

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

REVISED
August 10, 2020

Elkhart Community Schools
Elkhart, Indiana

August 11, 2020

CALENDAR

Aug	11	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	25	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	8	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. CONSENT ITEMS:

- Minutes – July 28, 2020 – Public Work Session
- Minutes – July 28, 2020 – Regular Board Meeting
- Minutes – June 23, 2020 – Regular Board Meeting - Revised
- Claims
- Gift Acceptance
- Fundraisers
- Extra-Curricular Purchase Request
- Grants
- Personnel Report

E. NEW BUSINESS

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan - The administration presents proposed revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan, for initial consideration.

Board Policy 8450.01 – Protective Face Coverings During a Pandemic – The administration presents new Board Policy 8450.01 – Protect Face Coverings During a Pandemic, for initial consideration.

Memorandum of Understanding (MOU) – The administration requests approval of an MOU between Elkhart Community Schools and Local #2925 of the American Federation of State, County and Municipal Employees (AFSCME) for wage rate at ETI building.

2020-2021 School Calendars -The administration presents additional revisions to the 2020-2021 School Calendar and the 2020-2021 School Calendar for Elkhart Area Career Center students, and asks to waive second reading.

Resolution – The Business Office requests adoption of a Resolution to Transfer Amounts from Education Fund to Operations Fund.

F. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

G. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

July 28, 2020

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

Place/Time

Board Members
Present:

Kellie L. Mullins
Carolyn R. Morris
Roscoe L. Enfield, Jr.

Babette S. Boling
Susan C. Daiber
Rodney J. Dale
Douglas K. Weaver

Roll Call

ECS Personnel
Present:

Steven Thalheimer

Doug Thorne
Cheryl Waggoner

The Board discussed details of the 2020-2021 Re-Entry Plan and directives from Governor Holcomb’s Executive Order and the Elkhart County Health Department’s recommendations.

Topics
Discussed

The meeting adjourned at approximately 6:40 p.m.

Adjournment

APPROVED:

Signatures

Kellie L. Mullins, President

Babette S. Boling, Member

Carolyn R. Morris, Vice President

Susan C. Daiber, Member

Roscoe L. Enfield, Jr., Secretary

Rodney J. Dale, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
July 28, 2020

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 5:00 p.m.

Place/Time

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

President Kellie Mullins called the regular meeting of the Board of School Trustees to order.

Call to Order

Board member, Babette Boling, recited the Elkhart Promise.

The Elkhart Promise

Mrs. Mullins discussed the invitation to speak protocol.

By unanimous action, the Board approved the following consent items:

Consent Items

Minutes – July 14, 2020 – Public Work Session
Minutes – July 14, 2020 – Regular Board Meeting

Minutes

Payment of claims totaling \$5,902,503.54 as shown on the July 28, 2020, claims listing. (Codified File 2021-20)

Payment of Claims

The following donation made to Elkhart Community Schools (ECS): \$500 each from Elkhart Plastics, Inc., Naturescape Services, Patrick Industries, and Custom RV Repair to Elkhart High School for the volleyball program; and \$25,000 from Dave and Nancy Smith for renovations to Rice Field and North Side Gym.

Gift Acceptance

Proposed school fundraisers in accordance with Board policy. (Codified File 2021-21)

Fundraisers

Surety Bond Renewals for Kevin Scott as Treasurer and Erica Purvis as Deputy Treasurer. (Codified File 2021-22)

Surety Bonds

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 28, 2020 listings. (Codified File 2021-23)

Conference Leave Requests

	Personnel Report
Administrative appointment of Victoria Hays to Principal at Eastwood. Superintendent Thalheimer introduced Ms. Hays.	Administrative Appointment
A consent agreement regarding unpaid time for a certified staff member. (Codified File 2021-24)	Consent Agreement
Employment of the following nine (9) certified staff members for the 2020-2021 school year: Christina Becker - special education intern at ESC Jamie Brown - grade 6 at Hawthorne Tiara Corkins - Dean of Behaviors at Pierre Moran Carolyn Kelley - music at Roosevelt Laura Martin - education professions at EACC Ruth Moore - grade 6 at Pinewood Shannon Powell - first grade at Roosevelt Britney Sawyer - science at Pierre Moran Elizabeth Yoder - counselor at EHS East	Certified Employment
Resignation of the following nine (9) certified staff members, effective on dates indicated: Susie Hersberger - grade 6 at Daly, 6/3/20 Cynthia Keeling - agriculture at EACC, 6/11/20 Michael Lambin - intervention at Pierre Moran, 6/3/20 Cara McMenemy - science at Memorial, 6/3/20 Christina Morris - math at North Side, 6/3/20 Laura Reverman - special education at Daly, 6/3/20 Kaitlyn Stanley - speech pathologist at Eastwood, 6/3/20 Kelly Tooker - art at West Side, 6/3/20 Brandon Whitsit - social studies at Memorial, 6/3/20	Certified Resignations
Leave for certified staff member, Sally Bawtinheimer, grade 3 at Osolo, beginning 8/10/20 and ending 6/2/21.	Certified Leave
Employment of classified employee, Christopher Heston, custodian at EHS West, effective 7/27/20.	Classified Employment
Resignation of the following eight (8) classified employees, effective on dates indicated: Anita Bates - food service at Monger, 6/3/20 Annacaroline Caruso - reporter at WVPE, 8/14/20 Constance Dawson - food service at Roosevelt/Hawthorne, 6/3/20 Alejandra Galvan - food service at North Side, 6/3/20 Anita Ritchie - paraprofessional at Roosevelt, 6/3/20 Norma Riva Canenguez - secretary at Pierre Moran, 6/24/20 Billy Sanders - custodian at Pinewood, 7/31/20 Benita Shaw - registered nurse at Beardsley, 6/4/20	Classified Resignations

