

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

September 10, 2019

CALENDAR

Sep	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	10	immediately following	Executive Session, J.C. Rice Educational Services Center
Sep	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	24	7:00 p.m.	Regular Board Meeting, 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

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. PRESENTATION

Head Coach Hiring Process for Elkhart High School

Counseling Update

E. MINUTES

August 27, 2019 – Public Work Session
August 27, 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.

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

G. OLD BUSINESS

Board Policy 3220.01C – Teacher Appreciation Grants – The administration presents revisions to Board Policy 3220.01C - Teacher Appreciation Grants, as presented at the August 27th regular meeting.

H. NEW BUSINESS

Board Policy 8120 - Volunteers – The administration presents revisions to Board Policy 8120 - Volunteers, for initial consideration.

Administrative Regulation IJOC – Personal Background Check – Volunteers – The administration presents revisions to Administrative Regulation IJOC – Personal Background Check - Volunteers, for initial consideration.

Administrative Regulation IJOC-(A) – Reports of Arrest, Criminal Charges, Convictions and Substantiated Child Abuse and Neglect – The administration presents new Administrative Regulation IJOC-(A) – Reports of Arrest, Criminal Charges, Convictions and Substantiated Child Abuse and Neglect, for initial consideration.

Board Policy 8210 – School Calendar – The administration presents revisions to Board Policy 8210 – School Calendar, for initial consideration.

2020 Board Meeting Schedule – The administration presents the proposed Board of School Trustees meeting schedule for 2020, for initial review.

Community Engagement Plan – The administration presents the Community Engagement Plan, for initial review.

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.

I. 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.

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

August 27, 2019

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

Place/Time

Board Members
Present:

Douglas K. Weaver
Kellie L. Mullins
Carolyn R. Morris

Babette S. Boling
Susan C. Daiber
Rodney J. Dale
Roscoe L. Enfield, Jr.

Roll Call

ECS Personnel
Present:

Kevin Scott
Brad Sheppard

Steven Thalheimer
Doug Thorne
Cheryl Waggoner

The Board was presented the budget draft review by Kevin Scott, Chief
Financial Officer. Superintendent Thalheimer reviewed the Community
Engagement Plan. The Board also reviewed agenda items.

Topics
Discussed

The meeting adjourned at approximately 6:45 p.m.

Adjournment

APPROVED:

Signatures

Douglas K. Weaver, President

Babette S. Boling, Member

Kellie L. Mullins, Vice President

Susan C. Daiber, Member

Carolyn R. Morris, Secretary

Rodney J. Dale, Member

Roscoe L. Enfield, Jr., Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
August 27, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:05 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

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

Call to Order

Board member, Susan Daiber, recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

By unanimous action, the Board approved the following minutes:
July 23, 2019 – Public Work Session
July 23, 2019 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$7,482,313.26 as shown on the August 27, 2019, claims listing. (Codified File 1920-19)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): twenty-five \$50 gift cards from Dr. David Fairchild for teachers at Daly to supplement supplies and materials; \$500 from the Sarah Crane Foundation for Memorial’s girls/boys cross country team for equipment; and a Tiara Pro girls bike and a Schwinn Lulu women’s bike from Shawn and Mary Welling for distribution by social workers to two students.

Gift Acceptance

The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1, 2019 – July 30, 2019, and found it to be in order.

Financial Report

By unanimous action, the Board approved textbook rental fees for the 2019-2020 school year. (Codified File 1920-20)

Textbook Rental Fees

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 1920-21)

Fundraisers

Kevin Scott, chief financial officer, reported insurance claims are still performing better than the same point last year.

Monthly Insurance Update

By unanimous action, the Board approved the Revised Second Amendment to Agreement Between Elkhart Community Schools and ETHOS, Inc. Doug Thorne, district counsel/chief of staff, noted this is a revision to the second amendment of the Agreement which expires at the end of the 2019-2020 school year. A new Agreement will be negotiated in the Spring for Board review and approval. (Codified File 1920-22)

ETHOS, Inc. Agreement

The Board was presented revisions to Board Policy 3220.01C - Teacher Appreciation Grants, for initial consideration. Mr. Thorne stated this policy is reviewed annually.

