

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

October 8, 2019

CALENDAR

Oct	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	8	immediately following	Executive Session, J.C. Rice Educational Services Center
Oct	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Nov	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Nov	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES
Memorial High School
Central High School
- E. MINUTES
September 24, 2019 – Regular Board Meeting

F. TREASURER'S REPORT

Consideration of Claims

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

Public Hearing on the 2020 Budget, 2020 Capital Projects Plan and 2020 School Bus Replacement Plan

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

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

G. NEW BUSINESS

Board Policy 7510 – Use of School Facilities and Property

The administration presents revisions to Board Policy 7510 – Use of School Facilities and Property, for initial consideration.

Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule

The administration presents proposed revisions to Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule, 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.

H. PERSONNEL

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

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

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
September 24, 2019

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

Place/Time

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

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

Call to Order

Board member Rodney Dale recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

Superintendent Thalheimer showed the Educating Right presentation being given to all staff at their buildings and at four public meetings: Monday, October 7 at 6:30 pm at St. James AME; Tuesday, October 15 at 6:30 at Bristol Elementary; Wednesday, October 16 at 6:30 at Mary Feeser Elementary; and Thursday, October 17 at 6:30 at West Side Middle School. The goal of the Education Right initiative is to engage all stakeholders– parents/guardians, students, community members, local business & industry, and school personnel– in a transparent process of the district truly listening and vetting ideas. Dr. Thalheimer also walked through the Thoughtexchange app used to collect information from the community.

Educating Right Presentation

By unanimous action, the Board approved the following minutes:
September 10, 2019 – Public Work Session
September 10, 2019 – Regular Board Meeting
September 17, 2019 – Public Work Session

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$5,637,710.93 as shown on the September 24, 2019, claims listing. (Codified File 1920-31)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$350 from NIVA Volleyball Club for Osolo's extracurricular activities; and a Boer goat buck (with a donor value of \$800) from Marge Newton-Skaggs and Newton Farms of Lakeville for the ACCELL (Agriculture Community Center for Environmental Learning Lab) farm program.

Gift Acceptance

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

Financial Report

By unanimous action, the Board authorized Mr. Scott to advertise the required documents related to the 2020 Budget, Capital Projects Fund and Bus Replacement Plans and to hold a public hearing on October 8, 2019.

Permission to Advertise

By unanimous action, the Board approved extra-curricular purchase requests from Pierre Moran Middle School for t-shirts for band, orchestra and choir in the amount of \$2,498.75; and from Central High School to purchase a wrestling mat in the amount of \$9,826.

Extra Curricular Purchases

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1920-32)

Fundraisers

Mr. Scott provide the current insurance update reporting for the second month in a row claims are ahead of same months last year, but are below overall for the year.

Insurance Update

By unanimous action, the Board approved the application of a common school fund loan for an advance from the Indiana Department of Education in the amount of \$1,212,900. Jason Inman, director of technology, noted the total dollar amount was revised due to the need to use the unconfirmed September ADM count in the computation. (Codified File 1920-33)

Common School Fund Loan

By unanimous action, the Board approved revisions to Board Policy 8120 - Volunteers, as initially presented at the September 10th regular meeting.

Board Policy 8120

The Board reviewed revisions to Administrative Regulation IJOC – Personal Background Check - Volunteers, as initially presented at the September 10th regular meeting. In response to Board inquiry, Doug Thorne, chief of staff/legal counsel, stated the normal turn-around time has been 24-48 hours and more cost effective than previous service.

Administrative Regulation IJOC

<p>The Board reviewed new Administrative Regulation IJOC-(A) – Reports of Arrest, Criminal Charges, Convictions and Substantiated Child Abuse and Neglect, as initially presented at the September 10th regular meeting.</p>	<p>Administrative Regulation IJOC-(A)</p>
<p>By unanimous action The Board approved revisions to Board Policy 8210 – School Calendar, as initially presented and revised at the September 10th regular meeting.</p>	<p>Board Policy 8210</p>
<p>By unanimous action, the Board approved the proposed Board of School Trustees meeting schedule for 2020, as initially presented at the September 10th regular meeting. (Codified File 1920-34)</p>	<p>2020 Board Meeting Schedule</p>
<p>The Board was presented a request for waiver of Board Policy 7510 – Use of School Facilities and Property, for initial consideration.</p>	<p>Request for Waiver Board Policy 7510</p>
<p>By unanimous action, the Board approved the Elkhart Area Career Center (EACC) agreements with its feeder schools – Baugo Community Schools, Bremen Public Schools, Concord Community Schools, Edwardsburg Public Schools, Goshen Community Schools, Middlebury Community Schools, Penn-Harris-Madison, School City of Mishawaka, and Wa-Nee Community Schools. (Codified File 1920-35)</p>	<p>EACC Agreements</p>
<p>By unanimous action, the Board approved the submission of an Indiana Literacy Early Intervention Grant to the Indiana Department of Education in the amount of \$44,053.94 from ECS. (Codified File 1920-36)</p>	<p>Grant Submission</p>
<p>By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 24, 2019 listings. (Codified File 1920-37)</p>	<p>Conference Leave Requests</p>
<p>By unanimous action, the Board approved the following personnel recommendations of the administration:</p>	<p>Personnel Report</p>
<p>Consent agreements regarding unpaid time for two certified staff members. (Codified File 1920-38)</p>	<p>Certified Agreements</p>
<p>Formal appointment of the following six (6) certified staff members as School of Study principals for Elkhart High School: JeNeve Adams - principal at Freshman Division Kelly Berheide - principal at Arts and Communication David Bird - principal at Natural Resources Kelly Blair - principal at Health and Public Safety LaTosha Bonds - principal at Human Services Frank Kurth - principal at Business and International Relations TBD – principal at Engineering, Technology & Innovation</p>	<p>Certified Appointments</p>