Retirement of classified employee, Gloria Sanders, food service at North Side, effective 6/3/20 with 13 years of service.	Classified Retirement
Leave request for classified employee, Kimberly Jones, paraprofessional at EHS West, beginning 8/28/20 and ending 1/1/21.	Classified Leave
The Board reviewed proposed revisions to Administrative Regulation CC – Organizational Chart, as initially presented at the July 14 th regular meeting.	Administrative Regulation CC
By unanimous action, the Board waived second reading and approved new Board Policy 3422.16S – Licensed Practical Nurses’ Compensation Plan. Doug Thorne, District Counsel/Chief of Staff, noted the position is full time and will also be supervised by an ECS Registered Nurse.	Board Policy 3422.16S
By unanimous action, the Board accepted the potential conflicts of interest presented from the following administrators: Brian Buckley, Tony Gianesi, and Jacqueline Rost. (Codified File 2021-25)	Conflicts of Interest
By unanimous action, the Board adopted a Resolution regarding Governor Holcomb’s Executive Order 20-02 and emergency leave and benefit time. Mr. Thorne noted the Resolution should allay concerns of employees regarding employment during the health emergency, emergency benefit time and the ability to carryover 2019-2020 vacations days through June 30, 2021 for those eligible. (Codified File 2021-26)	Resolution
By unanimous action, the Board authorized the administration to enter into a School Service Agreement between Elkhart Community Schools (ECS) and the Crossing National, Inc. In response to Board inquiry, Mr. Thorne noted a portion of the tuition funds are provided by State basic tuition and Career and Technical Education (CTE) funding. (Codified File 2021-27)	School Service Agreement
By unanimous action, the Board waived second reading and approved revisions to the 2020-2021 School Calendar and a 2020-2021 School Calendar for Elkhart Area Career Center students. In response to Board inquiry, Dr. Brad Sheppard, Assistant Superintendent of Instruction, clarified Group B will attend class on Thursday, August 13 th and Group A will attend class on Friday, August 14 th with hybrid schedule beginning on Monday, August 17 th . (Codified File 2021-28 and Codified File 2021-29)	2020-2021 School Calendars
The Board received a financial report from Mr. Scott for the period January 1 – June 30, 2020. The Board found the report to be in order.	Financial Report
Mr. Scott presented the annual financial report for 2019-2020 for Board review. (Codified File 2021-30)	Annual Financial Report

Kevin Scott, chief financial officer, stated June's claims were up, but year-to-date claims were still lower than previous year at the same month.

Monthly
Insurance
Report

By unanimous action, the Board authorized a one-time premium holiday for all staff currently participating on the ECS benefits plan. The payroll date will be September 18, 2020.

Insurance
Premium
Holiday

Eight audience members spoke regarding: re-entry plan, masks, lack of communication with parents, high school sports, EACC scheduling and medical supplies donated to the district.

From the
Audience

Superintendent Thalheimer restated the massive efforts that have gone into preparing the most comprehensive and safest re-entry plan for students, staff and the community. Dr. Thalheimer reviewed the guidelines set by the Governor's Executive Order and directives from the local Health Department.

From the
Superintendent

Mrs. Mullins thanked the administration for its on-going efforts and commitment. Mrs. Mullins also expressed thanks to the Board for their diligence in listening to the community.

From the Board

Board member Carolyn Morris expressed her support of Superintendent Thalheimer and the Re-Entry Plan.

From the Board

Board member Rocky Enfield asked about the status of high school sports.

From the Board

Board member Susan Daiber reminded everyone the dates for filing as a school board candidate are July 22nd through noon August 21st.

From the Board

The meeting adjourned at approximately 8:10 p.m.

