

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

February 11, 2020

CALENDAR

Feb	11	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Feb	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	25	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	27	9:00 a.m.	Executive Session, Board Retreat, Elkhart Area Career Center
Feb	28	9:00 a.m.	Public Work Session, Board Retreat, Elkhart Area Career Center
Mar	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

\*\*\*\*\*

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SUPERINTENDENT'S STUDENT ADVISORY COUNCIL REPRESENTATIVES  
Memorial High School  
Central High School

- E. MINUTES  
January 28, 2020 – Public Work Session  
January 28, 2020 – Regular Board Meeting

- F. TREASURER'S REPORT

Consideration of Claims

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

Resolution Preliminarily Approving the Fifth Amendment to Lease – 2020 Career Center Renovation Project

Resolution Preliminarily Approving the Sixth Amendment to Lease – 2020 High School Renovation Project

Resolution Preliminarily Approving the Lease – 2020 Freshman Center Renovation Project

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

Extra-Curricular Purchase Request

G. 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 January 14<sup>th</sup> regular meeting.

Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule – The administration presents proposed revisions to Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule, as initially presented at the January 14<sup>th</sup> regular meeting.

Administrative Regulation JFCA – Guidelines for Secondary School Athletics – The administration presents proposed revisions to Administrative Regulation JFCA – Guidelines for Secondary School Athletics, as initially presented at the January 14<sup>th</sup> regular meeting.

H. NEW BUSINESS

Resolution Superintendent Goals

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

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

I. PERSONNEL

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

January 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	Kevin Scott Brad Sheppard
------------------------	----------------------------------	------------------------------

Kevin Scott, Chief Financial Officer, provided an update on bond issues and the borrowing schedule. Superintendent Thalheimer reviewed the report to be presented at the regular meeting on the ThoughtExchange results and exceptional learners. The Board discussed the schedule for the Board retreat on February 27 and 28, 2020.

Topics Discussed

The meeting adjourned at approximately 6:20 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  
January 28, 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 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

Mrs. Mullins recited the Elkhart Promise.

The Elkhart Promise

Mrs. Mullins discussed the invitation to speak protocol.

Superintendent’s Student Advisory Council (SSAC) representatives Elizabeth Weimer, a senior from Memorial High School (MHS) and Brady Krueper, a freshman from Central High School (CHS) introduced themselves. Ms. Weimer reported winter sports are headed in to sectional play, including Memorial hosting the wrestling Sectional on February 1st. Ms. Weimer commented cheerleading is perhaps one of the most active teams in terms of community outreach and service. Also in music, preparation has begun for ISSMA solo and ensemble contests; the color guard placed second in their combined class last weekend; and students and staff are enjoying the space and quality of the new facility. Upcoming events include Champion’s Last Ride Carnival and the theater department will be performing the musical “You’re a Good Man Charlie Brown” on March 12th, 13th and 15th. In addition to SSAC, Brady Krueper plays football. Mr. Krueper reported the winter guard and percussion ensemble will present a Showcase on January 29th. Girls’ basketball sectionals begin next week with Central vs. Memorial at Warsaw. Next Saturday, the Boys’ NIC swim meet will be at the Aquatic Center. Also, the Dollars for Scholars Phone-a-thon is January 28th and 29th, with 25 students from various service clubs making over 2,000 phone calls; and the annual Say What Karaoke is scheduled for February 26th.

Superintendent’s Student Advisory Council

Superintendent Thalheimer gave a presentation addressing the needs of exceptional learners as identified by the ThoughtExchange. The district has created a division of exceptional learners specifically for special education and high ability students with an Assistant Superintendent of Exceptional Learners. The Assistant Superintendent of Students Services will concentrate on health services, social work, alternative education and Pre-K education. The dedicated division is a result of the needs assessment in high ability conducted since September. Components of the high ability programming will include: a philosophy and vision; identification procedures; specialized curriculum; extra-curricular or outside learning opportunities; professional development of staff; social and emotional needs; and evaluation of the program. Recommendations include the hiring a full-time director of high ability to serve under the Assistant Superintendent of Exceptional Learners to address programmatic improvements, curriculum development and teacher training.