Administrative appointment of certified staff member, Krista Hennings, principal at School Without Walls, effective 9/25/19.	Administrative Appointment
Formal appointment of the following two (2) certified staff member in the Special Services Department effective 10/1/19: Kathleen Mentz - district dean of preschool education Lindsey Brander - supervisor of special programs	Certified Appointments
Employment of the following three (3) certified staff members for the 2019-2020 school year effective on dates indicated: Denise Downing – special education at Memorial, 10/7/19 Julia Johnson - music at Hawthorne, 9/19/19 Angela Williams – special education at PACE, 10/4/19	Certified Employment
Maternity leave for certified staff member, Allison DeShone, grade 2 at Daly, beginning 10/21/19 and ending 10/28/19.	Certified Leave
Leave for certified staff member, Tammy Smith, ENL at Beardsley, beginning 1/6/20 and ending 6/3/20.	Certified Leave
Resignation of the following five (5) certified staff members effective on the dates indicated: Debra Bachman - grade 2 at Osolo, 9/9/19 John Gassere - special education at Eastwood, 9/20/19 Kerry Guernsey - behavior support at Pierre Moran, 10/2/19 Julia Johnson - media at Roosevelt, 9/6/19 Joseph Waltz - social studies at Memorial, 9/27/19	Certified Resignations
Employment of the following three (3) classified employees successfully completed their probationary period on dates indicated: Manuel Cadenas Gonzalez - custodian at Pierre Moran, 9/24/19 Nikolas Dandino - mechanic at Transportation, 9/23/19 Tonci Haynes - food service at Central, 9/17/19	Classified Employment
Retirement of the following two (2) classified employees, effective on dates indicated with years of service in parentheses: Cathy Sailor - executive assistant at ESC, 10/11/19 (27) Pat Sellers - secretary at ESC, 1/3/20 (18)	Classified Retirement
Resignation of the following two (2) classified employees effective on dates indicated: Velma Gross - food service at Cleveland, 9/13/19 Carol West - secretary at Hawthorne, 10/11/19	Classified Resignations
The Superintendent commended the Leadership Team for their response to communication concerns including the creation of the exit survey, the Friday Learning Brief and the Thoughtexchange process.	From the Superintendent

The meeting adjourned at approximately 7:45 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 AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS

DATE: SEPTEMBER 20, 2019

RE: DONATION APPROVAL - EACC

Modern Muscle Car Factory, Inc. has donated \$750.00 to be used towards purchasing engine parts for our Hot Rodders of Tomorrow program.

This donation will be very helpful and allow a great head start in our students' careers.

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:

Modern Muscle Car Factory, Inc.
30446 County Road 12
Elkhart, IN 46514



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

DATE: September 30, 2019

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley
Elkhart Central Athletic Department

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart Central High School Athletic Department from Bruce and Jane Klonowski.

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

Mr. & Mrs. Bruce Klonowski
7370 N 1160 W
Middlebury, IN 46540-7920

Sincerely,

Brian Buckley
Director of Athletic
Elkhart Central High School



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVE THALHEIMER
FROM: DR. BRADLEY SHEPPARD *Bradley Sheppard*
DATE: OCTOBER 2, 2019

GIFT APPROVAL – MUSIC DEPARTMENT

Jim Grubbs has offered to donate one (1) Blessing Marching Baritone (serial number M2874) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instrument and finds it to be in good condition. The fair market value of the instrument is \$750.00.

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

Jim Grubbs
6 Sussex Ln
Elkhart IN 46514



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVE THALHEIMER
FROM: DR. BRADLEY SHEPPARD *Bradley Sheppard*
DATE: OCTOBER 2, 2019

GIFT APPROVAL – MUSIC DEPARTMENT

Aurora Leon has offered to donate one (1) Lewis WL168 Violin (serial number F0768) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instrument and finds it to be in good condition. The fair market value of the instrument is \$400.00.