APPROVED:

Kellie L. Mullins, President

Carolyn R. Morris, Vice President

Roscoe L. Enfield, Jr., Secretary

Babette S. Boling, Member

Susan C. Daiber, Member

Rodney J. Dale, Member

Douglas K. Weaver, Member

Adjournment

Signatures

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
June 23, 2020

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 5:00 p.m.			Place/Time
Board Members Present:	Kellie L. Mullins Carolyn R. Morris Roscoe L. Enfield, Jr.	Babette S. Boling Susan C. Daiber Rodney J. Dale Douglas K. Weaver	Roll Call
President Kellie Mullins 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
Mrs. Mullins discussed the invitation to speak protocol.			
By unanimous action, the Board approved the following consent items:			Consent Items
June 9, 2020 – Public Work Session Minutes June 9, 2020 – Regular Board Meeting Minutes			Minutes
Payment of claims totaling \$6,347,521.95 as shown on the June 23, 2020, claims listing. In response to Board inquiry, Tony Gianesi, chief operating officer, noted the continued maintenance supply expense is due to COVID cleaning requirements and preparations made in advance of potential building openings prior to end of the school year. (Codified File 2021-08)			Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2021-09)			Fundraisers
An agreement regarding employee retention (Codified File 2021-10)			Personnel Report Agreement
Administrative Appointment: Dr. Melinda Higginson, Director of Elementary Curriculum and Instruction effective 7/1/20. Dr. Higginson was introduced at the meeting.			Administrative Appointment

<p>Employment of the following eleven (11) certified staff members for the 2020-2021 school year:</p>	<p>Certified Employment</p>
<p>Danielle Carlson, science at EHS West Shelby Eby - ENL at Osolo Rachel Fritschi - math at EHS East Jessica Kain - alt language arts at West Side Madalyn Roth - science at West Side Sara Nelson - ENL at Cleveland/Eastwood Trenton Snyder - science at EHS West Erin Tepe - grade 4 at Riverview Claire Troyer - grade 1 at Osolo Patrick VanderKwast - science at EHS East Darin Yoder - special education at EHS West</p>	
<p>Resignation of the following five (5) classified employees effective 6/3/20:</p>	<p>Classified Resignations</p>
<p>Brittany Conrad - food service at Hawthorne Kristie Hess - bus driver at Transportation Jenette Martin - food service at Riverview Derria Pratcher - paraprofessional at Memorial Monzella Smith - paraprofessional at Beardsley</p>	
<p>By unanimous action, the Board approved proposed revisions to Board Policy 2260 – Nondiscrimination and Access to Equal Education Opportunity, as presented at the June 9th regular meeting.</p>	<p>Board Policy 2260</p>
<p>By unanimous action, the Board waived second reading and approved proposed revisions to Board Policy 3422.05S – Support Staff Salary Schedule (Maintenance Personnel). Doug Thorne, district counsel/chief of staff, explained the changes include equalizing trades pay and creating a classification for electrician due to those services no longer being cost effective to outsource.</p>	<p>Board Policy 3422.05S</p>
<p>Mr. Scott presented the monthly insurance update noting claims were slightly ahead of same month last year but still below year-to-date.</p>	<p>Monthly Insurance Report</p>
<p>The Board received a financial report from Mr. Scott for the period January 1 – May 31, 2020. The Board found the report to be in order.</p>	<p>Financial Report</p>

By unanimous action, the Board approved an increase in the price of school meals for the 2020-2021 school year; breakfast for elementary students will be \$1.95, an increase of \$.10; middle school students will be \$2.15, an increase of \$.10; and for high school students \$2.20, which is an increase of \$.10. Lunch prices for elementary students will be \$2.85, an increase of \$.10; for middle school students \$3.10, an increase of \$.10. Lunch prices for high schools students will increase by \$.10 to \$3.20. The cost for extra milk will remain the same at \$.75. Elementary and secondary staff breakfast and lunch fees increased by \$.10. The reduced breakfast and lunch prices will remain the same as last year – \$.30 for breakfast and \$.40 for lunch. In response to Board inquiry, Pam Melcher, Director of Food Service, stated the district is required to adjust the weighted average lunch price by 10 cents using the Price Adjustment Calculator provided by the USDA. (Codified File 2021-11)

Meal Prices

Audience member, Julie Tyrakowski, stated how thankful she is that our high schools were able to hold actual graduation ceremonies. Ms. Tyrakowski thanked all of those responsible for making it happen.

From the Audience

Superintendent Thalheimer expressed his thanks for efforts of Ms. Tyrakowski and others for each of the high school's graduation programs. Dr. Thalheimer also reported a staff survey was sent today and a parent survey will go out tomorrow regarding possible formats for school in the Fall. Both surveys are open thru July 2nd.

From the Superintendent

Board members Susan Daiber and Kellie Mullins also thanked and commended those responsible for graduation ceremonies.

From the Board

Board member Babette Boling commented regarding on-going equity training and thanked the administration for going above what is normally offered. Dr. Thalheimer reviewed the equity training provided on June 8th and 9th based on the book 'Excellence Through Equity: Five Principles of Courageous Leadership to Guide Achievement for Every Student'. Based on interest in the book, 60 copies have been acquired for staff. Continued equity training is planned for July 30th.

From the Board

The meeting adjourned at approximately 5:25 p.m.

APPROVED:

Kellie L. Mullins, President

Carolyn R. Morris, Vice President

Roscoe L. Enfield, Jr., Secretary

Babette S. Boling, Member

Susan C. Daiber, Member

Rodney J. Dale, Member

Douglas K. Weaver, Member

Adjournment

Signatures



ELKHART HIGH SCHOOL EAST
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

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

**FROM: BRIAN BUCKLEY
ELKHART HIGH SCHOOL ATHLETIC DEPT.**

DATE: JULY 28, 2020

SUBJECT: GIFT ACCEPTANCE

A donation in the amount of \$2,500.00 has been given to the Elkhart High School baseball program from Premium Concrete Services. This donation is earmarked for the purchase of new Elkhart High School baseball team uniforms.