Report from Superintendent

By unanimous action, the Board approved the following minutes:  
January 14, 2020 – Public Work Session  
January 14, 2020 – Organizational Meeting  
January 14, 2020 – Finance Meeting  
January 14, 2020 – Regular Board Meeting

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$5,308,450.39 as shown on the January 28, 2020, claims listing. (Codified File 1920-83)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500 from Osolo Emergency Medical Services, Inc. for the ElkLogics Robotics club; \$5,000 from Rob and Kate Dutkiewicz to purchase books for students and staff at Beck; \$600 from Whiteford Kenworth to the Diesel Services program at the EACC; 2 wheel barrows, 2 pitchforks, a ground-driven manure spreader and a hay wagon (donor valued at \$8,000) to the ACCELL program from Mr. and Mrs. Ken Blazier of KB Brokerage/Trucking; and \$250,000 from Welch Packaging and \$656,968.53 from Ms. Charlotte Mittler for the Engineering Technology and Innovation Building fund.

Gift Acceptance

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

Financial Report

By unanimous action, the Board approved proposed school fundraisers in accordance with Board policy. The funds raised through the listed activities are deposited into each school's extra-curricular fund. (Codified File 1920-84)

Fundraisers

Mr. Scott presented the Monthly Insurance Update. Mr. Scott stated total medical and pharmacy expenses at year end were \$35,000 less than calendar year 2018. 2018 and 2019 were substantially better than 2017.

Monthly Insurance Update

By unanimous action, the Board approved the 2020-2021 School calendar. (Codified File 1920-85)

2020-2021 School Calendar

The Board was presented proposed revisions of Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan, for initial consideration. Doug Thorne, district counsel/chief of staff, noted the revisions were clarifications to the previously approved policy.

Board Policy 3422.12S

The Board was presented proposed revisions to Administrative Regulation GDBA-10 – Miscellaneous Position Pay Schedule, for initial review.

Administrative Regulation GDBA-10

The Board was presented proposed revisions to Administrative Regulation JFCA – Guidelines for Secondary School Athletics, for initial review.

Administrative Regulation JFCA

By unanimous action, the Board reappointed Dorisanne Nielsen (past Board member) to the Elkhart Redevelopment Commission for 2020. Board member, Susan Daiber, explained the timing of the Redevelopment Commission meetings prevents a current Board member from attending.

Redevelopment Commission Appointment

By unanimous action, the Board adopted a Resolution in Support of Public Participation in the 2020 Census. Superintendent Thalheimer stated the Indiana School Board Association, and Indiana Superintendents Association, and others encourage support for the census. (Codified File 1920-86)

Resolution in Support of Census

By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the January 28, 2020 listings. (Codified File 1920-87)

Conference Leave Requests

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

Personnel Report

A consent agreement regarding unpaid time for a certified staff member. (Codified File 1920-88)

Consent Agreement

An administrative transfer for Sarita Stevens to Assistant Superintendent of Student Services.

Administrative Transfer

Resignation of certified staff member Mark Myers, language arts at West Side, at the end of the 2019-2020 school year.