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

Aurora Leon
2612 Links Dr., Apt. 2A
Elkhart IN 46514



ELKHART CENTRAL HIGH SCHOOL

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 9-26-19

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 \$500.00 from Welch Packaging Group, Inc. The donation is 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:

Welch Packaging Group, Inc

1020 Herman St

Elkhart, IN 46516



SUPERINTENDENT'S OFFICE

PHONE: 574-262-5526



ELKHART COMMUNITY SCHOOLS

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

DATE: October 1, 2019
TO: Dr. Steven Thalheimer
Board of School Trustees
FROM: Susan Ott
RE: Donation Approval

Bob and Amy Martin have made a donation in the amount \$25,000.00 to Elkhart Community Schools for the Engineering, Technology and Innovation building fund.

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

Bob & Amy Martin
15933 CFR 129
Bristol IN 46507



SUPERINTENDENT'S OFFICE

PHONE: 574-262-5526



ELKHART COMMUNITY SCHOOLS

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

DATE: October 1, 2019
TO: Dr. Steven Thalheimer
Board of School Trustees
FROM: Susan Ott
RE: Donation Approval

Welch Packaging has made a donation in the amount \$250,000.00 to Elkhart Community Schools for the Engineering, Technology and Innovation building fund.

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

Welch Packaging
1130 Herman Street
Elkhart, IN 46516



PINEWOOD ELEMENTARY SCHOOL

3420 EAST BRISTOL STREET • ELKHART, IN 46514

PHONE: 574-262-5595



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

Date: 09/20/2019

To: Dr. Thalheimer
Board of School Trustees

From: Vickie Hays, Dean
Crystal Davis, PE Teacher

RE: Gift Acceptance

NIVA (Northern Indiana Volleyball Association) has gifted Pinewood Elementary School a generous donation of \$400.00. This was in appreciation of the use of our gym for volleyball competitions and practices. This money is greatly appreciated and will be used wisely for something in the area of athletics for our school.

We would appreciate approval from the Board of Trustees to accept this donation and that a letter of acknowledgment and appreciation sent to them.

DBA NIVA
Adria Anderson
10100 Billet Ct
Granger, IN 46530



RIVERVIEW ELEMENTARY SCHOOL

2509 WOOD STREET • ELKHART, IN 46516

PHONE: 574-295-4850



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 9/26/2019
TO: Dr. Steven Thalheimer
Board of School Trustees
FROM: Holly Conley, Principal
RE: Donation Approval

Riverview Elementary is in receipt of an anonymous donation of \$15,000 towards the purchase of new basketball backboards for the gymnasium.

I am requesting approval from the Board of School Trustees to accept this donation. Riverview Elementary will send an appropriate letter of acknowledgement and appreciation to the donor.



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: KEVIN SCOTT

DATE: OCTOBER 8, 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
Central Tennis Team promotions account	Sound System for tennis courts	\$3,431.00



ELKHART CENTRAL HIGH SCHOOL

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Board of School Trustees
From: Brian Buckley, Athletic Director
Date: September 5, 2019

TENNIS COURT SOUND SYSTEM PURCHASE

The Elkhart Central Athletic Department and tennis teams would like to purchase a sound system for the tennis courts. This sound system will be used for team introductions prior to competition and instructions during practice.

We are requesting your approval of the attached quote so that we may purchase this equipment as soon as possible. The purchase will be made using the Elkhart Central tennis team promotions account.

Thank you,

Brian Buckley
Athletic Director
Elkhart Central High School

'19 SEP 25 PM 02:47

John L. Lindstedt

John L. Lindstedt
 801 West Chicago Road
 Niles, MI 49120
 Phone: (574) 309-1290

Proposal No. 19150 Rev.I

Proposal

Customer			
Name	Elkhart Community Schools: Central Tennis Complex		
Address	300 Lawrence Street		
City	Elkhart	State	IN ZIP 46514
C/O	Athletic Director: Brian Buckley		