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. Max Yeakey
Premium Concrete Services
712 Richmond 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

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

FROM: SUSAN OTT

DATE: JULY 28, 2020

SUBJECT: GIFT ACCEPTANCE

Teachers Credit Union has made a donation in the amount of \$2,000 to Elkhart Community Schools for the Staff Recognition Dinner.

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

Teachers Credit Union
Attn: Bethany Stauffer
201 CR 6 West
Elkhart, IN 46514



ELKHART HIGH SCHOOL WEST

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

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

FROM: JACQUIE ROST, ATHLETIC DIRECTOR

DATE: AUGUST 6, 2020

SUBJECT: GIFT ACCEPTANCE

We are in receipt of an extracurricular donation in the amount of \$2,500.00 for the Elkhart volleyball program. This donation will go towards program travel gear, warm ups and bags as well as team posters, senior banners, and other miscellaneous costs associated with this program.

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

Bill and Kristin Fenech Family Foundation NE
22245 Sunset Lane
Elkhart, IN 46516



ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

August 4, 2020

TO: Dr. Thalheimer
Board or School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT

Elkhart High School - Athletic Department Fund	SoundDirect Software	\$1,224.00

SoundDirector®

High School Discount Order Form



Purchaser Information

Name Brian Buckley

Title/Position AD

School/Organization Elkhart High

Shipping Address 1 Blazer Blvd.

Elkhart, IN 46514

Telephone 574-295-4720

Fax 574-295-4726

E-mail Address bbuckley@elkhart.k12.in.us

Payment Options

● Check - payable to "Sound Director Inc."

● PO# 28804

● Visa/MC/Disc/AMEX Exp.Date _____

Card# _____

Name On Card _____

Visa/MC/Disc/Amex Security code _____

Signature Brian Buckley (BP)

Billing Address 1 Blazer Blvd

Elk, IN 46514

Fax, Mail, or Call

Sound Director Inc.

2918 SW Royal Way

Gresham OR 97080

(888) 276-0078 or (503) 665-6869

Fax: (503) 914-1812

SoundDirector Software

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SoundDirector Express Software Package -- \$799 (+ \$25 s/h) \$ _____

SoundDirector Standard Software Package -- \$1,199 (+ \$25 s/h) \$ 1229.00

SoundDirector Premium Software Package -- \$1,499 (+ \$25 s/h) \$ _____

SoundDirector Turnkey Systems

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SoundDirector® Audio Collections

These are a compliment to the selections already included with Sound Director.

Audio Collection 2 has nearly an hours worth of music in 89 tracks. The selections in Collection 2 tend to be longer than what was included with your original software package. We've incorporated more clap tracks and full-length organ music to help keep your fans excited and into the game. -- \$250 (+ \$5 s/h) \$ _____

Audio 3 is 100 Instrumental "beds" and loops to help keep your fans excited and into the game. These are "non-vocal" instrumental cool tracks that can be used underneath PA reads, under highlights, going into or coming out of live action (time-outs, stoppages, etc.). -- \$250 (+ \$5 s/h) \$ _____

Audio Collections 2 & 3 -- \$450 (+ \$10 s/h) \$ _____

\$ 1229.00

TOTAL

0001945181-000

*Tax Exemption Number

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?
Teachers Grant	Cutting Edge Machine and Tool Inc.	Eastwood 2nd grade room B106	Cambria Rief	\$750	Funds will be used to purchase classroom items. They will purchase items I send to them, mostly on an amazon wishlist.	This grant will be used for transform the classroom. Creating a calming atmosphere with items that promote mindfulness, SEL, and a growth mindset. <i>I applied over the summer and with our recent pandemic I wasn't sure I needed approval.</i>	Funds will be used specifically for the classroom, a list of specific items available and purchased will be submitted if needed after they are purchased.	8/7/2020
Back to School Teacher's Grant	Cutting Edge Machine and Tool	Eastwood	Billie Jo Etchason	\$700	Items will be purchased by Cutting Edge for use in the classroom.	Due to COVID, teachers have a higher need to buy supplies for students because of the recommendation that students do not share supplies. Cutting Edge wants to give back and help teachers get items for use in their classroom. <i>I found out about this grant on August 6. The deadline was August 7.</i>	The purpose of this grant is to aid in school supplies for the 2020-2021 school year. Cutting Edge is willing to go out and buy specific supplies requested, up to \$700.	8/7/2020
21st Century Community Learning Center CH10	IDOE	CH10: Monger, Roosevelt and Pierre Moran	Beth Williams	\$275,000 per year. This is a 4 year grant.	Grant funds will be used to provide afterschool programs for students at Monger, Roosevelt and Pierre Moran. The Program Manager will oversee the management of the grant.	Programming will focus on literacy and STEM as aligned to the Indiana Academic Standards, and social emotional well being.	Funds will support staff pay and contracted services to run the afterschool programming.	8/12/2020