Certified Retirement

<p>Employment of the following four (4) classified employees having successfully completed their probationary period on dates indicated:</p> <ul style="list-style-type: none"> <li>Mary Calvert - food service at Pinewood, 1/20/20</li> <li>Lisa Canfield - paraprofessional at Cleveland, 1/22/20</li> <li>Ashley Kovach - paraprofessional at Cleveland, 1/20/20</li> <li>Kelli McClanahan - secretary at ESC, 1/20/20</li> </ul>	<p>Classified Employment</p>
<p>Resignation of the following eight (8) classified employees effective on dates indicated:</p> <ul style="list-style-type: none"> <li>Roger Alwine - catering truck driver for Food Service, 2/14/20</li> <li>Ryan Baker - food service admin at Food Service, 12/27/19</li> <li>Jason Billings - support technician at Tech Services, 1/13/20</li> <li>Clara Bonds - food service at Pierre Moran, 1/6/20</li> <li>Jessica Dubose - food service at Woodland, 1/21/20</li> <li>Chloe Shaw - SLPA at Beardsley, 6/13/19</li> <li>James Williams III - paraprofessional at Bristol, 1/24/20</li> <li>Amber Young - bus driver/clerk at Transportation, 1/30/20</li> </ul>	<p>Classified Resignations</p>
<p>Retirement of classified employee, Sarah Cook Gurka, technical assistant at West Side, effective 1/12/20 with 14 years of service.</p>	<p>Classified Retirement</p>
<p>Leave for the following three (3) classified employees on dates indicated:</p> <ul style="list-style-type: none"> <li>Susan McKibbin – driver at Transportation, beginning 3/17/20 and ending 4/3/20</li> <li>Yvonne Gefri - food service at North Side, beginning 1/21/20 and ending 6/3/20</li> <li>Belinda Siler – custodian at Memorial, beginning 8/2/19 and ending 8/16/20</li> </ul>	<p>Classified Leaves</p>
<p>An audience staff member spoke commending the committee members and their work in preparing the 2020-2021 school calendar.</p>	<p>From the Audience</p>
<p>Superintendent Thalheimer thanked those who participated in the ThoughtExchange. Dr. Thalheimer also welcomed Sarita Stevens to the student services administrative staff.</p>	<p>From the Superintendent</p>
<p>Board member Doug Weaver reported on the great turnout for the ribbon cutting held at the diesel technology building last week.</p>	<p>From the Board</p>
<p>Mrs. Mullins reported on the success of the EACC Open House last Sunday. Mrs. Mullins also reported on the Third House meeting held at the aquatic center last Saturday and encouraged everyone to attend the next monthly meeting at the Chamber.</p>	<p>From the Board</p>

The meeting adjourned at approximately 7:50 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



**MARY DALY ELEMENTARY SCHOOL**

1735 STRONG AVENUE • ELKHART, IN 46514

PHONE: 574-295-4870



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 1/23/20

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Josh Nice

RE: Gift Acceptance

Mary Daly has received a donation of \$500 by NIVA for use of the gymnasium, These monies will be used to fund student activities.

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:

Adria Anderson  
c/o Cary Anderson  
Elkhart Memorial High School  
2608 California Road  
Elkhart, IN 46514



**MARY DALY ELEMENTARY SCHOOL**

1735 STRONG AVENUE • ELKHART, IN 46514

PHONE: 574-295-4870



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 1/23/20

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Josh Nice

RE: Gift Acceptance

Mary Daly has received a donation of \$500 by Paul & Lisa Regan for the 13<sup>th</sup> Annual Mary Daly Dash, These monies will be used to fund student activities.

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:

Lisa & Paul Regan  
29758 Woodstone Ct  
Elkhart, IN 46517



**ELKHART CENTRAL HIGH SCHOOL**

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 1-16-20

TO: Dr. Steven Thalheimer  
Board of School Trustees

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

RE: Donation Approval

Elkhart Central High School received a donation of \$750.00 from MORryde International, Inc. The donation is in support of the ElkLogics Robotics and will be used to purchase equipment and other items in support of the club.

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

**MORryde International, Inc**  
1966 Sterling Ave  
PO Box 579  
Elkhart, IN 46515





BUSINESS OFFICE

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: KEVIN SCOTT**

**DATE: 2/11/2020**

**SUBJECT: PROJECT FINANCING RESOLUTIONS**

---

As ECS embarks on the final three projects related to moving to one high school, the Board of School Trustees is requested to take action on an individual resolution for each project. Those projects are to conduct renovations to the Elkhart Area Career Center, the future Freshman Center, and phase II at the High School.