Date	9/19/2019
Order No.	Central High School Tennis Complex Rev.I
Reference PO	

Qty	Description	Unit Price	TOTAL
	Elkhart Community Schools: Central High School Tennis Sound Reinforcement System		
	<u>Equipment:</u>		
1	Shure SCM-262 5-Channel Mixer w/2 Mic & 3 Stereo Input	\$261.00	\$261.00
2	ElectroVoice EVID-S8.2TB 8" 2-Way Outdoor Loudspeaker	\$258.50	\$517.00
4	ElectroVoice EVID-S5.2XB 5" 2-Way Outdoor Loudspeaker	\$201.50	\$806.00
1	Crown ComTech 400 Amplifier from Northside Gymnasium	N.C.	
1	ETA PD8 9 Outlet/15A Rackmount Power Distribution	\$89.00	\$89.00
1	Denon DN-300BR 1 RU Bluetooth Receiver w/Antenna	\$149.00	\$149.00
1	Shure BLX24R/SM58-H10 Wireless Handheld Microphone	\$379.00	\$379.00
2	Shure UA505 Remote Antenna Bracket	\$35.00	\$70.00
2	Shure UA8-H10 1/2 Wave Antenna	\$28.00	\$56.00
2	Shure UA825 25 UHF Antenna Cable	\$47.00	\$94.00
1	Equipment Rack (Furnished by ECS IT)	N.C.	
1	West Penn AQ225BK 16 AWG All Weather Speaker Cable	\$100.00	\$100.00
1	Miscellaneous Hardware & Connectors	\$100.00	\$100.00
1	<i>Note: ComTech 400 to be serviced by AE Technon</i>		
18	Labor @ \$45.00/Hour	\$45.00	\$810.00
	<u>Qualifications & Conditions</u>		
	All material is guaranteed as specified. All work to be completed in a professional manner with observance to industry standards, practices, & specifications. John Lindstedt is responsible for low voltage engineering & installation only.		
	Installation & Equipment 1 Year Complete Warrantee		
	Acceptance Of Contract:		
	Date: _____		
	_____ Signature		
	_____ Print Name & Title		
	<u>Terms:</u>		
	Down Payment/Equipment-Material = \$ 2,621.00		
	Completion/Labor/Materials-Net 10 Days = \$ 810.00		
	SubTotal		\$3,431.00
	Shipping		N.A.
	TOTAL		\$3,431.00

Thank You For Your Business

Book	Policy Manual
Section	7000 Property
Title	Proposed Revised USE OF SCHOOL FACILITIES AND PROPERTY
Code	po7510
Status	
Adopted	November 22, 2016
Last Revised	December 18, 2018
Last Reviewed	October 8, 2019

7510 - USE OF SCHOOL FACILITIES AND PROPERTY

School, School-Related, Community-Sponsored Organizations

Included are officially organized groups of Elkhart Community Schools' students, groups of Elkhart Community Schools' employees, parent-teacher groups, other school-sponsored groups, 4-H Club, Future Farmers, Elkhart Education Foundation, Boy and Girl Scouts, and similar non-sectarian groups.

- A. The principal of the building gives approval for the building use and schedules the activity. Approval for facility use must be obtained from the Building Services Office, contingent upon eligibility for use of the facility and the building principal's authorization to schedule the activity. Use of school facilities by community groups requires at least seventy-two (72) hours advance notice.
- B. An Elkhart Community Schools staff member must be present at all times during the use of the building.
- C. Keys to the building shall be given only to members of the staff, who assume full responsibility for the conduct of the school activity excluding from the building all who are not a part of the activity, and securing the building at the conclusion of the event (lights turned off, doors and windows closed and locked, and security system activated).
- D. The building rental fee may be waived if the activity does not involve an admission charge or a profit-making project and a regular custodian or authorized school representative is on duty.

Actual building costs will be charged for activities which require an admission charge, are a profit-making project, or a special program which requires school personnel to be present other than during normal working hours.

Community Groups - Community Groups such as YWCA, YMCA, NAACP, Black Expo, Tri-Kappa, Hispanic Health Coalition, League of Women Voters, etc.

- A. Approval for the use of school facilities is granted under the policies of the Board of School Trustees, and contracting parties shall be required to sign a waiver and permit as well as ~~and~~ conform to all rules and laws governing the use of public buildings, ~~including the swimming pools.~~
- B. Approval for facility use must be obtained from the Building Services Office, contingent upon eligibility for use of the facility and the building principal's authorization to schedule the activity. Use of school facilities by community groups requires at least seventy-two (72) hours' advance notice.

Building facilities are available for educational or cultural programs sponsored by community groups and recreational purposes when such use does not interfere with the school program.

- C. ~~The schedule for the swimming pools is kept by the Athletic Director/Designee, who confirms all requests for the use of the pool with the Building Services Office. Fees shall be paid seventy two (72) hours before the scheduled opening of the facilities unless the contracting parties have made other arrangements with the Building Services Office. The building use fee covers the use of utilities and personnel required to supervise the facility. The building principal is responsible for employing the personnel and approving payment for their services.~~ Elementary gymnasiums are available for use by local, established community groups for basketball or volleyball Monday through Friday, school days, October 1 - April 30 from 7 to 9:30 p.m. Groups are requested to provide their own balls and use proper gym shoes. School standards and nets may be used.

School buildings and grounds shall be available for use by the Park and Recreation Department, provided such use does not interfere with the use of the property for school purposes. Fees, to cover the cost of utilities and school personnel required to be on duty, will be determined per use each year.

Churches

The Board may rent school facilities to local, established churches during times of expansion or extensive repairs in the congregation's own facility. The rental may be approved for a period not to exceed six (6) months, after which further emergency rental may be continued with approval from the Board for a period not to exceed six (6) additional months.