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: AUGUST 11, 2020

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2020-21 school year:

Lydia Billings	Exceptional Learners/Special Ed Intern
Kathryn Cone	Exceptional Learners/Special Ed Intern
Brenna Deardorff	North Side/Math
Gabrielle Luster-Bartz	Osolo/Kindergarten
Alexandria Mullins	Osolo/Kindergarten
Shanna Robinson	Elkhart West/Social Studies
Jennifer Vascil	Exceptional Learners/Special Ed Intern
Megan Weierke	Osolo/Grade 3 (temporary contract)

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

Angela Garcia Begin: 8/10/20	Elkhart East/ENL End: 6/2/21
Dodie Norris Begin: 8/10/20	Cleveland/Grade 4 End: 12/18/20
Meganne Vrient Begin: 8/10/20	Pinewood/Kindergarten End: 6/2/21

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

Dustin Fairchild
Began: 1/6/20

West Side/Business
Resign: 6/3/20

Ryan Fields
Began: 8/15/17

North Side/Language Arts
Resign: 6/3/20

Nicolai Hyer
Began: 8/23/18

Elkhart West/Social Studies
Resign: 6/3/20

Ashley Jager
Began: 8/12/13

Elkhart East/Art
Resign: 6/3/20

Benjamin Kain
Began: 1/11/18

West Side/Health
Resign: 6/3/20

Michelle Mahaffey
Began: 8/13/07

Beck/Special Education
Resign: 6/3/20

Rychard Nagy
Began: 8/14/2018

Osolo/Grade 4
Resign: 6/3/20

Justin Wiard
Began: 8/16/10

Career Center/Commercial Photo
Resign: 6/3/20

CLASSIFIED

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

McKayla Fielstra
Began: 6/22/20

Elkhart West/Secretary
PE: 8/10/20

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

Dominique Bellard
Began: 1/21/20

Feeser/Food Service
End: 6/3/20

Nathaniel Brokamp
Began: 3/4/20

Technology Services/Support Technician
End: 7/27/20

Leann Buss
Began: 10/30/19

Elkhart West/Food Service
End: 6/3/20



Lisa Curtis
Began: 9/4/18

Elkhart West/Custodian
End: 7/30/20

Catelynn Fuller
Began: 8/28/18

Transportation/Bus Driver
End: 6/3/20

Carolyn Hacker-Farrow
Began: 5/7/18

Daly/Paraprofessional
End: 6/3/20

Randall Hirsch
Began: 8/16/18

Transportation/Bus Helper
End: 6/3/20

Shela Jackson
Began: 8/17/17

Woodland/Food Service
End: 6/3/20

Stefani Jenkins
Began: 3/18/19

Osolo /Food Service
End: 6/3/20

Christina Knight
Began: 11/20/19

Eastwood/Food Service
End: 6/3/20

Melissa McAllister-Hindsley
Began: 8/26/2002

Elkhart East/Technical Assistant
End: 6/3/20

Sherlyn Meherg
Began: 11/8/00

Feeser/Custodian
End: 8/6/20

Debora Micolavonfurstenrecht
Began: 10/6/14

Elkhart West/Food Service
End: 6/3/20

Michelle Miller
Began: 8/6/15

Woodland/Food Service
End: 6/3/20

Allison Sanford
Began: 9/16/19

Eastwood/Paraprofessional
End: 6/3/20

c. Unpaid Leave Request - We recommend an extension to unpaid leave for the following employees:

Lynne Lee
Began: 10/16/20

Transportation/Bus Helper
End: 12/18/20

Lauren Robertson
Begin: 8/13/20

West Side/Paraprofessional
End: 1/4/21



- d. **Reassignment** – We recommend the approval of reassignment of the following classified employee to a certified position:

Lydia Billings

Exceptional Learners/Special Education Intern



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	
Adopted	December 20, 2016
Last Revised	February 11, 2020
Last Reviewed	August 11, 2020

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for January 1, 2020. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	23.99 – 29.62
Transportation Trainer/Dispatcher	19.98 – 23.36
Food Service Truck Driver	16.05 – 19.07
Food Service Receiving/Supply	16.05 – 19.07
Supervisor of Building Services	21.03 – 25.89
Food Service Training Specialist	18.18 – 25.46
Food Service Bids & Commodity Coordinator	17.31 – 27.05
Executive Chef & Culinary Event Coordinator	17.31 – 27.05
Quality Assurance Coordinator	19.98 – 23.36
Production Coordinator	19.98 – 23.36
Transportation Route/Driver Coordinator	19.98 – 23.36
Transportation Clerk	15.29 - 16.81
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	27.93 – 34.92
Radio Station Staff Announcer	9.42 – 13.39
Radio Station Development Assistant	10.95 – 17.52
School Security Officer	30.57**
Title I/Funded Pupil/Program/Parent Support Person	19.95 – 29.06
Title I/Building Translator/Interpreter	19.95 – 29.06
Title I/Building Translator/Parent Liaison	15.64 – 19.62
School Parent/Community Liaison	19.95 – 29.06
District Translator	19.95 – 29.06
Evening Events Supervisor	15.10
Asst. Site Coordinator - 21st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	16.43 – 30.67
Early College Data Specialist	24.70 – 28.23
EACC Testing Specialist	24.70 – 28.23
21st Century Community Education Program Manager	28.53 – 36.68
Campus Security – I	12.23 – 20.38
Campus Security – II	14.27 – 22.42
<u>Farm Technician</u>	<u>15.00 - 20.00</u>

