

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

March 12, 2019

CALENDAR

| | | | |
|-----|----|-----------|--|
| Mar | 12 | 5:30 p.m. | Public Work Session, J.C. Rice Educational Services Center |
| Mar | 12 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Mar | 19 | 7:00 a.m. | Public Work Session, J.C. Rice Educational Services Center |
| Mar | 26 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Apr | 9 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Apr | 16 | 7:00 a.m. | Public Work Session, J.C. Rice Educational Services Center |
| Apr | 23 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Memorial High School
Central High School
- E. STUDENT RECOGNITION
All-State Honor Choir Students
- F. SPECIAL RECOGNITION
Distinguished Support Staff Awards
- G. MINUTES
February 21, 2019 - Work Session/Retreat
February 22, 2019 - Work Session/Retreat
February 26, 2019 - Regular Board Meeting
- H. TREASURER'S REPORT

Consideration of Claims

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

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

Extra Curricular Purchase - The Business Office seeks Board approval of an extra-curricular purchase request.

Energy Education Update

Bid Award – The Business Office recommends Board approval of the final bid award for the Diesel Technology building.

I. NEW BUSINESS

Special Education Federal Grant Funding Report

Update on High Ability Program Plan

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, and asks to waive 2nd reading.

Board Policy 3422.06S – Secretarial/Business Compensation Plan – The administration presents proposed revisions to Board Policy 3422.06S – Secretarial/Business Compensation Plan, and asks to waive 2nd reading.

Board Policy 3141ACS – Suspension of Employees – The administration presents revisions to Board Policy 3141ACS – Suspension of Employees, for initial consideration.

Administrative Regulation GCS – Procedure for Suspension – The administration presents proposed new Administrative Regulation GCS – Procedure for Suspension, for initial consideration.

Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students – The administration presents proposed revisions to Administrative Regulation IGBB – Procedures for Identifying and Serving High Ability Students, for initial consideration.

Board Policy 6460 – Conflicts of Interest and Vendor Relations – The administration presents revisions to Board Policy 6460 – Conflicts of Interest and Vendor Relations, for initial consideration.

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

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

J. 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.

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

February 21, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 12:00 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 Roscoe L. Enfield, Jr. |
|------------------------|---|--|

Roll Call

ECS Personnel Present: Steven Thalheimer

The Board held their annual review of the Strategic Plan and discussed the district’s vision in conjunction with the Plan.

Topics Discussed

Superintendent, Dr. Steven Thalheimer, presented his observations from meetings with administrators and tours of various building.

The meeting adjourned at approximately 4:00 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
PUBLIC WORK SESSION/RETREAT
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

February 22, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 12:00 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 Roscoe L. Enfield, Jr. |
|------------------------|---|--|

Roll Call

| | | |
|------------------------|---|--|
| ECS Personnel Present: | Cary Anderson Tony England Tony Gianesi | Dawn McGrath Brad Sheppard Steven Thalheimer |
|------------------------|---|--|

The Board heard the following presentations: Tony Gianesi, chief operating officer, provided an overview of construction projects and the 20-year maintenance plan; Dr. Brad Sheppard, assistant superintendent of instruction, prioritizing for student success; Doug Thorne, chief of staff, and Cary Anderson, principal at Memorial High School, presented on-going plans for the one high school and schools of study; and Tony England, assistant superintendent of student services, and Dr. Dawn McGrath, director of special services, presented an update on alternative education for K- 8 and high ability.

Topics Discussed

Superintendent, Dr. Steven Thalheimer, discussed the status of the Strategic Plan moving forward.

The meeting adjourned at approximately 4:30 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
February 26, 2019

North Side Middle School, 300 Lawrence Street, Elkhart – at 5:00 p.m.

| | | |
|------------------------|---|--|
| 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. |
|------------------------|---|--|

Place/Time

Roll Call

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

Call to Order

Superintendent, Dr. Steven Thalheimer, recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

By unanimous action, the Board approved the February 12, 2019 Regular Board Meeting minutes.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$4,990,560.55 as shown on the February 26, 2019, claims listing. (Codified File 1819-113)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$3,100 from the Elkhart Kiwanis Club to assist with the purchase of platform swings for the elementary schools; monthly donations of 18 cases of healthy snacks to Roosevelt STEAM Academy and Pierre Moran students who participate in the 21st Century Community Learning Center Before/After School program from The Snack Box – Phillip Shank; \$327.70 from an anonymous donor to Food Services to pay negative balances at Pinewood, North Side and Memorial; and \$1,000 from the Elkhart Education Foundation to Eastwood for winning the 2018 Ugly Sweater Run school contest by having the most race participants.

Gift Acceptance

By unanimous action, the Board accepted with appreciation a donation from the estate of Barbara Wich. Kevin Scott, chief financial officer, stated Ms. Wich taught kindergarten at Cleveland for two years in the late 1960's. Ameriprise Financial will process a payment to ECS in an amount approaching \$40,000 once the proper documentation is in place. In response to Board inquiry regarding the use of the funds, Mr. Scott stated there will be a review of potential one time, unique uses for this generous gift.

Donation Acceptance

The Board received a financial report from Mr. Scott for the period January 1 – January 31, 2019, and found it to be in order.

Financial Report

Mr. Scott provided a list of checks that have been outstanding for over two years as of December 31, 2018. Per Indiana Code, the listing must be provided as an informational item to the Board in order for the checks to be eligible to be voided. (Codified File 1819-114)

Disposition of Outstanding Checks

By unanimous action, the Board adopted a resolution regarding the Fourth Amendment to Lease. This action is the first step by the Board in the process of securing financing for the Engineering, Technology Innovation building. (Codified File 1819-115)

Resolution re Fourth Amendment to Lease

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 1819-116)

Fundraisers

Mr. Scott provided the current insurance report stating claims are down from the same time last year.