Newly formed congregations must give evidence of site purchase, as well as completion date of facility, prior to entering into the six (6) month agreement.

Other

The Superintendent may lease school property for purposes authorized under this policy or approved by the Board and shall develop a schedule of fees for rentals provided such use does not interfere with the use of the property for school purposes.

Use of outside areas such as the baseball diamonds, tennis courts, tracks, where no rentals or rental fees are involved, are the responsibility of the building principal, Athletic Director or Activity Director, who may or may not grant permission to out-of-school groups for use of these facilities.

Restrictions

Individuals and organizations may not use school facilities without first submitting a [signed waiver or certificate of insurance. The Chief Operating Officer shall have the authority to determine when a waiver rather than a certificate of insurance would be required.](#)

No person(s) or organization(s) may use any school facilities for personal or corporate financial gain.

The use of school facilities by out-of-school groups shall be confined to local, established organizations whose regular meeting place, headquarters, and principal membership are located within the boundaries of the Elkhart Community Schools District. An "established organization" is one which has been in existence a minimum of two (2) years, complete with charter and by-laws, and conducts regular meetings. Such facilities shall be used only for educational, cultural, or recreational purposes. All proceeds shall be devoted to a local public or charitable purpose, specified in advance of preparation of the rental agreement.

School facilities shall not be available for such activities as private parties, weddings, receptions, family reunions, open house receptions, political fund raising events, funerals, etc.

No tobacco or alcohol use is permitted on any Elkhart Community School property.

The "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, within any facility owned or leased or contracted for by the Board.

Food Service Facilities

When food-serving facilities of the schools are used, the user must comply with public health regulations.

A food service employee must be in charge of the kitchen and equipment when food is prepared or served.

School-related organizations using the cafeteria and facilities for a fund-raising project shall pay for all food and labor costs, including the food service employee, custodial services, and/or any other expenses incurred by the project.

Dinners may be served to school-related groups outside of school hours. The cost of the dinner will be determined by the Director of Food Services or designee.

School cafeterias and kitchens may be used by out-of-school groups when not in competition with established local businesses, in accordance with all guidelines and fees.

Facilities available for Community Use when not required for School Purposes

Auditoriums

Elkhart Central High School
Elkhart Memorial High School
Elkhart Memorial High School Little Theater

Elkhart Area Career Center Auditorium

Cafeterias - Cafeteriums*

Elkhart Central High School
Elkhart Memorial High School
Elkhart Area Career Center (Blue Room)
*North Side Middle School
*Pierre Moran Middle School
*West Side Middle School

Gymnasiums - All Purpose Rooms*

Elkhart Central High School	Pierre Moran Middle School
Elkhart Memorial High School	West Side Middle School
North Side Middle School	

Beardsley Elementary School	Hawthorne Elementary School
Beck Elementary School	Monger Elementary School
*Bristol Elementary School	Osolo Elementary School
*Cleveland Elementary School	Pinewood Elementary School
Daly Elementary School	Riverview Elementary School
Eastwood Elementary School	Roosevelt Elementary School
Feeser Elementary School	Woodland Elementary School

Athletic Fields/Elementary Playgrounds (Football, Track, Tennis Courts, Baseball/Softball Diamonds, Elementary Soccer Fields*)

Athletic Fields:

Elkhart Central High School (with the exception of Rice Field)	
Elkhart Memorial High School	Pierre Moran Middle School
North Side Middle School	West Side Middle School

Playgrounds:

Beardsley Elementary School	Hawthorne Elementary School
Beck Elementary School	Monger Elementary School
Bristol Elementary School	Osolo Elementary School
Cleveland Elementary School	*Pinewood Elementary School
Daly Elementary School	Riverview Elementary School
*Eastwood Elementary School	Roosevelt STEAM Academy
*Feeser Elementary School	Woodland Elementary School

~~Swimming Pools:~~
~~Elkhart Central High School~~

Community Use of Equipment

Audio-visual, music, industrial arts, and other school equipment may be used by staff members in school-community activities which are compatible with the interest of Elkhart Community Schools.

Loan of equipment to the Park and Recreation Department and school-related organizations may be made when the equipment is not in use by the school and when it will be used by a trained operator.

In all cases, approval for the loan or use of school equipment outside of the regular school program must be obtained from the Building Services Office and/or the appropriate building principal. The organization requesting the equipment is responsible for picking it up and returning it as designated by the building principal.

The organization requesting the equipment shall be liable for, indemnify and hold the Elkhart Community Schools harmless from loss and expenses because of any and all damage or injury incurred by the use of such equipment. The organization shall also be required to provide a certificate of insurance demonstrating that such insurance is in effect during the time of the use of such equipment.

The Elkhart Community Schools will not loan or allow the use of personal property, furniture and equipment, which place Elkhart Community Schools in competition with local businesses, to persons or organizations other than those named above.

