

NOTICE OF PUBLIC WORK SESSION

OF THE

BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING LOCATION CHANGE

Dates: Tuesday, August 25, 2020

Time: 5:30 p.m.

Location: **Elkhart High School West
2608 California Road
Elkhart, Indiana 46514**



Superintendent of Schools

Posted and Mailed via U. S. Mail,
postpaid, to School Attorney and
News Media on Wednesday, August 19,
2020 and electronically delivered
to Board Members on Friday,
August 21, 2020.

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Secretary 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

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 25, 2020

CALENDAR

Aug	25	5:30 p.m.	Public Work Session, Elkhart High School, 2608 California Road
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
Sep	22	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	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. CONSENT ITEMS:

- Minutes – August 11, 2020 – Public Work Session
- Minutes – August 11, 2020 – Regular Board Meeting
- Claims
- Gift Acceptance
- Fundraisers
- Extra-curricular Purchase Request
- Personnel Report

E. OLD BUSINESS

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

Board Policy 8450.01 – Protective Face Coverings During Pandemic/Epidemic Events – The administration presents new Board Policy 8450.01 – Protective Face Coverings During Pandemic/Epidemic Events, as initially presented at the August 11th regular meeting.

F. NEW BUSINESS

Board Policies - The administration presents proposed revisions to the following policies, for initial consideration.

Policy 0151 - Proposed Revised Organizational Meeting

Policy 0152 - Officers

Policy 0154 - Motions

Policy 0155 - Committees

Policy 0167.2 - Executive Session

Policy 0171.4 - Treasurer

2021 Board Meeting Schedule - The administration presents the proposed Board of School Trustees meeting schedule for 2021, for initial consideration.

Financial Report – January 1, 2020 – July 31, 2020

Monthly Insurance Update

G. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

H. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

August 11, 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	Susan C. Daiber Douglas K. Weaver
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Roll Call

Via Electronic Communication:	Roscoe L. Enfield, Jr.	Babette S. Boling Rodney J. Dale
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ECS Personnel Present:	Kevin Scott Steven Thalheimer	Doug Thorne
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The Board continued discussion of the 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
August 11, 2020

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.			Place/Time
Board Members Present:	Kellie L. Mullins Carolyn R. Morris	Susan C. Daiber Douglas K. Weaver	Roll Call
Via Electronic Communication:	Roscoe L. Enfield, Jr.	Babette S. Boling Rodney J. Dale	
President Kellie Mullins called the regular meeting of the Board of School Trustees to order.			Call to Order
Superintendent Steve Thalheimer, 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
<p style="text-align: center;">Minutes – July 28, 2020 – Public Work Session Minutes – July 28, 2020 – Regular Board Meeting Minutes – June 23, 2020 – Regular Board Meeting - Revised</p>			Minutes
Payment of claims totaling \$4,514,842.08 as shown on the August 11, 2020, claims listing. (Codified File 2021-31)			Payment of Claims
<p>Gift Acceptance: \$2,500 from Premium Concrete Services to Elkhart High for baseball team uniforms; \$500 from It’s Tops and \$2,500 from the Bill and Kristin Fenech Family Foundation to Elkhart High for the volleyball program; and \$2,000 from Teachers Credit Union and \$2,000 from the Elkhart Education Foundation for the staff recognition dinner.</p>			Gift Acceptance
Proposed school fundraisers in accordance with Board policy. (Codified File 2021-32)			Fundraisers
Extra-curricular purchase request for Elkhart High’s athletic department to purchase a SoundDirector standard software package in the amount of \$1,224.			Extra-Curricular Purchase Request

Grant submission to the Indiana Department of Education for the 21st Century Community Learning Center in the amount of \$275,000 per year for 4 years; and two submissions to Cutting Edge Machine and Tool, Inc. for Teachers grants from Eastwood in the amounts of \$750 and \$700. (Codified File 2021-33)

Grants

Personnel
Report

Employment of the following eight (8) certified staff members for the 2020-2021 school year:

Certified
Employment

Lydia Billings - special education intern at ESC
Kathryn Cone - special education intern at ESC
Brenna Deardorff - math at North Side
Gabrielle Luster-Bartz - Kindergarten at Osolo
Alexandria Mullins - Kindergarten at Osolo
Shanna Robinson - social studies at EHS West
Jennifer Vascil - special education intern at ESC
Megan Weierke - grade 3 at Osolo (temp)

Resignation of the following eight (8) certified staff members effective 6/3/20:

Certified
Resignations

Dustin Fairchild - business at West Side
Ryan Fields - language arts at North Side
Nicolai Hyer - social studies at EHS West
Ashley Jager - art at EHS East
Benjamin Kain - health at West Side
Michelle Mahaffey - special education at Beck
Rychard Nagy - grade 4 at Osolo
Justin Wiard - commercial photography at EACC

Leave for the following three (3) certified staff members on dates indicated:

Certified Leave

Angela Garcia - ENL at EHS East, beginning 8/10/20 and ending 6/2/21
Dodie Norris - grade 4 at Cleveland, beginning 8/10/20 and ending 12/18/20
Meganne Vrient - Kindergarten at Pinewood, beginning 8/10/20 and ending 6/2/21

Employment of McKayla Fielstra, secretary at EHS West, effective 8/10/20.

Classified
Employment

<p>Resignation of the following fifteen (15) classified employees effective on dates indicated:</p> <ul style="list-style-type: none"> Dominique Bellard - food service at Feeser, 6/3/20 Nathanial Brokamp - support technician at Tech Services, 7/27/20 Leann Buss - food service at EHS West, 6/3/20 Lisa Curtis - custodian at EHS West, 7/30/20 Catelynn Fuller - bus driver at Transportation, 6/3/20 Carolyn Hacker-Farrow - paraprofessional at Daly, 6/3/20 Randall Hirsch - bus helper at Transportation, 6/3/20 Shela Jackson - food service at Woodland, 6/3/20 Stefani Jenkins - food service at Osolo, 6/3/20 Christina Knight - food service at Eastwood, 6/3/20 Melissa McAllister-Hindsley - tech. assistant EHS East, 6/3/20 SherylN Meherg - custodian at Feeser, 8/6/20 Debora Micolavonfurstenrecht - food service at EHS West, 6/3/20 Michelle Miller - food service at Woodland, 6/3/20 Allison Sanford - paraprofessional at Eastwood, 6/3/20 	<p>Classified Resignations</p>
<p>Leave for the following two (2) classified employees on dates indicated:</p> <ul style="list-style-type: none"> Lynne Lee - bus helper at Transportation, beginning 10/16/20 and ending 12/18/20 Lauren Robertson - paraprofessional at West Side, beginning 8/13/20 and ending 1/4/21 	<p>Classified Leave</p>
<p>Reassignment of classified employee, Lydia Billings to certified position.</p>	<p>Reassignment</p>
<p>The Board was presented proposed changes to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan, for initial consideration. Doug Thorne, District Counsel/Chief of Staff, noted the revision added a farm technician position to assist at the Agricultural Community Center for Environmental Learning Lab (ACCELL).</p>	<p>Board Policy 3422.12S</p>
<p>The Board was presented new Board Policy 8459.01 – Protective Face Coverings During a Pandemic, for initial consideration. Mr. Thorne stated the policy is in compliance with a request from the State of Indiana. An allotment of masks has been received from the State. Board member, Doug Weaver, suggested a sunset clause of 45 days be added to the policy.</p>	<p>Board Policy 8450.01</p>
<p>By unanimous action, the Board approved a Memorandum of Understanding between Elkhart Community Schools and Local #2925 of the American Federal of State, County and Municipal Employees (AFSCME) for the custodian wage rate at the ETI building (Codified File 2021-34)</p>	<p>Memorandum of Understanding</p>