Monthly Insurance Report

By unanimous action, the Board approved the submission of a grant to the Indiana Department of Education for a Digital Learning Grant from the district in the amount of \$50,000. (Codified File 1819-117)

Grant Submission

By unanimous action, the Board confirmed the following trip requests: Central boys swim team to travel to Indianapolis, IN on February 22-23, to participate in the swimming and diving state competition; and 14 Central wrestlers to travel to Indianapolis on February 15–16 to attend the state meet.

Overnight Trip Requests

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 26, 2019 listings. (Codified File 1819-118)

Conference Leave Requests

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

Personnel Report

Agreements regarding unpaid time for three certified staff members. (Codified Files 1819-119)

Consent Agreements

Change to maternity leave for certified staff member, Ashley Perez, kindergarten at Beardsley, beginning 11/28/18 and ending 6/6/19.

Certified Leave

Resignation of certified staff member, Lisa Milanese, physical education and special education at Central, effective 2/21/19.

Certified Resignation

| | |
|---|--------------------------------|
| <p>Employment of the following five (5) classified employees who have successfully completed their probationary period on dates indicated:</p> | <p>Classified Employment</p> |
| <p>Marianne Glick - food service at Memorial, 2/21/19 Annabel Guerrero - paraprofessional at Eastwood, 2/20/19 Christopher Hipsher - paraprofessional at Beck, 2/22/19 Nicole Sparr - food service at Commissary, 2/14/19 Andrea Yeager - paraprofessional at Hawthorne, 2/21/19</p> | |
| <p>Resignation of the following three (3) classified employees effective on the dates indicated:</p> | <p>Classified Resignation</p> |
| <p>Alice Breedlove - bus driver at Transportation, 1/21/19 Jill Gude - paraprofessional at Eastwood, 2/14/19 Melinda Riley - parent liaison at Roosevelt, 3/1/19</p> | |
| <p>Retirement of classified employee, Jeffrey Watson, assistant supervisor at Building Services, effective 3/29/19 with 19 years of service.</p> | <p>Classified Retirement</p> |
| <p>Leave for classified employee Ellen Springer, food service at North Side, beginning 2/8/19 and ending 4/8/19.</p> | <p>Classified Leave</p> |
| <p>Superintendent Thalheimer commented how saddened the community is with the recent loss of two students. Dr. Thalheimer noted how the community has been supporting the families and schools affected and the multitude of resources made available, all factors that reaffirm the positive and caring environment within the district. Dr. Thalheimer thanked the Board for their time spent at the two-day retreat last week, and noted the upcoming meetings scheduled to discuss the direction of the strategic plan.</p> | <p>From the Superintendent</p> |
| <p>Board member, Babette Boling, also stated how extraordinary the staff has been in regards to the recent tragedies. Mrs. Boling also stated how heartwarming it has been to see the outpouring of support from individuals, Ryan's Place, and the community, all helping with the needs of the families including donations toward funeral expenses.</p> | <p>From the Board</p> |
| <p>Board secretary, Carolyn Morris, asked for clarification on the Board's legislative liaison. The Board will discuss the appointment at a future meeting.</p> | <p>From the Board</p> |
| <p>Board member, Rocky Enfield, reported he received a packet of letters from sixth graders at Pinewood regarding the one high school mascot. The letters are available for Board review.</p> | <p>From the Board</p> |
| <p>Board president, Doug Weaver, reported his attendance at the ETHOS Engineers Society dinner last evening, commending Patsy Boehler and Teresa Hill on the success of event.</p> | <p>From the Board</p> |

The meeting adjourned at approximately 5:35 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
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: 2-13-18

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Frank Serge (Principal)
Ted Elli (Teacher)

RE: Donation Approval

Elkhart Central High School received a donation of \$1,000.00 from CTS Corporation and \$750.00 from Cargo Systems, Inc.. The donations are in support of the ElkLogics Robotics and will be used to purchase equipment and other items in support of the club.

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:

CTS Corporation and Subsidiaries

1142 W. Beardsley Ave

Elkhart, IN 46514

Cargo Systems, Inc.

2603 Glenview Dr.

Elkhart, IN 46514



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: DR. WILLIAM E. KOVACH

DATE: FEBRUARY 25, 2019

RE: DONATION APPROVAL - EACC

GreenMark Equipment has donated two John Deere riding mowers; 1-LA 100 Serial #GX0100A031858 and 1-LA 115 Serial #GXA115A308144 with a combined value of \$1,000.00 to be used in our Agriculture/Motorcycle/Outdoor Power Technology class.

Ryan Gortney, Agriculture/Motorcycle/Outdoor Power Technology instructor, reports these riding mowers will be useful in the classroom as they will be used by students for training purposes.

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. Mike Trippel
GreenMark Equipment
60001 Elm Rd.
Mishawaka IN 46544



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: February 19, 2019

To: Dr. Steve Thalheimer
Board of School Trustees

From: Cary Anderson (Principal)
Julie Tyrakowski (Teacher)

Re: Donation Approval

Elkhart Memorial received a donation of \$800 from Matt and Nate Stemm, % Edward Jones, to cover the expenses of EMHS' first ever Academic Letter of Excellence award ceremony on February 13th, 2019.

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:

Matt Stemm
Edward Jones
10775 McKinley Hwy Ste A
Osceola, IN 46561

Nate Stemm
Edward Jones
1514 E Bristol St Ste A
Elkhart, IN 46514

Proposed School Fundraising Activities
 March 12, 2019, Meeting of Board of School Trustees

| School/Organization | Fundraising Activity Description/Purpose | Date(s) of Activity | Date Submitted | Sponsor(s) |
|---------------------|---|-----------------------------|----------------|-----------------|
| Elkhart High Elite | A Snap-Raise campaign will be held asking community members, family and friends to donate to the club. Proceeds will be used to purchase updated peripherals and gaming chairs which will be utilized for the lab as well as for the summer event "Game Head Fest." | 4/17/2019 - 5/17/2019 | 2/21/2019 | Steven Robinson |
| | | | | |
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| | Please note the following fundraiser is presented for confirmation only. | | | |
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BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: KEVIN SCOTT

DATE: MARCH 12, 2019

SUBJECT/ EXTRA CURRICULAR PURCHASE

The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

| SCHOOL/ACCOUNT | ITEM | AMOUNT |
|--|----------|----------|
| Pierre Moran Middle School Extra Curricular Account | Lanyards | \$885.00 |



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: February 26, 2019
To: Board of School Trustees
From: Anthony J. Gianesi
RE: Recommendation for Award

On November 1, 2018 quantitative and quantitative proposals were received for the 2018 Elkhart Area Career Center Annex Building Project. On November 8, 2018 interviews were conducted with the two finalists and scored accordingly. During a special Board Meeting at 4:00 pm price proposals were opened by the Board and read aloud. All proposals were reviewed by Elkhart Community Schools and J. Lake Architecture & Design for compliance with the Request for Proposal prepared by J. Lake Architecture & Design.