Board Policy 3220.01C

By unanimous action, the Board approved the submission of the following grant applications: an Indiana Department of Education: High Ability State Grant and Identification Grant in the amount of \$88,047 from ECS; and a Bayer Fund FIRST Robotics Grant to Bayer/Monsanto in the amount of \$5,000 from ElkLogics robotics team. (Codified File 1920-23)

Grant Submissions

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 13, 2019 listings. (Codified File 1920-24)

Conference Leave Requests

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

Personnel Report

A consent agreement regarding unpaid time for a certified staff member. (Codified File 1920-25)

Certified Agreement

Reassignment of the following two (2) classified employees to certified staff members effective 8/13/19:

Reassignment

David Cassell - special education at EAA
Mason Neel - grade 6 at Cleveland

<p>Employment of the following thirteen (13) certified staff members for the 2019-2020 school year effective on dates indicated:</p> <ul style="list-style-type: none"> Elizabeth Adams - grade 2 at Bristol, 8/15/19 Loraine Benifiel - grade 2 at Woodland, 8/15/19 Kristoffer Brady - health occupations at EACC, 8/15/19 Christian Ciesielski - grade 6 at Pinewood, 8/13/19 Kathy Cora - grade 3 at Osolo, 8/13/19 Morgan Jordan - grade 1 at Woodland, 8/13/19 Emily Morris - language arts at North Side, 8/13/19 Brittany Rice - grade 5 at Woodland, 8/13/19 Jeanette Schena - grade 1 at Roosevelt, 8/13/19 Brittney Shipe - grade 5 at Beardsley, 8/15/19 Gregg Sims, Jr. - grade 6 at Pinewood, 8/13/19 Brandon Steven - language arts at Memorial, 8/19/19 Kaylie VanGalder - math at Pierre Moran, 8/13/19 	<p>Certified Employment</p>
---	-----------------------------

<p>Maternity leave for certified staff member, Helen Stegmann, intervention at Hawthorne, beginning 9/18/19 and ending 12/13/19.</p>	<p>Certified Leave</p>
--	------------------------

<p>Resignation of the following seven (7) certified staff members effective on the dates indicated:</p> <ul style="list-style-type: none"> Elizabeth Adams - grade 2 at Bristol, 8/23/19 Derek Conley - physical education at Pinewood, 8/23/19 Denise Downing - special education at Memorial, 8/16/19 Emma Dugger - kindergarten at Pinewood, 8/19/19 Judit Kovacs - math at West Side, 8/13/19 Lisa J Miller - language arts at Memorial, 8/13/19 Sarah Wise - grade 2 at Riverview, 6/6/19 	<p>Certified Resignations</p>
---	-------------------------------

<p>Employment of the following three (3) classified employees who have successfully completed their probationary period on dates indicated:</p> <ul style="list-style-type: none"> Rachel Magyar - bus driver at Transportation, 8/21/19 Jennifer McKelvey-Galindo - secretary at Beardsley, 8/21/19 Susan McKibbin - bus driver at Transportation, 8/20/19 	<p>Classified Employment</p>
--	------------------------------

<p>Resignation of the following eight (8) classified employees effective on dates indicated:</p> <ul style="list-style-type: none"> Jenna Armstrong - paraprofessional at Feeser, 6/6/19 Melissa Chavez - bus driver at Transportation, 6/6/19 Michelle Genslinger - bus driver at Transportation, 6/6/19 Elizabeth Hulsey - food service at Memorial, 8/21/19 Regina Johnston - bus helper at Transportation, 6/6/19 Casey Lemerand - speech pathology assistant at Daly/Bristol, 8/16/19 Heather Macioce - bus driver at Transportation, 6/6/19 Toni Miller - paraprofessional at Bristol, 6/6/19 	<p>Classified Resignations</p>
---	--------------------------------

Retirement of classified employee, Katheryn Swinehart, paraprofessional at Eastwood, effective 6/6/19 with 19 years of service.

Classified Retirement

Leave for the following seven (7) classified employees on dates indicated:

Classified Leave

Kendra Crump - food service at Daly/Eastwood, beginning 8/13/19 and ending 10/30/19

Gregory Eby - food service at Pinewood, beginning 9/16/19 and ending 10/18/19

Yvonne Gefri - food service at North Side, beginning 8/12/19 and ending 10/7/19

Dinorah Kuehn - paraprofessional at Pinewood, beginning 8/15/19 and ending 6/3/20

Emily Lewandowski - social worker at Monger/Feeser, beginning 8/12/19 and ending 6/5/20

LeAnn Mehl - food service at Daly, beginning 8/14/19 and ending 9/11/19

Natalie Murphey - social worker at Osolo/Eastwood, beginning 9/9/19 and ending 9/7/20

A representative from the transportation department thanked the district for the flag and improvements at the bus garage, and also spoke regarding bus safety and stop-arm violations.