A copy of the new Lease for the Freshman Center as well as the amendments to the Lease for the EACC and High School projects are available for inspection in the business office upon request.

Public notices of Board action will appear in the newspaper and a public hearing will be held for each project at the regularly scheduled public Board meeting on March 24, 2020.

Please contact me if you have questions.

Respectfully,

Kevin Scott  
Chief Financial Officer

**RESOLUTIONS OF THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART  
COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, TAKING ACTIONS  
REGARDING A PROPOSED FIFTH AMENDMENT TO LEASE AND APPROVING  
THE ISSUANCE OF BONDS BY THE ELKHART COMMUNITY SCHOOL BUILDING  
CORPORATION AND MATTERS RELATED THERETO**

**(2020 ELKHART AREA CAREER CENTER RENOVATION PROJECT)**

WHEREAS, the Elkhart Community Schools, Elkhart County, Indiana (the “School Corporation”), operates as a public school corporation under the provisions of Indiana Code 20-26, as amended; and

WHEREAS, the Board of School Trustees of the School Corporation (the “Board”) now finds that a need exists for all or a portion of (a) certain renovations, remodeling, expansion and updating of the existing facilities and all or portion of the equipment throughout all or certain portions of the existing Elkhart Area Career Center operated by the School Corporation, (b) miscellaneous facility improvement and/or equipping projects at any of the facilities operated by the School Corporation, and (c) projects related to any of the projects identified in clauses (a) or (b) (clauses (a) through and including (c), collectively, the “2020 Career Center Renovation Project”), and the School Corporation cannot provide the necessary funds to pay the costs of such facilities to meet such needs; and

WHEREAS, the Elkhart Community School Building Corporation (the “Building Corporation”) was incorporated to assist the School Corporation in financing, from time to time, the construction and renovation of school facilities to be operated by the School Corporation, including the 2020 Career Center Renovation Project; and

WHEREAS, it is deemed desirable to proceed with the necessary negotiations and all other steps looking toward the completion of the 2020 Career Center Renovation Project; and

WHEREAS, there have been prepared drawings, plans, specifications and estimates for the costs of the 2020 Career Center Renovation Project; and

WHEREAS, said drawings, plans and specifications will be submitted to the agencies designated by law to pass on plans and specifications for such buildings, and the estimates for the costs of the 2020 Career Center Renovation Project have been submitted to and now meet with the approval of this Board; and

WHEREAS, it now appears to this Board that said drawings, plans, specifications and estimates provide for necessary school facilities; and

WHEREAS, the Board now desires, to the extent permitted by law, to take all of the necessary steps to enter into a lease with the Building Corporation for all or any portion of the facilities operated or to be operated by the School Corporation, pursuant to which the Building Corporation and the School Corporation will finance all or any portion of the 2020 Career Center Renovation Project; and

WHEREAS, the School Corporation has previously entered into a Lease, dated as of February 24, 1998 (the “Original Lease”), as amended and supplemented by an Addendum to Lease, dated as of May 5, 1998 (the “Addendum to Lease”), a First Amendment to Lease, dated

as of October 1, 2003 (the “First Amendment to Lease”), a Second Amendment to Lease, dated as of April 23, 2013 (the “Second Amendment to Lease”), an Addendum to Second Amendment to Lease, dated as of May 1, 2013 (the “Addendum to Second Amendment to Lease”), a Third Amendment to Lease, dated as of April 10, 2018 (the “Third Amendment to Lease”), an Addendum to Third Amendment to Lease, dated as of December 1, 2018 (the “Addendum to Third Amendment to Lease”), a Fourth Amendment to Lease, dated as of April 9, 2019 (the “Fourth Amendment to Lease”), and an Addendum to Fourth Amendment to Lease, dated as of June 1, 2019 (the “Addendum to Fourth Amendment to Lease”) (the Original Lease, as amended by the First Addendum to Lease, the First Amendment to Lease, Second Amendment to Lease, the Addendum to Second Amendment Lease, the Third Amendment to Lease, the Addendum to Third Amendment to Lease, the Fourth Amendment to Lease, and the Addendum to Fourth Amendment to Lease, collectively, the “Lease”), each of which is by and between the Building Corporation (as assignee of the Elkhart Community Schools Building Corporation), as lessor, and the School Corporation, as lessee; and