MISCELLANEOUS POSITION PAY SCHEDULE

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
<u>HIGH SCHOOL FOOTBALL:</u>			
	Event Supervisor	\$50 per Event -	ECS Ed Fund
<u>Adult</u>			
	Firemen	\$30 per hour	ECS Ed Fund
	Usher/Security	\$50 per game	H.S. Ath. Dept
	Ticket Sellers/Takers	\$27 per game	"
	Public Address Announcer	\$15 per game	"
*	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS Ed Fund
	Fan Bus Supervision	\$15 + 2 Tickets per Trip	H.S. Ath. Dept.
	Parking Director	\$17 per hour	ECS Ed Fund
	Parking Attendant	\$15 per hour	"
<u>HIGH SCHOOL BASKETBALL</u> (Games @ N.S. and Tournament)			
	Event Supervisor	\$50 per event	ECS Ed Fund
	Tournament Supervisor	\$100 per event	ECS Ed Fund
<u>Adult</u>			
	Firemen	\$30 per hour	ECS Ed Fund
	Usher/Security	\$50 per regular game	H.S. Ath. Dept
		\$25 per tournament session	"
	Ticket Sellers/Takers	\$27 per session	"
	Timers/Scorers	\$10 JV game	"
		\$15 Varsity game	"
		\$25 per tournament session	"
	PA Announcer	\$15 per session	"
*	Crowd Supervision Manager	1/2 of Master Contract Rate	ECS Ed Fund
	Fan Bus Supervision	\$15 + 2 Tickets per trip	H.S. Ath. Dept.
	Parking Director	\$17 per hour-regular game	ECS Ed Fund
		\$17 per hour-tournament session	"
	Parking Attendant	\$12 per hour-regular game	"
		\$12 per hour-tournament session	"
<u>Student</u>			
	Usher/Security	\$7.25 + Ticket per regular game	H.S. Ath. Dept.
		\$7.25 + Ticket per tournament session	"
	Ticket Takers	\$10 per session	"
	Cloakroom Attendant	\$7.25 per regular game	"
		\$7.25 per tournament session	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
<u>HIGH SCHOOL ATHLETICS:</u>			
	Event Supervisor		
	Volleyball		
	Varsity/JV	\$50 per event	ECS Ed Fund
	Freshmen	\$30 per event	"
	Freshmen 3-way	\$50 per event	"
	4 team or less tourney	\$50 per event	"
	5 teams or more tourney	\$100 per event	"
	Soccer		
	Reg. season varsity & JV	\$50 per event	"
	Tournament	\$100 per event	"
	Swimming		
	Reg. season meet	\$50 per event	"
	All day tournament	\$100 per event	"
	Diving only	\$50 per event	"
	Wrestling		
	Varsity/JV	\$50 per event	"
	Super dual meet	\$100 per event	"
	Gymnastics		
	Varsity/JV	\$50 per event	"
	Invitational	\$100 per event	"
	Baseball/Softball		
	Varsity/JV	\$50 per event	"
	Freshmen	\$50 per event	"
	Tournament 4 teams	\$100 per event	"
	Tournament 5+ teams	\$100 per event	"
	Track		
	Dual or triangular meet	\$50 per event	"
	Invitational	\$100 per event	"

NON-ATHLETIC EVENTS (ECS RENTALS, MISCELLANEOUS ASSIGNMENTS):

Adult

	Electronic Technical Service Mgr.	\$14.50 per hour	ECS Ed Fund
*	Building Rental Manager	\$14.50 per hour <i>(per Teachers Contract)</i>	"
	Police/Firemen	\$30 per hour	"
	Swimming Pool Manager	\$15 per hour	"
	Swimming Pool Lifeguard (Certified)	\$7.25 per hour	"
	Security	\$10 per hour	"
	Usher	\$8 per event	"
	Ticket Seller/Taker	\$12 per event	"
	Parking Director	\$17 per hour	"

CLASSIFICATION	POSITION	AMOUNT	SOURCE OF PAYMENT
	Parking Attendant	\$15 per hour	"
	Substitute Custodian	\$12.19 per hour	"
*	Intramurals	\$7.25 per hour	"
	Food Service Sub	\$9.68 per hour	Food Service Fund
	Food Service Sub (retired Food Service employee)	\$12.01 per hour	"
	Food Service Driver Sub	\$15.75 per hour	"
<u>Student</u>			
	Stage Hand/Music Helper	\$7.25 per hour	ECS Ed Fund
	Swimming Pool Lifeguard	current minimum wage	"
	Usher	\$7.25 per event	"
	Ticket Taker	\$8 per event	"
	Cloakroom Attendant	\$7.25 per event	"

In the event the federally established minimum wage exceeds the hourly rate set forth under this regulation, the minimum wage shall apply.