From the Audience

Superintendent Steve Thalheimer thanked everyone for the smooth start of the school year, attendance at the mangy lion football game, the Elkhart Education Foundation kick-off classic, and the recognition of Mark Mow at the Junior Achievement banquet.

From the Superintendent

Board member, Babette Boling, commented on the success of the EEF kick-off classic, how students are excited and ready to move forward as one school, and how the community needs to support our students and faculty.

From the Board

The meeting adjourned at approximately 8:10 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



BRISTOL ELEMENTARY SCHOOL
705 INDIANA STREET • BRISTOL, IN 46507
PHONE: 574-848-7421



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

INTERNAL MEMO

To: Board of School Trustees

From: Martha Strickler, Principal

Date: August 27, 2019

Gift Acceptance

Harold and Rita Walt have donated \$750.00 to Elkhart Community Schools to be used for art supplies at Bristol Elementary.

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:

Harold and Rita Walt
23467 Forest Lane
Elkhart IN 46516



ELKHART COMMUNITY SCHOOLS



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

**TO: BOARD OF SCHOOL TRUSTEES
STEVE THALHEIMER**

FROM: KEVIN SCOTT

DATE: AUGUST 29, 2019

SUBJECT: GIFT ACCEPTANCE

The following donation was made to Elkhart Community Schools for the ETI building fund:

\$50,000.00	NIBCO, Inc. Attn: Rex Martin 1516 Middlebury Street Elkhart IN 46516
-------------	---

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



MONGER ELEMENTARY SCHOOL

1100 HIVELY AVENUE • ELKHART, IN 46517

PHONE: 574-295-4860



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 09/06/2019
TO: Steve Thalheimer
Board of School Trustees
FROM: April Walker, Principal
RE: Donation Approval

Monger Elementary is requesting permission to accept a donation from Tepe Sanitary Supply, INC. in the amount of \$250 to go towards after school programming @ Monger Elementary.

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:

Tepe Sanitary Supply, INC

2806 Frederic Drive

Elkhart, IN 46514

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised TEACHER APPRECIATION GRANTS (as presented during the 8/27/19 BST meeting)
Code	po3220.01C
Status	
Adopted	September 12, 2017
Last Revised	September 11, 2018
Last Reviewed	September 10, 2019

3220.01C - **TEACHER APPRECIATION GRANTS**

The Board of School Trustees adopts this policy for the purpose of determining the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September ~~14, 2018~~ 13, 2019.

Definitions:

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

The Corporation shall distribute the teacher appreciation grant funds it receives as follows:

- A. The Corporation shall not allocate a percentage of the Teacher Appreciation Grant funds received to provide a supplemental award to each teacher with less than five (5) years of service who is rated as highly effective or effective on the most recent performance evaluation;
- B. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- C. A cash stipend in an amount that is twenty-five percent (25%) more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

Legal

I.C. 20-18-2-22

I.C. 20-28-1-7

I.C. 20-43-10-3.5

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised VOLUNTEERS
Code	po8120
Status	
Adopted	November 22, 2016
Last Reviewed	September 10, 2019

8120 - VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not ~~compatible in accord~~ with School Corporation needs.

Each volunteer will be required to submit to an Expanded Criminal History Record Check which shall include:

- A. ~~an expanded national~~ criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification;
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. search of the national sex offender registry maintained by the United States Department of Justice; ~~and-~~
- D. for any volunteer coach who will be coaching an Indiana High School Athletic Association (IHSAA) recognized sports for grades 9 through 12 as well as those who will be coaching non IHSAA recognized sports for grades K - 12, the School Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the School Corporation. The School Corporation will pay the cost for the expanded criminal history check for volunteer coaches.

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent is to inform each volunteer that s/he

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to report any personal arrests on the filing of criminal charges while serving as a volunteer.

The Superintendent shall also ensure that each volunteer is properly informed of the School Corporation's appreciation for his/her time and efforts in assisting the operation of the schools.