By unanimous action, the Board approved revisions to the 2020-2021 School Calendar and the 2020-2021 School Calendar for Elkhart Area Career Center students. Dr. Brad Sheppard, Assistant Superintendent of Instruction, noted the school calendar reflects Plan A (Hybrid) Group A and Plan B (E-learning) beginning on Monday, August 17th and Plan A (Hybrid) Group B beginning on Tuesday, August 18th. On the EACC calendar, Group A and B rotation changed to equal the number of A and B days. Both calendars show school will be in session Friday, February 26, 2021 and Friday, March 19, 2021. (Codified Files 2021-35 and -36)

2020-2021
School
Calendars

By unanimous action, the Board adopted a Resolution to transfer amounts from the Education Fund to the Operations Fund. (Codified File 2021-37)

Resolution

Kelly Brown, vice president of ETA, spoke regarding the series of surveys taken by the ETA since early June showing an increase (11% to 33% to 46%) in favor of on-line learning.

From the
Audience

An audience member stated his frustration with the ongoing changes to fall sports.

From the
Audience

An audience member commended the steady leadership, calculated approaches to problem solving, and safety measures taken to open school as safely as possible. Encouraged everyone to be a team player.

From the
Audience

Kerry Mullet, ETA president, thanked all those working in unison on the re-entry plan and the exceptional efforts to meet the individual needs of staff. Mrs. Mullet closed with "I am probably the happiest union president in the State of Indiana".

From the
Audience

Superintendent Thalheimer thanked the leadership team and administrative office personnel for their continued efforts on making the re-entry plan happen. Dr. Thalheimer stated the plan is as good as it can be for the safety of children and staff returning to the school.

From the
Superintendent

Board member Susan Daiber welcomed everyone back for the 2020-2021 school year.

From the Board

The meeting adjourned at approximately 7:30 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 AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS

DATE: AUGUST 7, 2020

RE: DONATION APPROVAL - EACC

Richard and Loraine Fisher have donated a 2004 Honda Civic LX, VIN #2HGES16514H517111 with an owner estimated value of \$3,000.00. This vehicle will be used in our Transportation cluster.

This vehicle will be very useful as it will be used by students for training purposes.

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

Richard & Loraine Fisher
55833 Raintree Drive
Osceola, IN 46561



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: VALERIE MOORE

DATE: AUGUST 10, 2020

SUBJECT: GIFT ACCEPTANCE

Rob Hoffer of VALIC Financial Advisors has made a donation in the amount of \$300 to Elkhart Community Schools for the new teacher orientation lunch on August 7, 2020.

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:

Rob Hoffer
VALIC Financial Advisors



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

DATE: 18 August 2020

TO: Dr. Steve Thalheimer, Superintendent
Board of School Trustees

FROM: Cary Anderson, EHS Executive Principal
Jeff Miller, EHS West Student Activities

RE: Donation Approval

Rod Williams, the Herff Jones representative used by Elkhart Memorial High School for years, donated Class of 2020 tee shirts and sweatshirts to the graduating seniors of both Elkhart Memorial and Elkhart Central in May of 2020. He wanted to help lift the spirits of all our Elkhart kids, as they saw an extremely abrupt and shocking end to their high school careers.

He provided apparel valued at \$20,591.25 to EMHS and \$20,960.35 to ECHS, for a total donation of \$41,551.60.

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

Herff Jones/Rod Williams, Inc.
PO Box 898
Auburn, IN 46706



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: KEVIN SCOTT

DATE: AUGUST 14, 2020

SUBJECT: GIFT ACCEPTANCE

A donation in the amount of \$50,000 has been made to Elkhart Community Schools from NIBCO, Inc. for the Engineering, Technology and Innovation building fund.

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

NIBCO, Inc.
Attn: Rex Martin
1516 Middlebury Street
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: KEVIN SCOTT

DATE: AUGUST 14, 2020

SUBJECT: GIFT ACCEPTANCE

Patrick Industries, Inc. has made a donation in the amount \$12,500 to Elkhart Community Schools for renovations to Rice Field and North Side Gym.