The Business Office recommended award of the Progressive Design-Build contract to Brown & Brown General Contractors, Inc. of Wakarusa, Indiana as the Best Value proposal as determined by J. Lake Architecture & Design, design criteria developer and the Board approved the contract.

The final design is complete and the formal contract cost has been provided. Accordingly, the Business Office recommends award of a contract in the amount of \$3,550,665.51 to Brown & Brown General Contractors, Inc. of Wakarusa, Indiana.

The project includes the construction of a 20,000 square foot building to house our Diesel Technology program.

Funding for this project will come from the Annex bond.

A handwritten signature in blue ink, appearing to read 'AJG', is written over the typed name of Anthony J. Gianesi.

Anthony J. Gianesi

Chief Operating Officer

encl

SINCE 1939

Brown and Brown
GENERAL CONTRACTORS, INC.

124 S. ELKHART ST.
P.O. BOX 487
WAKARUSA, INDIANA 46573-0487
PHONE: (574) 862-2171 FAX: (574) 862-3930

To: Mr. Tony Giansi
Re: Elkhart Area Career Center Annex Building

Date: 02-15-2019

Please find below our original pricing and requested price changes for this project.

| | |
|---|----------------|
| Original Base Bid | \$2,985,800.00 |
| Original Enhancement A Connector Road | \$ 157,500.00 |
| Original Enhancement B CDL and Bus Driver Training Area | \$ 586,500.00 |
| Original Enhancement F Paving of Existing Lot | \$ 76,700.00 |
| Total | \$3,806,500.00 |

Re-Design and Pricing Changes

| | |
|--|-----------------|
| Change Locksets to cylindrical in lieu of mortise and delete door sweeps. | \$ (-1,680.00) |
| Add Sidewalk on East Side of the building | \$ 2,538.05 |
| Decreased amount of fencing along Whitmer & add fencing & gates at the connector road | \$ 1,805.50 |
| Added gravel parking area on south end of building, added 2 drywells & 90' of 8" storm and per soils report added 6" of course sand below slab on grade. | |
| The original quote included using on site materials below slabs. | \$ 93,510.00 |
| Move CDL Bus Driver Training area and make it smaller. | \$(-398,368.00) |
| Add lockable door to the mezzanine | \$ 1,495.58 |
| Add railing to front of Mezz with a lockable swing gate. Painted | \$ 5,142.88 |
| Total Deduct | \$(-295,555.99) |
| Total new pricing including Base Bid and enhancements A, B and F | \$3,510,944.01 |

Options

| | | |
|---|-----|-------------------------|
| Change All Siding and Roofing to a 30yr Kynar Finish | Add | \$ 22,236.50 (excepted) |
| Material and labor to upgrade the roof insulation on the 3/12 classroom side roof to R 32 Sag and Bag | Add | \$17,485.00 (excepted) |

Price Summary

| | | |
|------------------------|----------------------------------|---------------------|
| Original Base Bid | | \$2,985,800.00 |
| Original Enhancement A | Connector Road | \$ 157,500.00 |
| Original Enhancement B | CDL and Bus Driver Training Area | \$ 586,500.00 |
| Original Enhancement F | Paving of Existing Lot | <u>\$ 76,700.00</u> |
| Total | | \$3,806,500.00 |

Deduct from Re-Design and Pricing Change shown above \$(295,555.99)

Added Options

| | | |
|---|-----|--------------------|
| Change All Siding and Roofing to a 30yr Kynar Finish | Add | \$ 22,236.50 |
| Material and labor to upgrade the roof insulation on the 3/12 classroom side roof to R 32 Sag and Bag | Add | <u>\$17,485.00</u> |

Grand Total **\$3,550,665.51**

Brad Romine



Brown and Brown General Contractors Inc.



DR. DAWN McGRATH, Ed.D.
DIRECTOR OF SPECIAL SERVICES

PHONE: 574-262-5542 • FAX: 574-262-5548
EMAIL: DMCGRATH@ELKHART.K12.IN.US



ELKHART COMMUNITY SCHOOLS

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

March 6, 2019

TO: Elkhart Community Schools Board of School Trustees
Dr. Steve Thalheimer

RE: High Ability Program Update

As required in IC 20-36-2-2, “A governing body shall develop and periodically update a local plan to provide appropriate educational experiences to high ability students in the school corporation in kindergarten through grade 12...”

Toward that end, I submit to you an updated high ability program plan for your review. The last review occurred during the winter of 2016 when the identification process was improved to include objective instrumentation. Significant in this update is the establishment of the eligibility cut score as discussed at the public work session on February 22, 2019.

Thank you for your consideration.

policy

**BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

PERSONNEL
Proposed Revised 3422.12S/page 1 of 15

EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for ~~February 12~~ March 12, 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 |
| Evening 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 |
| 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

policy

| 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 Reporter and Editor | 30,281 – 44,338 |
| 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 | 35,000 – 37,000 30,000 – 44,338 |
| Olweus Bullying Prevention Program Coordinator | 42,664 – 57,723 |
| Assistant Supervisor of Building Services | 55,049 – 68,811 |
| Adult and Community Education Program Manager | 63,518 – 74,105 |
| 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 – 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.