PERSONAL BACKGROUND CHECK - VOLUNTEERS

In accordance with School Board policy, the personal and volunteer history will be thoroughly investigated of each individual who is seriously being considered for a volunteer position who is likely to have direct, ongoing contact with students.

In addition to the information obtained through the volunteer procedure, a criminal history record check must be conducted.

The Human Resources Department will be responsible for ensuring the individual completes the approved volunteer application form.

The Human Resources Department shall submit the individual's name, address, social security number, and date of birth to the contracted service provider for a local, State, and National criminal history check, including an expanded criminal history check as defined by I.C. 20-26-2-1.5.

If the Corporation's investigation and/or criminal history check reveals an individual has been involved in some unlawful behavior, such information should be examined in light of:

- A. the nature of the unlawful behavior, e.g. was it a felony or a misdemeanor? Did it involve violence? Was it sex related? Was it child related? etc.;
- B. did the behavior result in a conviction;
- C. how recently the behavior occurred and the behavior of the individual in the interim;
- D. the relationship of the behavior to the duties the person would be assuming as a volunteer;
- E. the likelihood the individual would represent a potential threat of injury to or loss/damage to property;
- F. the likelihood the individual would present a potential threat of injury to or loss/damage to persons;
- G. the extent the position involves being an exemplar to students and the potential for the presentation of a negative exemplar;
- H. the manner in which the information came to the Corporation's attention, i.e., offered by the individual or reported through an investigation.

The final decision concerning the volunteer (or possible removal if the information comes to light after volunteering) will be made by the District Counsel/Chief of Staff.

In addition to the criminal history check, the Superintendent/designee will conduct the following or contract with a private service provider to conduct the following:

- A. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- B. a search of the national sex offender registry maintained by the United States Department of Justice;
- C. beginning July 1, 2017, a search of the State child abuse registry; and
- D. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.

An “expanded child protection index check” means:

- A. an inquiry with the department of child services as to whether an individual has been the subject of a substantiated report of child abuse or neglect and is listed in the child protection index established under I.C. 31-33-26-2;
- B. an inquiry with the child welfare agency of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether there are any substantiated reports the individual has committed child abuse or neglect; and
- C. for a certificated employee, an inquiry with the department of education or other entity that may issue a license to teach of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether the individual has ever had a teaching license suspended or revoked.

© NEOLA 2017

VOLUNTEERS

Definition

For the purpose of this administrative regulation, “volunteer” shall be defined as an individual regularly scheduled to work directly with or around students enrolled in the Elkhart Community Schools

Qualifications and Requirements

All volunteers must complete a CARES Volunteer Application Form and be subject to a criminal background check.

If the background check or application reveals evidence of convictions or other concerns regarding past behavior, the application and the relevant information will be reviewed by a committee consisting of the following Elkhart Community Schools employees: the Director of Personnel, the Director of Employee and Student Relations, and the Volunteer

~~Coordinator. This committee will make a determination of whether the application in question will be approved.~~

Duties and Responsibilities

~~The building volunteer coordinator and the building administrator shall make assignment of volunteers.~~

~~Volunteers will not discuss the performance or actions of students except with the student, the student's teacher, counselor, or principal.~~

~~Volunteers will refer to a regular staff member for final solution of any student problems that arise, whether of an instructional, medical, or operational nature.~~

~~Volunteers serve as role models for students and are expected to conduct themselves in a professional and ethical manner when working with students.~~

Reporting of Volunteer Services

~~All volunteers must sign in and out each time they work in a building.~~

~~Volunteers must wear a building I.D. whenever working in a building.~~

Inappropriate conduct by a volunteer

~~In the event that an individual believes a volunteer has engaged in inappropriate behavior, those concerns should be reported to the Director of Employee and Student Relations.~~

~~September 23, 2003~~September 10, 2019

REPORTS OF ARREST, CRIMINAL CHARGES, CONVICTIONS AND
SUBSTANTIATED CHILD ABUSE OR NEGLECT

Volunteers shall report their arrest, the filing of criminal charges against them or conviction for a crime to the Superintendent within forty-eight (48) hours of the earlier of their arrest, the filing of criminal charges, or conviction. If the volunteer is held in custody for more than twenty-four (24) hours, the report shall be made within forty-eight (48) hours after the volunteer is released from custody.