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. Todd Cleveland
Patrick Industries, Inc.
107 W Franklin Street
Elkhart IN 46514



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: AUGUST 12, 2020

SUBJECT: GIFT ACCEPTANCE

An anonymous donation in the amount of \$500 has been received by Elkhart Community Schools for the Unified Music Program to assist with the purchase of instruments.

I am requesting approval from the Board of School Trustees to accept this donation

August 25 2020, Meeting of Board of School Trustees

School/Organiz ation	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High School West - Student Government	Students will form teams and pay to participate in dodgeball. The funds will be used on student government activites, such as homecoming (or a modication of it).	9/28/2020	8/7/2020	Julie Tyrakowski
Elkhart High School West - Student Government	Spirit week shirt sale - Proceeds will be used for student government activites, such as homecoming (or a modification of it).	9/3/2020 - 9/23/2020	8/7/2020	Julie Tyrakowski
Elkhart High School West	Online EHS clothing and merchandise store. Funds will go towards student and staff activities.	8/25/2020 - ongoing	8/18/2020	Cary Anderson
Elkhart High School West	Student groups will work concessions at Notre Dame football, basketball, hockey, and/or extra events. A check will be mailed from Levy to the club that the student represents. This will help the club cover costs associated to events. Clubs include, but are not limited to Academics, Student Government, NHS, and FFA.	9/1/2020 - 9/1/2021	8/20/2020	Julie Tyrakowski
	Please note the following fundraisers are presented for confirmation only.			
Elkhart High School West - Student Government	Annual Student T-Shirt- designed by students for the students and anyone else who would like to purchase. Profits are minimal, but will be used for the student section and homecoming (or a modificatin of it) costs.	8/13/2020 - 9/13/2020	8/7/2020	Julie Tyrakowski

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

August 10, 2020

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side MS Athletic Dept. Extracurricular	Trophies	\$716.50



TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: AUGUST 25, 2020

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

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

Sarah Bertsch	Elkhart East/Science
Patrick Brownell	Career Center/Commercial Photography
Riley Devenney	North Side/Math
Shannon Duley	Osolo/Grade 4
Sharon Durkin	Elkhart East/ENL
Kama Hardy	Pinewood/Grade 3
Melissa Hertsel	Career Center/Computer Operations
Katherine Hewett	Beck/Special Education
Maria Hite	Daly/Special Education
Stephen Jones	Career Center/Auto Technology
Kathleen Kelly	Exceptional Learner/Special Ed Intern
Jennifer Wolfe	Exceptional Learners/Special Ed Intern

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

Kristin Weaver	Bristol/Special Education	34 Years of Service
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d. **Resignation** – We report the resignation for the following employees:

Aliya Caldwell
Began: 1/6/18

Woodland/Grade 2
Resign: 6/3/20

Kristin Dutton
Began: 8/2/16

Daly/Diagnostician
Resign: 6/3/20

Kasey Lutrell
Began: 8/13/06

Elkhart West/Language Arts
Resign: 6/3/20

Kristen Milton-Watt
Began: 1/14/19

Elkhart East/Science
Resign: 6/3/20

Emily Piggott
Began: 1/6/20

Elkhart West/Language Arts
Resign: 8/12/20

Caitlin Rappelli
Began: 10/29/19

Elkhart West/Social Studies
Resign: 8/12/20

Terry Smith
Began: 8/2/16

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

CLASSIFIED

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

Tammy Oldenburg
Began: 6/29/20

Food Service/Secretary
PE: 8/17/20

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

Deron Anderson
Began: 2/1/19

Transportation/Bus Helper
Resign: 6/3/20

Barry Beyer
Began: 8/28/13

Cleveland/Paraprofessional
Resign: 6/3/20

Tiffany Bice
Began: 12/18/19

Daly/Food Service
Resign: 6/3/20

Caddabra Brown Nee Bernard
Began: 8/12/19

Exceptional Learners/Psychologist Intern
Resign: 6/5/20



Tracy Fisher
Began: 10/22/18

Megan Hartman
Began: 8/15/19

Katrina Healy
Began: 11/29/17

Crystal Howard
Began: 8/20/15

Latonya Jennings
Began: 8/12/19

Karen Mackowiak
Began: 9/15/14

Rosa Manay
Began: 10/22/18

Briana McKenzie
Began: 3/16/20

Terri Neely
Began: 9/5/19

Kathleen Nussbaum
Began: 9/30/19

Beth Porter
Began: 8/16/17

Shawn Powell
Began: 8/12/19

Rachelle Roberts
Began: 8/23/18

Amber White
Began: 10/14/19

Daly/Social Worker
Resign: 8/12/20

Eastwood/Paraprofessional
Resign: 6/3/20

Cleveland/Paraprofessional
Resign: 8/28/20

Beardsley/Food Service
Resign: 6/3/20

West Side/Food Service
Resign: 6/3/20

Osolo/Paraprofessional
Resign: 6/3/20

Transportation/Bus Helper
Resign: 6/3/20

Monger/Paraprofessional
Resign: 6/3/20

Hawthorne/Substitute Teacher
Resign: 6/3/20

Daly/Food Service
Resign: 6/3/20

Feeser/Food Service
Resign: 6/3/20

Commissary/Food Svc Truck Driver
Resign: 6/3/20

West Side/Food Service
Resign: 6/3/20

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



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

Elizabeth Elkins

Began: 11/14/05

North Side/Food Service

Retire: 12/18/20

15 Years Of Service

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

Alix Davis

Begin: 8/17/20

Transportation/Bus Driver

End: 1/1/21

Sharmonique McDaniel

Begin: 8/19/20

West Side/Secretary

End: 1/1/21

e. **Reassignment** – We recommend the approval of reassignment of the following classified employees to certified positions:

Melissa Hertsel

Career Center/Computer Operations

Kathleen Kelly

Exceptional Learners/Special Ed Intern



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN (as presented during the 8/11/20 BST meeting)
Code	po3422.12S
Status	
Adopted	December 20, 2016
Last Revised	February 11, 2020
Last Reviewed	August 25, 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 (as presented during the 8/11/20 BST meeting)
Code	po8450.01
Status	
Last Revised	August 11, 2020
Last Reviewed	August 25, 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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Book	Policy Manual
Section	0000 Bylaws
Title	Technical Correction Bylaw - Proposed Revised ORGANIZATIONAL MEETING
Code	po0151
Status	
Adopted	November 22, 2016
Last Revised	August 25, 2020
Last Reviewed	August 25, 2020

0151 - **ORGANIZATIONAL MEETING**

The Board shall organize annually on or before January 15th at a meeting held in accordance with law. The meeting shall be called to order by the Board member, whose term as president expired December 31 of the previous calendar year; said Board member shall serve as presiding officer until the election of a President.

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I.C. 20-26-4-1

~~I.C. 3-5-4-11(b) and (c)~~

Legal I.C. 20-26-4-1

I.C. 5-14-1.5-2(b) Definition of "governing body"

I.C. 5-14-3 Access to Public Records Act

Book	Policy Manual
Section	0000 Bylaws
Title	Technical Correction Bylaw - Proposed Revised - OFFICERS
Code	po0152
Status	
Adopted	November 22, 2016
Last Revised	August 25, 2020
Last Reviewed	August 25, 2020

0152 - **OFFICERS**

The Board shall elect from its members a President, Vice-President, and a Secretary all of whom are separate members.

The Board shall also appoint a Treasurer of the Board and of the Corporation who is not the Superintendent or a Board member.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in either office within thirty (30) days of the occurrence of the vacancy.