Performance Awards for Radio Station Employees

The Radio Station Manager may propose performance awards to be paid to radio station employees who achieve performance goals established by the Station Manager and approved by the Chief Financial Officer.

The proposed goals, once approved by the Chief Financial Officer, shall be presented in writing to the radio station employee.

Radio station employees who achieve their performance goals shall be paid their award during the fiscal year when the goal is met.

policy

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 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

policy

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

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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. During the month of January, any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2019, shall be paid the sum of \$100 for each year; any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave, shall be paid a sum of \$50.

Any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2006 and prior to January 1, 2019, 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.)

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

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.

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

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

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

Military Leave

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

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1)

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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.

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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 three (3) years an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.

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- 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

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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

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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.

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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.

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- 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.
- 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 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 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 12-month employees will be entitled to paid vacation days.

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- K. Radio Station Manager and Data and Assessments 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.

~~February 12, 2019~~ March 12, 2019

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**BOARD OF SCHOOL TRUSTEES
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SECRETARIAL/BUSINESS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for secretaries commencing January 1, 2018. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

| | | II | II.3 | II.6 | III | III.3 | III.6 | IV | IV.3 | IV.6 | V |
|---|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1 | 0 - 55 days | 11.67 | 11.86 | 12.09 | 12.30 | 12.60 | 12.92 | 13.24 | 13.74 | 14.19 | 16.46 |
| 2 | 55 days - 1 year | 11.95 | 12.19 | 12.47 | 12.76 | 13.20 | 13.64 | 14.08 | 14.53 | 14.99 | 17.26 |
| 3 | 1 year plus | 12.30 | 12.61 | 12.92 | 13.24 | 13.69 | 14.15 | 14.48 | 14.94 | 15.45 | 17.73 |
| 4 | 2 years plus | 12.76 | 13.20 | 13.64 | 14.08 | 14.46 | 14.84 | 15.25 | 15.70 | 16.18 | 18.45 |
| 5 | 3 years plus | 13.24 | 13.67 | 14.08 | 14.48 | 14.99 | 15.54 | 16.06 | 16.53 | 17.00 | 19.27 |
| 6 | 4 years plus | 14.08 | 14.46 | 14.84 | 15.25 | 15.74 | 16.29 | 16.83 | 17.30 | 17.76 | 20.03 |
| 7 | 5 years plus | 14.48 | 14.99 | 15.54 | 16.06 | 16.69 | 17.32 | 17.93 | 18.38 | 18.86 | 21.13 |

*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

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Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

Classifications

| | | |
|---|-------------|---|
| V | Secretarial | Business |
| Classified Human Resources Assistant <u>Administrative Assistant to Superintendent/Board of School Trustees (effective date 1/7/19)</u> | | Certified Payroll Classified Payroll Insurance |
| IV. | Secretarial | Business |
| <u>Board of School Trustees</u> Director of Career & Technical Ed. High School Principal Secretary/Human Resources Data Specialist – Instructional Leadership | | Building Services Office Manager Payroll Assistant Director of Business Operations EACC – WVPE Office Manager Director of Transportation Mail Room/Duplicating |
| III. | Secretarial | Business |
| EACC Principal EACC Central Office/Guidance/Accounting Elementary Principal High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals Elkhart Academy Student Services Secretary (5 positions) Receptionist Library Services (CO) *Federal Programs Instructional Leadership | | Business Office/Purchasing Cafeteria Building Services Supply Coordinator Director of Food Services Safety & Security Mail/Copy Center |
| II. | Secretarial | Business |
| Adult & Community Ed. Data Entry Adult & Community Ed. Receptionist Office Assistants High School Assistant Principal High School Media Center Middle School Assistant | | EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS) |

*Subject to reclassification if this position becomes funded from the General Fund.

There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

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A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a fifty five (55) calendar-day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case the transferred secretary may be placed at her/his present step position by the Director of Human Resources.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose reclassification of secretarial positions.

D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools

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would qualify for such.

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

Mentor Program

Any secretary who serves as a mentor shall be given a stipend of \$100 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

Fringe Benefits

Income Protection and Annuities

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

Insurance

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

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

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Severance Benefits

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

A. 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.

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

1. As used in this section, "retirement" shall be defined as resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.
2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of experience, is age fifty five (55), and has been participating in the group health and life insurance program for at least the last five (5) years, the employee, by paying one hundred percent (100%) of the annual premium until age sixty, and by paying \$1,250 less than one hundred percent (100%) of the annual premium until age sixty five (65), may continue in the group insurance plan until age sixty five (65).

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Also this benefit will be discontinued if the retired secretary becomes employed on a full time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies or becomes totally permanently disabled while employed by the Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
5. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.
6. During the month of January, any secretary who has perfect attendance, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500 for each year. 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 \$250.

Change in Support Classification

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

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This

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notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one hour's notice. 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 (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Absences and Leaves

Personal/Family Illness Absence

Full-time Secretaries

Full-time secretaries will be allowed the number of hours equal to one (1) 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 fifteen (215) days as personal illness days.

School-year Secretaries

- A. 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.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to one hundred fifty (150) workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

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All Secretaries

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

Family Illness Leave

- A. As used in this section, "immediate family" includes a secretary's spouse, life partner, child, step-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 secretary. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.
- B. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use five (5) or less days of personal illness to provide such care. This is in addition to family illness provisions already provided.

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

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insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

Personal Leave

Secretarial/Business staff members 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. 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.

Secretarial/Business 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.

For less than 12-month secretaries, except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Fall Recess, Thanksgiving, Winter Recess, Spring Break or Summer Break as defined by the school calendar unless the employee complies with the following procedure:

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

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For 12-month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

Bereavement

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

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

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.

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two hours for an absence, to attend the funeral of a close friend, upon the condition that the requested absence must not create a serious problem in the secretary’s work setting.

Military Leave

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

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

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

Health Leave

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

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

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

Health Leave – Procedure

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

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

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

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

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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.

Jury and Witness Duty Pay

A. Jury Duty

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

B. Witness Duty

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

Parental Leave

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

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may be waived. Leaves may be requested for a period not to exceed one year, and are non-renewable.