Volunteers also shall report a substantiated report of child abuse or neglect of which the volunteer is the subject to the Superintendent within forty-eight (48) hours of the issuance of the report. If the volunteer does not receive notice of the issuance of the report until a later date, the volunteer must report the substantiated report of child abuse or neglect of which the volunteer is the subject to the Superintendent within forty-eight (48) hours of receiving notice of the report.

Arrest, the filing of criminal charges, or conviction need not automatically result in the removal of the volunteer. The Superintendent may evaluate the circumstances of the arrest or charge(s) based upon the factors listed below for the evaluation of criminal convictions, plus the presumption of innocence afforded every person charged with a crime prior to conviction.

As used here, "crime" means an action initiated by the State of Indiana, another state, or the United States with a penalty that includes the possibility of a term of imprisonment. The term includes all prosecutions denominated as a felony or misdemeanor. Infractions such as speeding and other minor traffic infractions are not covered unless the position includes operating a vehicle as an essential function. Any doubt about reporting a charge or arrest should be resolved in favor of reporting the offense.

If available, the evaluation of the charge(s), arrest, or conviction will be expedited if the volunteer provides the Superintendent a copy of:

- A. the criminal charge(s), i.e., the information or indictment;
- B. any probable cause affidavit filed with the charge;
- C. the cause number and court in which the matter is pending;
- D. any police report or accident report prepared by law enforcement; and
- E. the court's entry of a criminal conviction against the volunteer.

In evaluating information surrounding the arrest, filing of criminal charges or conviction, the Superintendent will take into account:

- A. the relevance of the circumstances of the arrest, charge(s), or conviction to

the qualification standards and essential functions of the position held by the volunteer;

- B. how recently the behavior occurred and the behavior of the volunteer since that time;
- C. whether the volunteer admits or denies the facts of the allegation;
- D. the relative reliability of the information and objectivity of the source of the information;
- E. the certainty with which the facts have been or can be determined;
- F. the nature and severity of any potential harm to students and others resulting from an error in assessing the facts of the arrest, charge(s), or conviction;
- G. the extent to which the volunteer's duties involve being an exemplar and the potential for the presentation of a negative exemplar to students; and
- H. how the information came to the attention of the School Corporation, i.e., was it reported by the volunteer or discovered through other means.

The Superintendent will give the appropriate weight to each of these factors in determining whether the volunteer will be permitted to continue to volunteer while the charges are resolved in the trial court, and will recommend the volunteer continue to volunteer or be removed.

A substantiated report of child abuse or neglect of which the volunteer is the subject need not automatically result in the removal of the volunteer. The Superintendent may evaluate the circumstances of the incident underlying the report based on the following factors:

- A. the relevance of the circumstances of the incident underlying the report to the qualification standards and essential functions of the position held by the volunteer;
- B. how recently the behavior occurred and the behavior of the volunteer since that time;
- C. whether the volunteer admits or denies the facts of the report;
- D. the relative reliability of the information and objectivity of the source of the information;
- E. the certainty with which the facts have been or can be determined;
- F. the nature and severity of any potential harm to students and other volunteers resulting from an error in assessing the facts of the incident underlying the report;

- G. the extent to which the volunteer's duties involve being an exemplar and the potential for the presentation of a negative exemplar to students; and
- H. how the information came to the attention of the Corporation, i.e., was it reported by the volunteer or discovered through other means.

The Superintendent will give the appropriate weight to each of these factors in determining whether the volunteer will be permitted to continue to volunteer while the Superintendent completes his/her investigation and will recommend the volunteer continue to volunteer or be removed. A substantiated report of child abuse or neglect of which the volunteer is the subject may result in the removal of the volunteer.

September 10, 2019

Book	Policy Manual
Section	8000 Operations
Title	Proposed Revised SCHOOL CALENDAR
Code	po8210
Status	
Adopted	November 22, 2016
Last Reviewed	September 10, 2019

8210 - **SCHOOL CALENDAR**

The School Board recognizes the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the School Corporation.

The total number of days the schools will be in session for instructional purposes shall be one hundred eighty (180), including scheduled eLearning days, and for purposes of receiving State school aid, such days will number no fewer than one hundred eighty (180).

Unless a waiver is obtained from the State Department of Education, all days lost due to snow, fire, epidemics, health conditions, et cetera cannot be counted as part of the minimum days of instruction for State aid and must be made up or an eLearning day meeting the standards set by the State Department of Education.