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I.C. 20-26-4-1

Legal I.C. 20-26-4-1

I.C. 5-14-1.5-2(b) Definition of "governing body"

I.C. 5-14-3 Access to Public Records Act

Book Policy Manual
Section 0000 Bylaws
Title Proposed Revised MOTIONS
Code po0154
Status
Adopted November 22, 2016
Last Revised August 25, 2020
Last Reviewed August 25, 2020

0154 - **MOTIONS**

The Board shall, at the organizational meeting:

- A. designate a day, place, and time for regular meetings which shall be held at least twice each month;
- B. designate a day for regular work sessions of the Board;
- C. authorize the President of the Board to appoint individual Board members to any necessary committees or as representatives to various organizations;
- D. appoint a Board member as legislative/policy liaison to the Indiana School Boards Association;:-
- E. appoint a Treasurer of the School Corporation who must be a person, other than the Superintendent or a member of the Board; and
- F. appoint a Deputy Treasurer who must be a person other than the Superintendent or a member of the Board, and has the same powers and duties as the Treasurer.

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Legal I.C. 20-26-4-3 Regular, statutory and special meetings
I.C. 20-26-4-1 Organization
I.C. 5-14-3 Access to Public Records Act
I.C. 5-14-1.5-2(b) Definition of "governing body"
I.C. 5-13-7-6 Local board of finance meetings

Book	Policy Manual
Section	0000 Bylaws
Title	Proposed Revised COMMITTEES
Code	po0155
Status	
Adopted	November 22, 2016
Last Revised	August 25, 2020
Last Reviewed	August 25, 2020

0155 - **COMMITTEES**

Committees appointed directly by the School Board or the President shall constitute a "governing body" as defined in the Open Door Law. When specifically charged to do so by the Board or President, a committee shall conduct studies, receive information, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Meetings of committees appointed directly by the Board or its President and given authority to take official action upon public business are subject to the Open Door Law and shall give notice of meetings and hold public meetings as required by that statute. "Official action" includes receiving information, deliberating, and making recommendations. A committee subject to the Open Door Law shall keep minutes of its meetings.

Meetings of committees appointed by the Superintendent that report to the Superintendent shall not be subject to the Open Door Law, but records of committees appointed by the Superintendent shall be subject to the Access to Public Records Act.

Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

A member may request or refuse an appointment to a committee.

Each Board committee shall be convened by a chairperson who shall report for the committee.

I.C. 5-14-1.5-2(b) Definition of "governing body"

~~I.C. 5-14-3-4 Minutes required for ODL covered meetings~~

I.C 5-14-3 Access to Public Records Act

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Legal I.C. 5-14-1.5-2(b) Definition of "governing body"
I.C 5-14-3 Access to Public Records Act

Book	Policy Manual
Section	0000 Bylaws
Title	Proposed Revised EXECUTIVE SESSION
Code	po0167.2
Status	
Adopted	November 22, 2016
Last Revised	August 25, 2020
Last Reviewed	August 25, 2020

0167.2 - **EXECUTIVE SESSION**

The Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for the following purposes:

- A. where authorized by Federal or State statute
- B. discussion of strategy with respect to collective bargaining, initiation of litigation, litigation which is pending or has been threatened in writing, implementation of security systems, a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties, ~~purchase or lease of real property,~~ or school consolidation, providing that the strategy is necessary for bargaining or competitive reasons, and the meeting does not include the competitive bargaining adversaries.
- C. for discussion of the assessment, design, and/or implementation of school safety and security measures, plans, and systems
- D. to receive information about, and interview, prospective employees
- E. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee, student, or independent contractor who is a physician or a school bus driver
- F. discussion of records classified as confidential by Federal or State statute
- G. discussion, before any placement decision, of an individual student's abilities, past performance, behavior, and needs
- H. discussion of an employee's job performance evaluation
- I. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration
- J. training of Board members by an outside consultant on performance of their role as public officials and/or discussion with or between county officials, Board members, and an outside consultant concerning the performance of Board members

A final action must be taken at a meeting open to the public.