WHEREAS, there has been prepared and previously submitted to the members of the Board a proposed form of a fifth amendment to the Lease and related addenda (the “Fifth Amendment to Lease”) by and between the Building Corporation, as lessor, and the School Corporation, as lessee, for the lease of all or any portion of the premises subject to the Lease (collectively, the “Premises”); and

WHEREAS, pursuant to Indiana Code §20-26-7-37, as amended, if this Board proposes to construct, repair or alter a school building at a cost of more than One Million Dollars (\$1,000,000.00) that would be financed by a lease agreement, issuing bonds or any other available method, it must hold a public hearing at which explanations of the potential value of the proposed project to the School Corporation and the community shall be given, and at which interested parties may present testimony and ask questions; and

WHEREAS, the Board expects to pay for certain costs of the 2020 Career Center Renovation Project (collectively, the “Expenditures”) prior to the issuance of the 2020 Career Center Renovation Bonds (as hereinafter defined), and to reimburse the Expenditures with the proceeds received by the School Corporation upon the issuance of the 2020 Career Center Renovation Bonds; and

WHEREAS, the Board desires to declare its intent to reimburse the Expenditures pursuant to Treas. Reg. §1.150-2 and Indiana Code §5-1-14-6(c), each as amended, with all or a portion of the proceeds of the 2020 Career Center Renovation Bonds; and

WHEREAS, in accordance with Indiana Code §6-1.1-20-0.5, as amended, the Board desires to determine that to the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2020 Career Center Renovation Project, the Board pledges to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, that:

Section 1. Need exists for the 2020 Career Center Renovation Project, and none of the 2020 Career Center Renovation Project can be provided from any funds currently, or expected to be, available to the School Corporation, excluding any donations or gifts to be provided to the School Corporation for the 2020 Career Center Renovation Project. This Board shall proceed to take such steps as may be necessary to secure (1) the acquisition of all or any portion of the Premises by the Building Corporation not already owned by the Building Corporation, (2) the extension of the ownership by the Building Corporation of the Premises beyond the current term, (3) the reimbursement of the School Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation, (4) the payment of all costs of all or any portion of the 2020 Career Center Renovation Project and all of the costs associated therewith by the Building Corporation and the School Corporation, and (5) the continued leasing of all or any portion of the Premises by the Building Corporation to the School Corporation as provided by Indiana Code 20-47-3 and Indiana Code 20-47-4, each as amended.

Section 2. To the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2020 Career Center Renovation Project, the Board hereby pledges in accordance with Indiana Code §6-1.1-20-0.5, as amended, to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

Section 3. It is hereby determined to be proper and in the public interest to re-approve the incorporation of the Building Corporation for the purpose of financing, constructing, renovating, expanding and equipping certain school facilities and leasing the same to the School Corporation, including the 2020 Career Center Renovation Project.

Section 4. The Board hereby re-approves the Articles of Incorporation of the Building Corporation, the Code of By-Laws of the Building Corporation and the appointment William G. Cork, David C. Bonfiglio and Dr. John Hutchings to act as the current Directors of the Building Corporation and to serve a term (unless the Director resigns, is removed or dies) of one year or until a successor is appointed and qualified.

Section 5. The 2020 Career Center Renovation Project is in the public interest of the patrons of the School Corporation and is a proper public purpose for which this Board agrees to cooperate with the Building Corporation and assist it in fulfilling the requirements of all agencies, including the federal, state and city governments.