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

Adoptive Leave

An employee who legally adopts a child whose age is less than six (6) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date 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 175 or more days per year, and who has a regular workday of four (4) or more hours.

Holidays

- A. Full-time 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 (2) days (See Sec. A.1.)

Martin Luther King Jr. Day

Presidents' Day (See Sec. A.4.)

Memorial Day

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Independence Day - two (2) days (See Sec. A.2.)

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - two (2) days (See Sec. A.1.)

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 holidays.

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

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Presidents' Day

Memorial Day

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - ~~two~~ ~~one~~ (21) days (if celebrated on a weekend, it will be 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 calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. ***Vacation benefit may not be utilized prior to accrual and approval from Administrator.***
- 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 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.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.

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- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a 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 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.

When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

- 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. A school-year employee will not be entitled to paid vacation days.

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SUSPENSION OF EMPLOYEES

The School Board recognizes its obligation to maintain a working and learning environment conducive to the education of students and understands at times employees may fail to meet the expectation of serving as an exemplar for those students and/or fail to meet their professional responsibilities. In situations in which those charged with supervising determine a suspension of an employee without pay is necessary, whether as part of a system of progressive discipline or for the benefit of students, colleagues, and/or the community, the administration ~~will~~ shall provide due process as required by Federal law and, ~~if a suspension without pay for a teacher is sought,~~ comply with the procedure established under State law for the suspension of teachers without pay.

It will be the responsibility of the Superintendent to establish administrative guidelines which ensure the proper standards have been applied and the proper procedures have been followed when a principal makes a decision to suspend a teacher without pay.

In acting on a principal's preliminary determination that ~~a teacher~~ an employee will be suspended without pay, the Board will be guided by the procedure set out in I.C. 20-28-9-22 and will proceed only for one or more of the reasons stated in I.C. 20-28-9-21.

Administrative Leave

The Superintendent, or his/her designee, shall have the authority to place an employee on administrative leave pending an investigation into possible misconduct. The Board of School Trustees shall receive timely notification of such action from the Superintendent, or his/her designee; who shall seek confirmation of the action taken, at the next regularly scheduled board meeting.

I.C. 20-28-9-22

PROCEDURE FOR SUSPENSION

In all cases, an employee shall be provided with basic due process prior to being suspended, with or without pay. Due process requires notice and an opportunity to be heard before being suspended. In those cases in which the supervisor of the staff member determines a suspension without pay is warranted, the administration must follow procedures, if any, established by State law:

March 12, 2019

PROCEDURES FOR IDENTIFYING AND SERVING HIGH ABILITY STUDENTSA. Definition

A high ability student indicates a child or youth performing at, or showing the potential for performing at, an outstanding level of accomplishment when compared to others of the same age, experience, or environment.

B. Identification

A student shall be identified as a high ability student through a formal identification process in accordance with the following procedures and Indiana law:

1. All ECS students in Grades K-8 will participate in Measures of Academic Progress (MAP) testing provided by the Northwest Evaluation Association (NWEA). Scores from the winter administration will be used to identify students with high achievement levels.
2. All students in grades K, 2, and 5 not previously identified as high ability will be screened for cognitive potential. Students in Grades K and 2 will be screened using the Cognitive Abilities Test (CogAt). Students in grade 5 will be screened based on the results of the winter administration of the NWEA.
- ~~3. The full CogAT will be administered to students in grades K, 2, and 5 who performed at the 80th percentile on the screen.~~
- ~~4.~~3. Students will be identified using local norms. The NWEA and CogAT cut scores will be set by the High Ability Broad Based Planning Committee in 2016 and reviewed on a regular basis thereafter.
- ~~5.~~4. Students with scores close to the threshold for high ability identification are rated on the Scales for Identifying Gifted Students (SIGS), a subjective instrument which collects survey information from teachers and parents.
- ~~6.~~5. Students can be identified as high ability in the areas of math, English language arts, or general intellectual (both).
- ~~7.~~6. Students newly enrolled in ECS may
 - a. submit standardized testing evidence from the previous educational agency for review by the ECS identification team;

- b. receive a score which qualifies for high ability identification during the annual identification process;
 - c. participate in testing scheduled for new students prior to the start of the school year; or
 - d. submit a written request to the ~~Deputy Superintendent~~Director of Special Services for a high ability assessment if arriving mid-year.
8. This thorough assessment strategy precludes the need to request additional testing and allows for equal opportunities in considering all students.

C. Programs for High Ability Students

Elkhart Community Schools shall provide an array of learning opportunities for high ability students and shall implement procedures to notify parents/guardians of these opportunities. These shall include, but are not limited to, the following:

1. instructional and organizational patterns enabling identified students to work together as a group, to work with other students, and to work independently;
2. a continuum of learning experiences leading to the development of advanced level products and performances and opportunities to accelerate in areas of strength; and
3. access to differentiation, enrichment, relevance, emotional support, and responsive program design and delivery.

D. Change of Placement

Instructional plans will be designed to meet the needs of all high ability students, including students learning English as a Second Language, students with Individual Education Plans (IEPs), and students with behavioral or health needs. High ability services will continue unless

1. evidence indicating past testing is invalid or no longer relevant;
2. support plans have not been successful; or
3. a parent requests discontinuation of service.

In cases where a student is having difficulty in a high ability program, the high ability coordinator will identify the root cause of the problem; consult with the teacher; and support adjustments to the curriculum, instruction, assessment, or social emotional support.

E. Program Evaluation

The program outcomes will be prepared on an annual basis and presented to the Board. Program evaluations will be conducted on a six year rotation cycle beginning 2015.

~~May 10, 2016~~ March 12, 2019

policy

CONFLICTS OF INTEREST AND VENDOR RELATIONS

Conflicts of Interest

The School Board shall not knowingly approve a contract or purchase in which a Board member, employee, or agent of the Board or their spouse or dependent profits or has a pecuniary interest unless the member, employee, or agent with the profit or pecuniary interest makes the written disclosure on State Board of Accounts Form 236 required in I.C. 35-44-1-3, and the disclosure is approved by vote of the Board before the Board vote on the contract or purchase.