In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

Legal

I.C. 20-26-4-3 Regular, statutory and special meetings, including notice of meetings to Board members

I.C. 5-14-1.5-6.1 Executive Sessions

I.C. 5-14-1.5-5 Open Door Law notice to the public and news media of executive sessions

Book	Policy Manual
Section	0000 Bylaws
Title	Proposed Revised TREASURER
Code	po0171.4
Status	
Adopted	November 22, 2016
Last Revised	August 25, 2020
Last Reviewed	August 25, 2020

0171.4 - **TREASURER**

The School Board shall appoint a person, other than the Superintendent or a member of the Board, to serve as treasurer of the Corporation.

The Treasurer shall be the official custodian of all funds of the Corporation and shall be responsible for the proper safeguarding and accounting for all such funds.

In addition, the Treasurer shall issue a receipt for all funds coming into his/her hands as well as deposit money and issue all warrants in accordance with law.

The Treasurer may ~~also~~ transact Corporation financial business through the use of electronic funds transfer.

~~The Treasurer may, with the approval of the Board, delegate the regular duties associated with his/her responsibility to a deputy, providing that person is not the Superintendent or a member of the Board.~~

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ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2021

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	12, 2021	July	13, 2021
January	26, 2021	July	27, 2021
February	9, 2021	August	10, 2021
February	23, 2021	August	24, 2021
March	9, 2021	September	14, 2021
March	23, 2021	September	28, 2021
April	13, 2021	October	12, 2021
April	27, 2021	October	26, 2021
May	11, 2021	November	9, 2021
May	25, 2021	November	23, 2021
June	8, 2021	December	14, 2021
June	22, 2021	December	21, 2021 8:00 a.m.

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 25 and 26, 2021, 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 – _____

ACCOUNT BALANCES/INVESTMENT DETAIL
July 2020

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank – Deposit Account	28,739,745.11
Lake City Bank – Accounts Payable	(1,040,701.31)
Lake City Bank – Merchant Account	-
Teachers Credit Union	2,955,848.95
BMO Harris Bank (UMR insurance)	407,420.00

SCHOOL LUNCH ACCOUNTS:

Lake City Bank – Prepaid Lunch	143,131.38
Change Fund	2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank	2,418,263.78
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PAYROLL ACCOUNTS:

Lake City Bank – Payroll Account	(10,347.64)
Lake City Bank – Flex Account	81,112.50

INVESTMENTS:

Certificate of Deposit	-
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\$ 33,696,982.77

Medical Plan Experience

July 2020

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 603,793	\$ 953,306	\$ (349,513)	\$ 3,522,369	\$ 4,238,470	\$ (716,101)
UMR Rx	\$ 188,597	\$ 175,279	\$ 13,318	\$ 1,125,108	\$ 923,794	\$ 201,314
Rx Rebate	\$ -	\$ -	\$ -	\$ (243,116)	\$ (190,740)	\$ (52,376)
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 792,390	\$ 1,128,585	\$ (336,195)	\$ 4,404,361	\$ 4,971,524	\$ (567,163)
Expected Claim Cost	\$ 877,196	\$ 897,212	\$ (20,016)	\$ 6,100,158	\$ 6,313,777	\$ (213,619)
Claims vs. Expected	\$ (84,806)	\$ 231,373		\$ (1,695,797)	\$ (1,342,253)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 185,762	\$ 208,804	\$ (23,042)	\$ 1,349,136	\$ 1,507,655	\$ (158,519)
Total Cost (Claim + Non-claim)	\$ 978,152	\$ 1,337,389		\$ 5,753,497	\$ 6,479,180	
Enrollment	1,039	1,024		\$ 7,262	7,206	
Cost Per Employee Per Month (PEPM)	\$ 941.44	\$ 1,306.04		\$ 792.27	\$ 899.14	-11.9%
Paid Claims Per Employee				\$ 606.49	\$ 689.91	-12.1%