* Hourly rate based on .001 of the certified teacher’s base salary set forth in Appendix B of the 2019-2020 Master Contract

** Effective August 1, 2017

POSITION	YEARLY SALARY RANGE
Radio Station Manager	50,617 – 90,000
Radio Station Development Director	47,636 – 72,082
Radio Station Business Account Manager	37,597 – 70,884
Radio Station Program Director	37,597 – 57,845
Radio Station Senior Reporter and Assignment Editor	32,481 – 47,559
Radio Station Operations Manager	26,030 – 42,660

Radio Station Morning Edition Host	29,542 – 46,503
Radio Station Promotions Manager	30,385 – 45,210
Radio Station Membership Manager	39,477 – 53,379
Radio Station Business/Workforce Development Reporter - IPB News	30,570 - 45,180
Olweus Bullying Prevention Program Coordinator	43,475 – 58,820
Adult and Community Education Program Manager	64,725 – 75,513
Campus Life Coordinator	64,725 - 75,513
Building Services Manager	66,235 - 86,615
Energy and Risk Management Specialist	50,950 -71,330
Data and Assessment Manager	64,725 – 75,513
Data Specialist	38,334 – 60,239
Digital Communication Specialist	38,334 – 60,239
Staff Accountant	40,760 – 52,988
School Psychologist Intern	37,050
21st Century Community Learning Center Coordinator	2,500 (per semester)

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

Performance Awards for Radio Station Employees

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

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

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

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working thirty (30) or more hours per week, who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Eligible employees' may select one (1) of the plans provided by the Board.

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

C. Severance Benefits

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

1. Resignation

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

2. Retirement, Death, or Disability

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

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the

benefit shall be paid to the decedent's estate.

- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service is eligible to select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
 1. One (1) day's pay for each full year employed by the Elkhart Community Schools, or
 2. At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Employees employee booklet.

In the case of the death of an eligible employee, this benefit will be paid to the employee's beneficiary.

D. Change in Classification

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

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the School Corporation will be considered.

Personal Illness/Family Illness Absence

As used in this section, "immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

Full-time classified personnel will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 200 days as personal illness.

Regular school-year classified employees will be awarded twelve (12) days of personal illness/family illness leave.

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

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

Attendance Incentive Program

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

Job-Related Injury

An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the

employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death. Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

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

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

Military Leave

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

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

Full-time and regular school year classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. If an employee retains all three (3) personal business days at the end of the year, s/he can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

If an employee does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

Personal Leave - Procedure

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

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar unless the employee complies with the following procedure:

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

Jury and Witness Duty Pay

Jury Duty

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

Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days with pay, with substitute deduction where applicable, or without pay. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any employee relations related litigation involving the employer or any other school employer, unless the employer subpoenas the employee to testify.

Parental Leave

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

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

Adoptive Leave

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

Holidays and Vacations Definitions

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

Holidays

In order to receive holiday pay, an employee must be in an active pay status on the day before and after the holiday.

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

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day - two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

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

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

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King, Jr. Day

Presidents Day

Memorial Day

Labor Day

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

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

Vacations

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for six (6) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. *NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

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

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

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

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

Revised 1/24/17
 Revised 6/27/17
 Revised 10/24/17
 Revised 12/12/17
 Revised 5/8/18
 Revised 8/14/18
 Revised 11/13/18
 Revised 12/11/18
 Revised 12/18/18
 Revised 2/12/19
 Revised 3/12/19
 Revised 6/25/19
 Revised 8/13/19
 Revised 10/7/19
 Revised 12/10/19

Book	Policy Manual
Section	8000 Operations
Title	PROPOSED NEW PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS
Code	po8450.01
Status	
Last Revised	August 11, 2020
Last Reviewed	August 11, 2020

8450.01 - PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through School Board plans/resolution(s) aligning with Federal, State, and local public health officials and/or in accordance with governmental edicts or guidelines. In the case of health and safety emergencies, when there is a pandemic or epidemic, the School Corporation will implement a Pandemic and Epidemic Plan allowing for continuity of operations and establish necessary procedures and plans for re-opening to provide for a safe and healthy school environment.

School settings can be a source of community spread. Pursuant to the Centers for Disease Control (CDC), wearing face masks/coverings is important during these times and can help mitigate the risk of exposure from person to person.