A Board member may participate in the discussion but shall not vote on the acceptance of their disclosure or vote on the contract or purchase addressed by their disclosure.

For the purpose of this policy the terms “pecuniary interest” and “profit” have the meaning given to those terms in I.C. 35-44.1-1-4.

Reporting Violations and Whistleblower Protection

The Board is committed to protection of persons reporting violations, i.e., “whistleblowers”. Specific protection is addressed for all employees ~~for administrators in Policy 1411, for professional staff members (all certificated employees who are not administrators)~~ in Policy 3211 ACS, ~~and for support staff in Policy 4211.~~

Reports by contractors and their employees are protected by this policy.

A contractor or an employee of a contractor, hereafter an “employee/contractor”, who is aware of acts by a Board member, employee, or another employee/contractor ~~that who~~ possibly violates Federal or Indiana law or Board policy shall report this conduct to his/her immediate supervisor. If the employee's immediate supervisor is not responsive or the supervisor is the person whose behavior is in question, the employee/contractor shall report the possible violation to the Superintendent. If the reported conduct relates to the Superintendent, the report shall be filed directly with the Board President.

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If a violation of law or Board policy is reported, the employee/contractor will be directed to put the report in writing. An employee/contractor making such a report in writing and his/her spouse and dependents, shall be protected from retaliation for making a report pursuant to this policy if the employee/contractor had a good faith belief at the time the report was made that the information reported was true.

Sanctions and Debarment of Contractors

Contractors are subject to sanctions including debarment. As used here, "debarment" means exclusion from eligibility for future consideration for a specific or indeterminate period, or cancellation of the current contract or relationship upon a finding by the Board ~~that~~ the greater weight of the credible information available to the Board demonstrates ~~that~~ the contractor knowingly violated a law, Board policy, or made a false report under this policy. Contractors may also be subject to debarment if they knew of a violation of law or Board policy involving or related to the business of the Board but did not make a report confirmed in writing to a supervisor in accordance with this policy.

I.C. 5-22-7-8 (responsible and responsive)
I.C. 22-5-3-3 (employees of contractors)
I.C. 35-44.1-1-4 (conflict of interest)

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~~January 1, 2017~~ March 12, 2019

| What is the title of the grant? | What is the name of the granting agency/entity? | Please list school/entity applying. | Individual/contact applying for the grant? | What is the amount applied for? | How will the grant funds be used and who will oversee the management of the grant? | Please explain how the grant funds will be used to support the district vision, focus, and goals. | Please outline the grant budget for the funds requested. | What is the grant submission deadline? |
|--|---|-------------------------------------|--|---------------------------------|--|---|---|--|
| Food and Clothes Pantry | Walmart Community Grants | Memorial | Julie Tyrakowski | \$5,000 | The funds will be used to keep our food, clothes, and toiletries pantry full throughout the year, offering food for students who missed a meal and provide for weekend/holiday food for students in need. It is especially needed/used during testing windows to ensure all students have had a meal before testing. Julie oversees the needs and inventory of the supplies and will work with Darlene Ballard in overseeing the balance/expenditures. | It aligns with the vision and goal of ECS, particularly "Every student is known by name" in the regard that we will know their individual needs. Sometimes those are food and resource insecurities. | The budget is based on needs as they arise. \$3500 will go to food. \$1000 to toiletries and \$500 to clothing needs. | 4/1/2019 |
| PY 2019 Adult Education Grant Continuation | Indiana Department of Workforce Development | Adult Education | Darcey Mitschelen | \$428,463.65 | Funds will be utilized to provide Adult Basic Education, English Language, Literacy, and Citizenship classes in addition to Integrated Education and Training opportunities. Darcey Mitschelen will oversee the grant. | Why Elkhart? The Website states that ECS provides "Comprehensive support for students and families inside and outside the classroom". Adult Education brings to the discussion access to academic opportunities, community resources (through The HUB), and connectors to employment and training. These efforts help take down the many barriers to success that are standing in the way of our families moving forward in an environment that is Inspiring. Excellence. | \$385,617 programming/instruction \$42,846 administrative/supportive (As allowed by DWD) | 4/1/2019 |

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart Central High School
Class/Group: JAG - Jobs for America's Graduates
Number of Students: 1 - Eduardo Salazar
Date/Time Departing: Thursday, March 14th @ 1:30 P.M.
Date/Time Returning: Friday, March 15th @ 6:00 P.M.
Destination: Indianapolis, IN - Ivy Tech Campus
Overnight Facility: Combit Suites Indy Airport 2750 Fortune Circle West
City State
Indy - 46208 317-481-0700
Mode of Transportation: Private Charter Bus
Reason for Trip: JAG Career Development Conference
- Employability Skills Conference
- Eduardo placed 2nd in "Financial Literacy"
and will be competing at the state level.
Names of Chaperones: - James Maure, Lori Stamatovich - JAG Managers

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

Signature of Teacher/Sponsor: [Signature]
Signature of Principal: [Signature] Date: 2/21/19

Send to Assistant Superintendent for Instruction for approval and for submission to the Board of School Trustees.
Approval of Assistant Superintendent: [Signature] Date: 2/22/19

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

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: EACC

Class/Group: Ag/Motorcycle/Outdoor Power

Number of Students: 4

Date/Time Departing: 3/15/2019 7:00am

Date/Time Returning: 3/17/2019 7:00pm

Destination: Cleveland OH
City State

Overnight facility: Laquinta Inn and Suites

Mode of Transportation: SUV

Reason for trip: Hot Rodders of Tomorrow Jr. Engine Challenge

Names of chaperones: Ryan Gortney

Cost per student: \$0.00

**Describe Plans for Raising
Funds or Funding Source:**

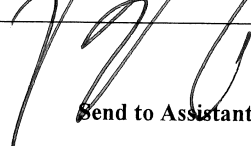
**Plans to defray costs for
needy students:** Hot Rodders of Tomorrow will cover Lodging and meals

**Are needy students made
aware of plans?** Yes

**Signature of
Teacher/Sponsor**



Signature of Principal:



Date: 2/20/19

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

**Approval of Assistant
Superintendent:**



Date: 2-22-19

Approval by Board:

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart Area Career Center

Class/Group: SkillsUSA State Conference

Number of Students: 100

Date/Time Departing: April 19, 2019 at 6:30 am

Date/Time Returning: April 20, 2019 at 10:00 pm

Destination: Indiana State Fairgrounds Indianapolis Indiana
City State

Overnight facility: Crowne Plaza Airport 2501 South High School Rd. Indianapolis, IN

Mode of transportation: Car and bus

Reason for trip: To attend the state SkillsUSA competition held on both days.