Section 6. Pursuant to the applicable laws of the State of Indiana, the Building Corporation, being duly organized to conduct business, may (a) issue, sell and deliver its first mortgage bonds (the “2020 Career Center Renovation Bonds”) in an original aggregate principal amount not to exceed \$5,350,000 for the purpose of financing all or a portion of the 2020 Career Center Renovation Project, (b) encumber any real property or equipment acquired by it for the purpose of financing all or any portion of any of the 2020 Career Center Renovation Project and (c) enter into contracts for the sale of the 2020 Career Center Renovation Bonds and the acquisition, construction, renovation, expansion and equipping of said school facilities.

Section 7. Upon the redemption or retirement of the 2020 Career Center Renovation Bonds to be issued by the Building Corporation in connection with the financing of the 2020

Career Center Renovation Project, the School Corporation will accept from the Building Corporation the Premises free and clear of all liens and encumbrances thereon.

Section 8. The School Corporation shall apply the proceeds received by the School Corporation from the sale of all or any portion of the Premises to the Building Corporation, the reimbursement from the Building Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation and/or the payment to the School Corporation for the extension of the ownership of the Premises by the Building Corporation to the costs of all or a portion of the 2020 Career Center Renovation Project not funded by the Building Corporation.

Section 9. The terms and conditions of the proposed form of the Fifth Amendment to Lease and the plans, drawings, specifications and estimates of each of the 2020 Career Center Renovation Project are approved and agreed to as the basis for a hearing as required by law, and such hearing shall be held by this Board upon the necessity for the execution of the Fifth Amendment to Lease and whether the lease rentals provided therein is a fair and reasonable rental for all or any portion of the Premises prior to the final determination of such questions so that this Board may determine whether to execute the Fifth Amendment to Lease as now written or as modified hereafter by agreement of the parties prior to execution, and the President of the Board is hereby authorized to call said hearing to be held on March 24, 2020, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent of the School Corporation (the "Superintendent") or the Chief Financial Officer of the School Corporation (the "Chief Financial Officer").

Section 10. Pursuant to Indiana Code §20-26-7-37, as amended, the Board authorizes the holding of a public hearing on March 24, 2020, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent or the Chief Financial Officer, at which explanations of the potential value of each of the 2020 Career Center Renovation Project to the School Corporation and the community shall be given, and at which interested parties may present testimony and questions.

Section 11. The Board hereby declares its official intent that, to the extent permitted by law, to execute the Fifth Amendment to Lease with the Building Corporation, to request the Building Corporation to issue the 2020 Career Center Renovation Bonds, in one or more series or issues, each in the original aggregate principal amount not to exceed the aggregate amount set forth above, and to reimburse costs of the respective 2020 Career Center Renovation Project consisting of the Expenditures from a portion of the proceeds of the sale of the 2020 Career Center Renovation Bonds.

Section 12. Any officer of the School Corporation, the Superintendent, the General Counsel of the School Corporation or the Chief Financial Officer be, and hereby is, authorized, empowered and directed, on behalf of the School Corporation to publish notices of said public hearings and to take any other action as such officer deems necessary or desirable to effectuate the foregoing resolutions, and any such publication or other actions heretofore made or taken be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 11<sup>th</sup> day of February, 2020.

BOARD OF SCHOOL TRUSTEES OF  
THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA

AYE

NAY

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

ATTEST:

\_\_\_\_\_  
Secretary of the Board of School Trustees

**RESOLUTIONS OF THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART  
COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, TAKING ACTIONS  
REGARDING A PROPOSED SIXTH AMENDMENT TO LEASE AND APPROVING  
THE ISSUANCE OF BONDS BY THE ELKHART COMMUNITY SCHOOL BUILDING  
CORPORATION AND MATTERS RELATED THERETO**