Superintendent's Responsibility

Each year, not later than a regularly scheduled February meeting, the Superintendent shall cause to be submitted to the Board of School Trustees a proposed calendar for the next school year. At the next regular meeting after submission of the proposed school calendar, the Board of School Trustees will consider and act upon such proposal.

The Superintendent may request a change in any adopted school calendar by submitting such request to the Board of School Trustees at a regular or special meeting of said Board.

Recommended Considerations

The Superintendent shall consider the following general guidelines in the development of a school calendar proposal:

- A. The total number of student attendance days shall not be less than the number required by State statute.
- B. Winter recess should commence at least three calendar days prior to December 25 and should not exceed ten (10) school days.
- C. Spring recess should be scheduled for the first full week of April in each school year.

The Superintendent shall submit to the State Department of Education the total number of actual instructional days no later than June 15th of each year.

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2020

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

A public work session is held at 5:30 p.m. preceding each regular meeting in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

January	14, 2020	July	14, 2020
January	28, 2020	July	28, 2020
February	11, 2020	August	11, 2020
February	25, 2020	August	25, 2020
March	10, 2020	September	8, 2020
March	24, 2020	September	22, 2020
April	14, 2020	October	13, 2020
April	28, 2020	October	27, 2020
May	12, 2020	November	10, 2020
May	26, 2020	November	24, 2020
June	9, 2020	December	8, 2020
June	23, 2020	December	15, 2020

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

The annual Board retreat/public work session is scheduled February 27 and 28, 2020, time and location to be determined.

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Administrative Assistant to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.

Approved by Board – _____

Educating Right Communications Plan

v. 8.21.2019

Educating Right Communications Plan						v. 8.21.2019
Target Audiences	School staff	Parents	Local business/ industry	Community members	Students	
Timeline						Website & Social Media Action
August 27 work session	review communication plan with board; share draft template for idea submission					none
September 10 board meeting	present at board meeting desire for input from public; share template for idea submission					post page with explanation and template form
September 24 board meeting	present preliminary list of ideas with template form for each idea; explain Thoughtexchange process and provide timeline for meetings					post list of ideas with links to the explanation templates minus the people who submitted (include internal and external ideas)
September and October	superintendent meeting at each school explaining ideas and asking staff to take part in internal school Thoughtexchange by October 31; staff are also welcome to take part in external Thoughtexchanges to see what public is saying					make sure staff have link to internal Thoughtexchange
Septemeber and October	superintendent conduct meetings with SSAC for student perspective					
October 1?	north school community meeting explaining ideas and asking public to take part in external school Thoughtexchange by October 31; live stream					post video/link and external Thoughtexchange link with instructions for access and deadline of October 31
October 10?	south school community meeting explaining ideas and asking public to take part in external school Thoughtexchange by October 31; live stream					post video/link and external Thoughtexchange link with instructions for access and deadline of October 31
October 15?	east school community meeting explaining ideas and asking public to take part in external school Thoughtexchange by October 31; live stream					post video/link and external Thoughtexchange link with instructions for access and deadline of October 31
October 17?	west school community meeting explaining ideas and asking public to take part in external school Thoughtexchange by October 31; live stream					post video/link and external Thoughtexchange link with instructions for access and deadline of October 31
October 21? (P/T Conferences)	school community meeting explaining ideas and asking public to take part in external school Thoughtexchange by October 31; live stream					post video/link and external Thoughtexchange link with instructions for access and deadline of October 31
October 31	close internal and external Thoughtexchanges					remove links
November 12 work session	review results of Thoughtexchanges; begin narrowing ideas					
November 26 board meeting	review results of Throughexchanges in public meeting with limited scope for consideration and rationale					post the ideas under consideration with rationale; post ideas removed from consideration with rationale as well
December 10 board meeting & December 17 board meeting	board votes on 2-3 action items for administration to pursue					post action items after board meeting and have action plan for second semester up for public view by winter break