Names of chaperones: Amber Kosar, Warren Seegers, Bob Bailey, Marty Hostetler, Jaime Stith, Anthony Gouin,
Margarita McClain, Tracy Teegarden, Angee and Ryan Gortney, Dave Kriegel, Amy Stutzman etc

Cost per student: estimated 120.00


Describe plans for Raising Funds or Funding Source: N/A

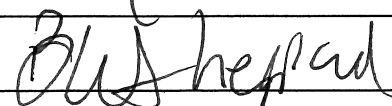
Plans to defray costs for needy students: N/A

Are needy students made aware of plans? N/A

Signature of Teacher/Sponsor: 

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

Signature of Principal:  **Date:** 3/1/19

Approval of Assistant Superintendent:  **Date:** 3/7/19

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart Memorial High School
Class/Group: Speech team
Number of Students: 3
Date/Time Departing: Friday March 8 @ 11:30 AM
Date/Time Returning: Saturday March 9 @ 11:00 PM
Destination: Fishers, IN Fishers High School
Overnight facility: Baymont by Wyndham Fisher City Indianapolis State
Mode of transportation: Student Activities Bus
Reason for trip: State Speech Tournament

Names of chaperones: 2

Cost per student: N/A

Describe Plans for Raising Funds or Funding Source: Speech account and Student Activities Account

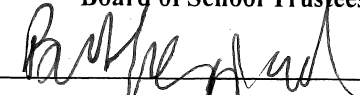
Plans to defray costs for needy students: N/A No cost to students

Are needy students made aware of plans? N/A

Signature of Teacher/Sponsor: 

Signature of Principal: Kelly Blair Date: 3-1-19

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

Approval of Assistant Superintendent: 

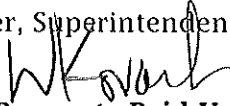
Date: 3-7-19

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: February 25, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. William Kovach 
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 March 12, 2019 - Board of School Trustees Meeting**

| 2018- 2019 CONFERENCES | EXPENSES | SUBSTITUTE |
|---|-----------------|---------------|
| <p>Hot Rodders of Tomorrow Engine Jr Challenge/Piston Power Show I am presenting the STEM program that was developed for the Hot Rodders of Tomorrow Jr. Engine program. I will also be featured and displaying vehicles that were worked on, constructed, and operated by EACC students as part of the national show. We will also have students that will be featured at this event. This allows the EACC to be recognized on the national stage and helps to get our program recognized for our curriculum as well as share and show it to the world. Cleveland, OH March 15-17, 2019 Ryan Gortney (6-11) Instructional Leadership</p> | <p>\$0.00</p> | <p>\$0.00</p> |
| <p>INTERS Training This training is required for those programs receiving funding from the State of Indiana in our 30A reports. Indianapolis, IN April 11, 2019 Brenda Emerson (2-6) Leadership</p> | <p>\$359.84</p> | <p>\$0.00</p> |
| <p>**FOR CONFIRMATION ONLY**</p> | | |
| <p>Michiana Greenhouse & High Tunnel Growers Meeting Our curriculum is being reconstructed to integrate the greenhouse. This is crucial to understand the necessary changes we need to make to create an efficient and engaging atmosphere for our students. Elkhart County Fair Grounds - Goshen IN March 5, 2019</p> | <p>\$48.72</p> | <p>\$0.00</p> |

| 2018-2019 CONFERENCES | EXPENSES | SUBSTITUTE |
|--|--------------------|---------------|
| Ashley Robertson (2-3) Program/Industry Specific Career & Technical Education | | |
| | | |
| | \$408.56 | \$0.00 |
| 2018-19 YEAR-TO-DATE PERKINS FUNDS | \$20,454.39 | |
| GRAND TOTAL | \$20,862.95 | \$0.00 |

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: March 7, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
March 12, 2019 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

| 2018 - 2019 CONFERENCES | EXPENSES | SUBSTITUTE |
|---|-----------------|-------------------|
| <p>INSPIRE3 LEARNING TO GIVE</p> <p>This conference will provide ideas to improve our service learning and community service opportunities.</p> <p>Indianapolis, IN March 21, 2019 (1 day's absence)</p> <p align="center">CAMI BERKEY - WEST SIDE (0-0)</p> | \$0.00 | \$0.00 |
| <p>INDIANA CORE ASSESSMENTS FOR EDUCATOR LICENSURE STANDARDS AND FRAMEWORK REVIEW CONFERENCE</p> <p>This conference will provide an opportunity to meet with Content Advisory Committee members to review the draft REPA Indiana Educator standards, and to review, approve and/or revise the Indiana CORE assessment framework for social studies.</p> <p>Indianapolis, IN March 27 - 28, 2019 (2 day's absence)</p> <p align="center">LISA MCKEE - WEST SIDE (1-1) NATALIE SCHULTZ - WEST SIDE (2-3)</p> | \$0.00 | \$0.00 |
| <p>HELPING STUDENTS WITH DISABILITIES FIND THEIR POST-SECONDARY PATHWAY</p> <p>The information gathered at this workshop will provide valuable insights in the development of course offerings as Community Education takes steps to provide training options for transitioning students.</p> <p>West Lafayette, IN April 11 - 12, 2019 (2 day's absence)</p> <p align="center">DARCEY MITSCHELEN - COMMUNITY EDUCATION (2-7)</p> | \$663.17 | \$0.00 |
| <p>ACP US HISTORY ANNUAL MEETING</p> <p>The annual ACP meeting is a requirement of all ACP teachers. The IU Department of History along with ACP staff explain expectations of students and staff and give instruction regarding content and ideas for the classroom.</p> <p>Bloomington, IN April 15, 2019 (1 day's absence)</p> <p align="center">STEFANIE FOSTER - MEMORIAL (1-2)</p> | \$0.00 | \$95.00 |
| <p>INDIANA ASSOCIATION FOR ADULT AND CONTINUING EDUCATION</p> <p>Attendance at this annual conference is mandatory under the DWD adult education grant. The conference sessions include updates from the State on a variety of programming topics.</p> <p>French Lick, IN</p> | \$1,060.67 | \$0.00 |

