6/19



Susan Stephan
Began: 10/22/18

Memorial/Paraprofessional
Resign: 6/6/19

Heidi Trowbridge
Began: 1/20/12

Feeser/Secretary
Resign: 6/6/19

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

Ellen Springer
Began: 11/9/15

North Side/Food Service
End: 6/25/19
Board Policy: 3039.01S