These re-opening plans will address matters of dress related to health, such as the wearing of face masks or face coverings. As such, during times of elevated communicable disease community spread, all Corporation staff, students, volunteers, and visitors (including vendors) must wear appropriate face masks/coverings on school grounds unless:

- A. not mandated by governmental guidelines or the Corporation-approved re-opening plan;
- B. it is unsafe to do so;
- C. doing so would significantly interfere with the Corporation's educational or operational processes; or
- D. an employee's Section 504 plan or a student's individualized education program ("IEP") or Section 504 plan provides otherwise.

All face masks/coverings shall meet the requirements of the appropriate dress/staff grooming policies.

When face masks/coverings are required by the Board, and no exception included in the Corporation-approved re-opening plan has been applied, staff members who violate this policy may be subject to disciplinary action in accordance with policies of the Board.

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MEMORANDUM OF UNDERSTANDING
(Wage Rate for ETI)

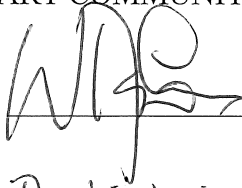
This Memorandum of Understanding (“Memorandum”) between the Elkhart Community Schools (“ECS”) and the Local #2925 of the American Federation of State, County and Municipal Employees (“AFSCME”) is made on the 21st day of July 2020.

1. AFSCME is the exclusive representative for certain employees of ECS.
2. AFSCME and ECS have entered into a Master Contract (“Contract”) governing certain terms and conditions for the employment of these employees.
3. The Contract in Appendix A sets forth the pay schedule for employees represented by AFSCME.
4. Effective with the 2020-2021 school year ECS will add an additional facility, the Engineering, Technology and Innovation (“ETI”) Building. ECS and AFSCME agree that additional pay rate for employees assigned to this building should be established.
5. AFSME and ECS have agreed that the pay rate for the Head Custodian in the ETI building be a C-7, and the pay rate for the Night Supervisor should be a C-3.
6. All other terms of the Contract shall remain in effect.

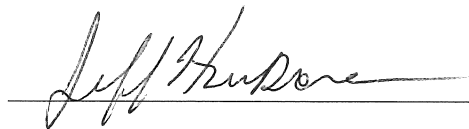
ELKHART COMMUNITY SCHOOLS

AFSCME Local #2925

BY:



BY:



District Counsel (Chief of Staff)

President Local 2925

Approved by Board of School Trustees on: _____

President

Secretary

cc: Building Services, Classified Payroll, Human Resources, AFSCME Local #2925



SCHOOL CALENDAR: JULY 2020 – JUNE 2021

August – December for EACC students ONLY

Calendar for July 2020 showing days of the week and dates 1-31.

Calendar for January 2021 showing days of the week and dates 1-31, with an 'X' on January 8th.

Calendar for August 2020 showing days of the week and dates 1-30, with letters A, B, and X indicating school sessions.

Calendar for February 2021 showing days of the week and dates 1-28, with an 'X' on February 13th.

Calendar for September 2020 showing days of the week and dates 1-27, with letters A, B, and X indicating school sessions.

Calendar for March 2021 showing days of the week and dates 1-31, with a red box around March 3rd.

Calendar for October 2020 showing days of the week and dates 1-31, with letters A, B, X, and a red box around October 18th.

Calendar for April 2021 showing days of the week and dates 1-25, with letters X and K indicating school sessions.

Calendar for November 2020 showing days of the week and dates 1-29, with letters A, B, X, and O indicating school sessions.

Calendar for May 2021 showing days of the week and dates 1-30, with letters X and M indicating school sessions.

Calendar for December 2020 showing days of the week and dates 1-27, with letters A, B, and X indicating school sessions.

Calendar for June 2021 showing days of the week and dates 1-27.

Table for Group A and Group B AM sessions, listing schools like Bremen, ECA, Edwardsburg, etc.

Table for Group A and Group B PM sessions, listing schools like Clinton Christian, Elkhart West, Goshen, etc.

Key: underlined = Professional Day for teachers (non-student day); X = School Out of Session; O = Parent/Teacher Conferences; eLearning Day (red box); M = No School; K = Kindergarten Kick-off.

8/10/20 Revision: Friday Group A and B rotation changed... 7/16/20 Revision: 9/23/20 will no longer be a district-wide eLearning day...



SCHOOL CALENDAR: JULY 2020 – JUNE 2021

As of 7/16/20 for August through December:
->Group A students will attend classes in school on Monday and Wednesday with eLearning on Tuesday, Thursday and Friday
->Group B students will attend classes in school on Tuesday and Thursday with eLearning on Monday, Wednesday and Friday

Calendar grid for July 2020 with days of the week and dates.

Calendar grid for January 2021 with days of the week and dates.

Calendar grid for August 2020 with days of the week and dates.

August 10-12: Full day pre-session for teachers - non-student day. August 12: Hybrid schedule begins with in-person classes for Group A students. September 7: Labor Day - All Schools Closed. October 19-20: Parent/Teacher Conferences. October 21: Elementary and Secondary Parent/Teacher Conferences.

Calendar grid for February 2021 with days of the week and dates.

Calendar grid for September 2020 with days of the week and dates.