| | | |
|--|---------------------------------|-------------------------------|
| April 23 - 26, 2019 (4 day's absence) DARCEY MITSCHELEN - COMMUNITY EDUCATION (3-9) | <i>OTHER FUND</i> | <i>OTHER FUND</i> |
| ASSOCIATION FOR BEHAVIOR ANALYSIS INTERNATIONAL Participants will summarize evidence-based training practices for direct service staff, practice providing effective feedback to direct service staff and will identify recommended reinforcement practices for effecting change. Chicago, IL May 24 - 27, 2019 (2 day's absence) SHERRY FORZLEY - STUDENT SERVICES (1-2) | \$1,582.08 <i>OTHER FUND</i> | \$0.00 <i>OTHER FUND</i> |
| FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL) | EXPENSES | SUBSTITUTE |
| AP TIP-IN MOCK EXAM READING This conference will provide instruction on exam grading, test-taking strategies, and test mechanics as well as information on the most recent AP exam questions. Indianapolis, IN March 11, 2019 JULIE TYRAKOWSKI - MEMORIAL (2-3) | \$287.50 <i>OTHER FUND</i> | \$95.00 <i>OTHER FUND</i> |
| FOCUS ON INCLUSION 2019 This conference will provide strategies for successful inclusion. Indianapolis, IN March 11 - 12, 2019 JENNIFER ANDREWS - MEMORIAL (1-1) NICOLE HOMO - MEMORIAL (0-0) | \$700.00 <i>OTHER FUND</i> | \$380.00 <i>OTHER FUND</i> |
| | \$4,293.42 | \$570.00 |
| 2018 YEAR-TO-DATE GENERAL FUNDS | \$28,538.81 | \$2,470.00 |
| 2019 YEAR-TO-DATE GENERAL FUNDS | \$10,032.84 | \$760.00 |
| 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 | \$44,398.45 | \$9,025.00 |
| 2019 YEAR-TO-DATE ADJUSTMENTS | \$0.00 | \$0.00 |
| GRAND TOTAL | \$340,523.35 | \$26,600.00 |

(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: MARCH 12, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Kristi Zentz

Roosevelt/Intervention

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

- c. **Personal Leave** – We recommend a personal leave for the following employees:

Julie DeWit

Begin: 8/13/19

Pinewood/Kindergarten

End: 6/3/20

Emma Dugger

Begin: 8/13/19

Pinewood/Kindergarten

End: 6/3/20

Kaleigh Estrup

Begin: 8/13/19

Riverview/Grade 1

End: 6/3/20

Brianna Tribbett

Begin: 8/13/19

Cleveland/Grade 6

End: 6/3/20

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

Heather Bechtel

Began: 8/23/12

Woodland/Grade 3

Resign: 6/6/19

Rhiannon Harrison

Began: 9/3/02

Central/Assist Principal

Resign: 3/4/19

W. Douglas Hunnings

Began: 8/11/08

Riverview/Grade 4

Resign: 6/6/19

Anh Oyer
Began: 8/13/14

Bristol/Grade 3
Resign: 6/6/19

Kathryn Roberts
Began: 1/7/19

Feeser/Grade 3
Resign: 6/6/19

CLASSIFIED

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

Jill Brenneman
Began: 12/17/18

Hawthorne/Permanent Substitute
PE: 2/28/19

Jovon Deal
Began: 1/7/19

Beardsley/Campus Security
PE: 3/7/19

Brian Hunt
Began: 1/2/19

Transportation/Mechanic
PE: 3/4/19

Leydi Jurado Canenguez
Began: 12/17/18

Hawthorne/Paraprofessional
PE: 2/28/19

Jasmin Martinez
Began: 1/7/19

Monger/Paraprofessional
PE: 3/7/19

Toni Miller
Began: 12/17/18

Bristol/Paraprofessional
PE: 2/28/19

Norma Rivas Canenguez
Began: 1/7/19

Pierre Moran/Secretary
PE: 3/7/19

Jermaine Rogers
Began: 1/7/19

Beardsley/Technical Assistant
PE: 3/7/19

Alysa Shultz
Began: 1/9/19

Osolo/Paraprofessional
PE: 3/11/19

Ash-Lee Townsend
Began: 1/8/19

Tipton/Paraprofessional
PE: 3/8/19



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

Betty Beadin

Began: 6/9/14

Memorial/Custodian

Resign: 4/29/19

Jalethia Black

Began: 8/20/18

Osolo/Food Service

Resign: 2/26/19

Joshua Tolbert

Began: 10/15/18

Memorial/Food Service

Resign: 3/1/19

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

Jeffery Corpe

Began: 2/4/04

Building Services/Supervisor

Retire: 4/12/19

15 Years of Service

Lois Keisling

Began: 2/9/87

Beardsley/Registered Nurse

Retire: 6/6/19

32 Years of Service

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

Kayla Brookshire

Begin: 4/26/19

Memorial/Paraprofessional

End: 6/7/19

Clara Hendrix

Began: 2/11/19

Transportation/Bus Helper

End: 6/7/19

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

Melissa White

Began: 9/17/18

Central/Food Service

End: 2/21/19

Policy 3139.01S