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?
Target Field Trip Grants	Target Corp	Feeser 6th Grade	Stephanie O'Brien	\$700.00	The grant will be used to pay for the transportation to and from the Fort Wayne BizTown simulation facility. We will be taking more than the district allotted two field trips per grade. The left over funds will be used for a provided snack for the students since we will be there all day. Stephanie O'Brien will oversee the management of the grant since she will be filling out the application.	Students are taken through a simulation that will have students use the skills they learned during the BizTown lessons taught previously at school. Some of the activities include: writing checks, the basics of a checking account, taxes, working a day long career, paychecks, lunch breaks, working in teams, and then debriefing over their day. This coordinates with our districts vision to provide students with the necessary skills needed to leave ECS career ready.	\$550.00 will be for the buses and the bus drivers' wages. \$150.00 will go towards a snack for the trip back.	10/1/2019
Title IV A	Indiana Department of Education	Elkhart Community Schools	Tony England	\$267,460	Technology Integration, STEAM Education, Trauma Informed Care, and Restorative Practices. The grant will be overseen by Tony England	Grant Funding Directly Supports the Healthy Schools Healthy	Instruction \$156,451 Professional Development \$100,750 Support Services \$10, 259 This amount includes \$11,550 for Non-Public Schools as required	8/31/2019



STUDENT SERVICES

PHONE: 574-262-5540



ELKHART COMMUNITY SCHOOLS

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

To: Dr. Steve Thalheimer
Dr. Brad Sheppard

Date: 9/4/2019

RE: IDHS Grant

From: Tony England

This memo is being generated because of the timing of a grant that was available from the Indiana Department of Homeland Security. The quick turnaround time of the grant caused the submission date that was out of the rotation of the normal board procedure and thus not approved by the board before submission. We have been approved to receive the grant and have until Friday September the 13th to decline this award. A copy of the grant award from the Indiana Department of Homeland Security is attached. The grant is for \$100,000 and would be used to provide two additional social workers in our school district at the elementary school level.



The Indiana Department of Homeland Security (IDHS) is pleased to inform you that your project has been approved for full funding. Your award details are as follows:

- Grant Program: IDHS Secured School Safety Grant (SSSG) Application 2020
- Organization Name: Elkhart Community Schools
- Grant Award Amount: \$100,000.00
- Match Amount: \$100,000.00
- Performance Period: September 1, 2019 - August 31, 2020
- Awarding Agency: Indiana Department of Homeland Security
- Awarding Date: September 1, 2019
- Application Name: SSSG-2020-Parent and Student Support Using S-00425

A grant agreement for this award will be electronically sent through the **State of Indiana's** contract management system to the authorized signatory identified in IntelliGrants. The grant agreement contains terms and conditions governing this award and may include special conditions regarding implementation of your project.

Once the grant agreement has been approved by all State agency approvers, the fully executed grant agreement will be uploaded into IntelliGrants for your records. Awardees may spend funds within the period of performance but reimbursement will not be available until the grant agreement is fully executed.

Failure to comply with the terms and conditions of your grant agreement could result in the termination of the award.

If you wish to decline this award, please email official response on letterhead to grants@dhs.in.gov by **Friday September 13, 2019**. If you have any questions or concerns, please submit a grants support ticket at dhs.in.gov/grants.htm.

Agency Approval

Bryan Langley, Executive Director

August 27, 2019

Award Approval Date

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Pinewood Elementary

Class/Group: 6th grade - 4 sections

Number of Students: 109

Date/Time Departing: 9 am, October 15

Date/Time Returning: Leave Camp at 1:30/Return to Pinewood at 2 pm on October 16

Destination: Camp Friedenswald 15406 Watercress Way Cassopolis, MI 490
City State

Overnight facility: Camp Friedenswald

Mode of transportation: Bus

Reason for trip: Camp Friedenswald has been a tradition at Pinewood for many years. It provides our 6th grade students with an opportunity to learn team building skills and to experience outdoor activities such as canoeing, fishing, and more. Listening skills are also key as new skills are taught!

Names of chaperones: Cheri Puetz, Katie Wilson, Chris Ciesielski, Gregg Sims, Scott Allen, Jenni Higgins, Tricia Davis. Additional parent volunteers will also be attending, as well as the school nurse!

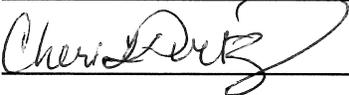
Cost per student: \$75

Describe plans for Raising Funds or Funding Source: Students and parents will be able to sell peelers to pay for all or part of their cost to attend.

Plans to defray costs for needy students: Students can submit a letter requesting a scholarship. They are also encouraged to help fundraise.

Are needy students made aware of plans? Yes, we will be making this information available to all students.