* Negotiated Rates

| ~~May 14, 2019~~ October 8, 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?
Active Teacher Grant	Indiana Retired Teachers Foundation	Pinewood Elementary	Stacey Sailor	\$304.68	The grant will fund a classroom circles of caring project overseen by the classroom teacher.	The lesson is adapted from the Classroom Meetings that Matter book and is used to facilitate classroom meetings.	Stranger Circle Project \$149.94 Acquaintance Circle Project \$32.74 Friends Circle Project \$22.00 Family Circle Project \$60 Me Circle \$40 Grand total:304.68	9/30/2019
Bullying Prevention: Move2Stand	United Way of Elkhart County	Student Services	Todd Kelly	\$36,334	Todd Kelly will oversee the grant. Funds will be used to continue our bullying prevention summit days and Move2Stand clubs. In addition, we are adding a student leadership week in August to prepare 100 middle school student leaders as "Ambassadors" to empower them to lead their peers well as we prepare for the merger of the two high schools.	In the recently released document "Healthy Schools: Healthy Elkhart", the first priority listed is Assess and implement practices to promote individual and institutional health (i.e., restorative justice, trauma-informed practices, mindfulness, social & emotional wellness) in order to nurture positive relationships and repair harm for any person." Grant funds will be used for programs in bullying prevention, and social/emotional wellness as we prepare students for the upcoming merger.	Summit days: substitute teachers \$ 1,650 Contracted Services (STARS Nashville) \$12,600 Teacher stipends for Ambassador training week \$12,480 Bullying Prevention and Ambassador training supplies \$ 9,604 TOTAL \$36,334	10/11/2019

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart Central High School

Class/Group: Choirs

Number of Students: 3

Date/Time Departing: Friday, January 17, 2020 6:30 AM

Date/Time Returning: Saturday, January 18, 2020 6:30 pm departure - 9:00 pm arrival

Destination: Ramada Plaza, Embassy Theater Fort Wayne IN
City State

Overnight Facility: Ramada Plaza by Wyndham, Fort Wayne IN

Mode of Transportation: activity van or car

Reason for Trip: Students were selected by audition as part of the Indiana All-State Honor Choir. On these dates, they will be rehearsing and then performing as part of a 250-voice choir under Dr. Sandra Snow (MSU).

Names of Chaperones: Indiana Choral Directors Ass'n. paid staff

Cost per Student: \$85 (remainder of fee paid by ECHS Choir extra-curricular acct.)

Describe Plans for Raising Funds or Funding Source: choir fundraisers; ICDA scholarship

Plans to Defray Costs for Needy Students: choir fundraisers; ICDA scholarship (application process)

Are Needy Students Made Aware of Plans? yes

Signature of Teacher/Sponsor: William Liederer 7/10/2019

Signature of Principal: Edward Szygl Date: 9/10/19

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

Approval of Assistant Superintendent: [Signature] Date: 9/12/19

Approved 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: AFJROTC Raider Team

Number of Students: 170

Date/Time Departing: 25 Oct 1400

Date/Time Returning: 26 Oct 1900

Destination: Camp Atherbury IN/ANG Edinburgh IN
City State

Overnight facility: _____

Mode of Transportation: Mini Bus

Reason for trip: Raider State Championship Meet

Names of chaperones: Major Dorman

Cost per student: \$ 0 (transportant cost, food, and lodging covered by AFJROTC)

Describe Plans for Raising Funds or Funding Source: _____

Plans to defray costs for needy students: _____

Are needy students made aware of plans? _____

Signature of Teacher/Sponsor: [Signature]

Signature of Principal: Kelly Blew Date: 9/23/19

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

Approval of Assistant Superintendent: BUS Kuppau Date: 9/25/19

Approval by Board: _____

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: October 3, 2019
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
October 8, 2019 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2019 - 2020 CONFERENCES	EXPENSES	SUBSTITUTE
NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS This conference will provide sessions on effective practices, innovations, research, and policy in concurrent and dual enrollment that we can implement in our programs and institutions. Salt Lake City, UT October 14 - 16, 2019 (3 day's absence) GAIL DRAPER - CENTRAL/MEMORIAL (0-0) SHERRI GREENFIELD - MEMORIAL (0-0) MICHELE TIBBS - MEMORIAL (0-0)	\$5,760.00 <i>OTHER FUND</i>	\$285.00 <i>OTHER FUND</i>
LEARNING THE BASICS This conference will provide information regarding SSI, SSDI, Medicaid Waivers and more. Indianapolis, IN October 14 - 15, 2019 (2 day's absence) SUSAN HERR - ELKHART ACADEMY (0-0) KRIS MILLER - MEMORIAL (0-0)	\$672.38 <i>OTHER FUND</i>	\$0.00 <i>OTHER FUND</i>
2019 WIDA ANNUAL CONFERENCE This conference will expand our understanding of how to service English Language Learners in our district. Providence, RI October 15 - 18, 2019 (4 day's absence) RHIANNON HARRISON - ESC (0-0) LINDA STOFKO - ESC (1-3)	\$4,250.00 <i>OTHER FUND</i>	\$0.00 <i>OTHER FUND</i>
INDIANA VISION 2019 CONFERENCE This conference will provide information to help improve instructional quality, promote academic achievement and improve the educational outcomes for students who are blind or have low vision. Indianapolis, IN October 28 - 29, 2019 (2 day's absence) JULENE FITCH - TIPTON (0-0) ASH-LEE TOWNSEND - TIPTON (0-0)	\$929.85 <i>OTHER FUND</i>	\$0.00 <i>OTHER FUND</i>
INDIANA LIBRARY FEDERATION ANNUAL CONFERENCE This conference includes sessions on implicit bias, diverse books and programming, volunteers with disabilities and ways to help our libraries include everyone.	\$894.56	\$190.00