November 22-23: Fall Recess - All Schools Closed. November 26: Fall Recess - All Schools Closed. November 25-27: Thanksgiving Recess - All Schools Closed. December 18-21: End of 2nd grading period/1st semester - all schools. December 21-Jan 1: Winter Recess - All Schools Closed. January 4: School resumes after Winter Recess. January 18: Martin Luther King Jr. Day - All Schools Closed.

Calendar grid for March 2021 with days of the week and dates.

Calendar grid for October 2020 with days of the week and dates.

March 3: Scheduled eLearning Day (K-12th grade students will not attend school but will be required to complete digital learning assignments from home). April 2: No School. April 5-9: Spring Recess - All Schools Closed. April 15: Kindergarten Kick-off - Elementary Schools. May 21: No School - Emergency Make-up Day. May 31: Memorial Day - All Schools Closed.

Calendar grid for April 2021 with days of the week and dates.

Calendar grid for November 2020 with days of the week and dates.

June 2: Last Day of School - full day for all students**. June 2: Last Day for Teachers**. June 6: Graduation. Key: underlined = Professional Day for teachers; X = School Out of Session; O = Parent/Teacher Conferences; eLearning Day.

Calendar grid for May 2021 with days of the week and dates.

Calendar grid for December 2020 with days of the week and dates.

8/10/20 Revision: 8/17/20 will be the first day of in-person instruction for Group A students; 8/18/20 will be the first day of in-person instruction for Group B students; School will be in session on Friday, 2/26/21 and Friday, 3/19/21. 7/16/20 Revision: 9/23/20 will no longer be a district-wide eLearning day.

Calendar grid for June 2021 with days of the week and dates.

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

Adjusting Monthly Transfer and Authorizing True Up for June 30 and December 31

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

WHEREAS, HB 1009 required the governing body of each school corporation to establish an Education Fund for the payment of expenses allocated to student instruction and learning under IC 20-42.5, and

WHEREAS, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under C 20-42.5, and

WHEREAS, HB 1009 requires that distributions of tuition support be received in the Education Fund.

THEREFORE BE IT RESOLVED, the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer monthly beginning with August 2020 the amount of \$890,000 from the Education Fund to the Operations Fund, to reimburse the Operations Fund for expenses that are not allocated to student instruction and learning under IC 20-42.5. This transfer shall be made each month no earlier than the date of receipt of Tuition Support from the Indiana Department of Education and no later than the final day of the month such tuition support is received.

THEREFORE BE IT RESOLVED, the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer \$553,288.04 from the Education Fund to the Operations Fund to true up the cumulative transfer amount with actual expenses for the period January 1 to June 30, 2020. This transfer will be made in August 2020 business.

THEREFORE BE IT RESOLVED, the Board of School Trustees authorizes the Chief Financial Officer of the Elkhart Community School Corporation to transfer the amount necessary to true up the full year transfer amount with the actual full year 2020 expenses incurred. The transfer is to be made for calendar year 2020 and shall be made no later than December 31st 2020.

Passed and adopted this 11th day of August, 2020.

AYE

NAY

ATTEST:

Secretary, Board of School Trustees

2020 TRANSFERS VS ACTUAL COSTS

	January	February	March	April	May	June	Jan-Jun	Jul-Dec	YTD
GF Expenditures in Operations	1,223,742.23	848,518.36	816,132.26	1,073,131.61	858,552.57	833,824.19	5,653,901.22	-	5,653,901.22
GF Receipts in Operations	4,518.83	7,933.78	3,010.00	-	6,591.57	6,159.00	28,213.18	-	28,213.18
Net Expenditures	1,219,223.40	840,584.58	813,122.26	1,073,131.61	851,961.00	827,665.19	5,625,688.04	-	5,625,688.04
Transfer from Education	845,400.00	845,400.00	845,400.00	845,400.00	845,400.00	845,400.00	5,072,400.00	-	5,072,400.00
Over (Under) Transferred	(373,823.40)	4,815.42	32,277.74	(227,731.61)	(6,561.00)	17,734.81	(553,288.04)	-	(553,288.04)

2019 TRANSFERS VS ACTUAL COSTS

	January	February	March	April	May	June	Jan-Jun	Jul-Dec	YTD
GF Expenditures in Operations	849,682.47	872,825.97	1,191,338.92	889,421.24	856,718.21	943,079.07	5,603,065.88	5,505,781.14	11,108,847.02
GF Receipts in Operations	7,397.61	11,267.41	6,047.86	2,162.28	6,758.40	407.05	72,436.75	183,520.39	217,561.00
Net Expenditures	842,284.86	861,558.56	1,185,291.06	887,258.96	849,959.81	942,672.02	5,530,629.13	5,322,260.75	10,891,286.02
Transfer from Education	845,400.00	845,400.00	845,400.00	845,400.00	845,400.00	845,400.00	5,072,400.00	5,072,400.00	10,144,800.00
Over (Under) Transferred	3,115.14	(16,158.56)	(339,891.06)	(41,858.96)	(4,559.81)	(97,272.02)	(496,625.27)	(249,860.75)	(746,486.02)

Transferred to Education on 6/30 (1,770,510.05)

Transferred to Operations 12/2019