Name of Teacher/Sponsor: Cheri Puetz

Signature of Teacher/Sponsor: 

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

Signature of Principal:  **Date:** Aug. 22

Approval of Assistant Superintendent:  **Date:** Aug. 26, 2019

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: August 21, 2019
 TO: Dr. Steve Thalheimer
 FROM: Brandon Eakins *BE*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 August 27, 2019 - Board of School Trustees Meeting**

2019- 2020 CONFERENCES	EXPENSES	SUBSTITUTE
<p>Indiana ACTE</p> <p>This conference will help our new staff members learn best practices in CTE and develop relationships with fellow instructors across the state. Our veteran teachers will attend and serve as mentors.</p> <p>Indianapolis, IN</p> <p>September 20 & 21, 2019</p> <p>Brandon Eakins (0-0) Kris Brady (0-0) Anthony Gouin (0-0) David Kriegel (0-0) Greg Stover (0-0) Michele Zachary (0-0) Jennifer Garcia (0-0)</p> <p>Leadership</p>	<p>\$2,968.00</p>	<p>\$0.00</p>
TOTAL	\$2,968.00	\$0.00
2019-20 YEAR-TO-DATE PERKINS FUNDS	\$1,700.54	\$0.00
GRAND TOTAL	\$4,668.54	\$0.00

This conference will focus on the new Indiana State standards for ASL and how to follow the new structure. Indianapolis, IN September 21, 2019 (0 day's absence) LAURA STAUFFER - CENTRAL (0-0)	<i>OTHER FUND</i>	<i>OTHER FUND</i>
CULTURE KEEPERS PLC CONFERENCE This conference will provide specific, practical, and inspiring strategies for the continuous strategic improvement process in our quest for district-wide accreditation through AdvancED. Atlanta, GA September 23 - 25, 2019 (3 day's absence) WES MOLYNEAUX - ESC (1-4) TIM PEDLEY - BRISTOL (0-0)	\$3,834.08 <i>N/A</i>	\$0.00 <i>N/A</i>
	\$5,023.20	\$1,425.00
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	\$174,408.34	\$15,675.00
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	\$191,296.24	\$16,910.00

(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: SEPTEMBER 10, 2019

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Heather Rusk

Hawthorne/Grade 1

Loreena Storer

Career Center/Health Occupation

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

Shawna Davenport

Began: 3/26/18

Pierre Moran/Language Arts

Resign: 9/6/19

Mary Lucchese

Began: 8/13/19

West Side/Language Arts

Resign: 8/30/19

- c. **Maternity Leave** – We recommend a maternity leave for the following employee:

Lindsey Morehouse

Begin: 10/22/19

Roosevelt/Grade 3

End: 12/20/19

CLASSIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective September 30, 2019:

Jon Chevalier

Director of Transportation

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

Anna Caroline Caruso

Began: 7/8/19

WVPE/Reporter

PE: 8/30/19

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

James Kobb
Began: 12/20/02

Osolo/Custodian
Retire: 2/3/20
Years of Service: 17

Debra Pinney
Began: 8/17/05

Elkhart Academy/Social Worker
Retire: 9/3/19
Years of Service: 14

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

Yvonne Curtis
Began: 9/14/17

Roosevelt/Food Service
Resign: 6/6/19

Gregory Eby
Began: 10/5/11

Pinewood/Food Service
Resign: 9/6/19

Angela Green-Pitts
Began: 3/21/19

Transportation/Bus Helper
Resign: 6/6/19

Annette Lagadon
Began: 9/24/14

Commissary/Food Service
Resign: 8/29/19

Christopher McGrath
Began: 10/30/18

North Side/Paraprofessional
Resign: 8/23/19

Charity Taber
Began: 8/6/15

Transportation/Bus Driver
Resign: 9/17/19

Lori Ward
Began: 2/4/19

ESC/Secretary
Resign: 9/13/19

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

Lavinia Jones-Goodman
Began: 8/26/19

Cleveland/Secretary
End: 1/3/20

LeAnn Mehl
Began: 9/12/19

Daly/Food Service
End: 9/25/19

Theresa Serafino
Begin: 9/13/19

Feeser/Paraprofessional
End: 10/18/19

f. **Retraction** – We report the retraction of a request for an unpaid leave of the following employee:

Gregory Eby

Pinewood/Food Service