TERESA THOMPSON - PIERRE MORAN (0-0) LINDSEY WALTERS - BECK (1-2) KRISTIN WHITAKER - OSOLO (0-0)	<i>OTHER FUND</i>	<i>OTHER FUND</i>
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)	EXPENSES	SUBSTITUTE
RESTORATIVE PRACTICES - ALTERNATIVES TO SUSPENSION This workshop will provide participants with concrete strategies that will empower them to shift from assigning suspensions when a student compromises the learning. Chicago, IL September 24, 2019 (1 day's absence) SARAH SMITH - WEST SIDE (4-4)	\$268.17 <i>OTHER FUND</i>	\$0.00 <i>OTHER FUND</i>
21ST CCLC MULTI-STATE CONFERENCE This conference will provide sessions on building stronger foundations for youth to thrive. Evansville, IN October 7 - 9, 2019 (3 day's absence) TONDA HINES - ROOSEVELT/PIERRE MORAN (0-0)	\$150.00 <i>OTHER FUND</i>	\$0.00 <i>OTHER FUND</i>
	\$33,099.31	\$855.00
2019 YEAR-TO-DATE EDUCATION FUNDS	\$15,382.70	\$855.00
2020 YEAR-TO-DATE EDUCATION FUNDS	\$0.00	\$0.00
2019 YEAR-TO-DATE OTHER FUNDS	\$218,106.53	\$16,625.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2020 YEAR-TO-DATE OTHER FUNDS	\$1,505.20	\$380.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$234,994.43	\$17,860.00

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

Caddabra Brown Nee Bernard Begin: 8/12/19	ECS/Psychologist Intern PE: 10/7/19
Cesilia Celestino Begin: 8/13/19	Eastwood/Paraprofessional PE: 10/8/19
Man Ting Choi Begin: 8/12/19	ECS/Psychologist Intern PE: 10/7/19
Emma Confer Begin: 8/12/19	West Side/Food Service PE: 10/7/19
Sarah Drabyn Begin: 8/13/19	Cleveland/Therapist PE: 10/8/19
Sharon Garcia Begin: 8/12/19	Central/Food Service PE: 10/7/19
Evan Hartwig Begin: 8/13/19	Daly/Paraprofessional PE: 10/8/19
Latonya Jennings Begin: 8/12/19	West Side/Food Service PE: 10/7/19
Tanya Mead Begin: 8/1/19	West Side/Secretary PE: 9/26/19
Katherine McCraner Begin: 8/13/19	Riverview/Paraprofessional PE: 10/8/19
Victoria Patino Begin: 8/12/19	North Side/Social Worker PE: 10/7/19
Shawn Powell Begin: 8/12/19	Commissary/Food Service PE: 10/7/19
Stephanie Robbins Begin: 8/1/19	Feeser/Secretary PE: 9/26/19
Mara Scott Begin: 8/13/19	Bristol/Paraprofessional PE: 10/8/19
Benita Shaw Begin: 8/13/19	Beardsley/Registered Nurse PE: 10/8/19



Nicole Stutsman
Begin: 8/1/19

Eastwood/Secretary
PE: 9/26/19

Sonia Thomas
Begin: 8/12/19

Memorial/Food Service
PE: 10/7/19

Caylee Watson
Begin: 8/13/19

West Side/Registered Nurse
PE: 10/8/19

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

Jon Chevalier

Director of Transportation

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

Kimerly Macon
Began: 1/4/93

WVPE/Development Manager
Retire: 1/3/20
YOS: 27

Karen Shantz
Began: 12/15/08

ECS/Secretary
Retire: 1/3/20
YOS: 11

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

Brandi Leedy
Began: 8/31/17

West Side/Food Service
Resign: 10/10/19

Thomas Louiselle
Began: 3/20/19

Transportation/Bus Driver
Resign: 9/24/19

Arissa Miller
Began: 9/6/16

Central/Paraprofessional
Resign: 11/1/19