**(2020 HIGH SCHOOL RENOVATION PROJECT)**

WHEREAS, the Elkhart Community Schools, Elkhart County, Indiana (the “School Corporation”), operates as a public school corporation under the provisions of Indiana Code 20-26, as amended; and

WHEREAS, the Board of School Trustees of the School Corporation (the “Board”) now finds that a need exists for all or a portion of (a) certain renovations, remodeling and updating of the existing facilities and all or portion of the equipment throughout all or certain portions of the existing Memorial High School operated by the School Corporation, subsequent to the completion of the 2018 High School Renovation Project, as defined and described in the resolution adopted by the Board on January 24, 2017, (b) miscellaneous facility improvement and/or equipping projects at any of the facilities operated by the School Corporation, and (c) projects related to any of the projects identified in clauses (a) or (b) (clauses (a) through and including (c), collectively, the “2020 High School Renovation Project”), and the School Corporation cannot provide the necessary funds to pay the costs of such facilities to meet such needs; and

WHEREAS, the Elkhart Community School Building Corporation (the “Building Corporation”) was incorporated to assist the School Corporation in financing, from time to time, the construction and renovation of school facilities to be operated by the School Corporation, including the 2020 High School Renovation Project; and

WHEREAS, it is deemed desirable to proceed with the necessary negotiations and all other steps looking toward the completion of the 2020 High School Renovation Project; and

WHEREAS, there have been prepared drawings, plans, specifications and estimates for the costs of the 2020 High School Renovation Project; and

WHEREAS, said drawings, plans and specifications will be submitted to the agencies designated by law to pass on plans and specifications for such buildings, and the estimates for the costs of the 2020 High School Renovation Project have been submitted to and now meet with the approval of this Board; and

WHEREAS, it now appears to this Board that said drawings, plans, specifications and estimates provide for necessary school facilities; and

WHEREAS, the Board now desires, to the extent permitted by law, to take all of the necessary steps to enter into a lease with the Building Corporation for all or any portion of the facilities operated or to be operated by the School Corporation, pursuant to which the Building Corporation and the School Corporation will finance all or any portion of the 2020 High School Renovation Project; and

WHEREAS, the School Corporation has previously entered, or anticipates entering, into a Lease, dated as of February 24, 1998 (the “Original Lease”), as amended and supplemented by an Addendum to Lease, dated as of May 5, 1998 (the “Addendum to Lease”), a First Amendment to Lease, dated as of October 1, 2003 (the “First Amendment to Lease”), a Second Amendment to Lease, dated as of April 23, 2013 (the “Second Amendment to Lease”), an Addendum to Second Amendment to Lease, dated as of May 1, 2013 (the “Addendum to Second Amendment to Lease”), a Third Amendment to Lease, dated as of April 10, 2018 (the “Third Amendment to Lease”), an Addendum to Third Amendment to Lease, dated as of December 1, 2018 (the “Addendum to Third Amendment to Lease”), a Fourth Amendment to Lease, dated as of April 9, 2019 (the “Fourth Amendment to Lease”), an Addendum to Fourth Amendment to Lease, dated as of June 1, 2019 (the “Addendum to Fourth Amendment to Lease”), a Fifth Amendment to Lease, anticipated to be dated as of March 24, 2020 (the “Fifth Amendment to Lease”), and an Addendum to Fifth Amendment to Lease, anticipated to be dated as of some date later in 2020 (the “Addendum to Fifth Amendment to Lease”)(the Original Lease, as amended by the First Addendum to Lease, the First Amendment to Lease, Second Amendment to Lease, the Addendum to Second Amendment Lease, the Third Amendment to Lease, the Addendum to Third Amendment to Lease, the Fourth Amendment to Lease, the Addendum to Fourth Amendment to Lease, the Fifth Amendment to Lease, and the Addendum to Fifth Amendment to Lease, collectively, the “Lease”), each of which is by and between the Building Corporation (as assignee of the Elkhart Community Schools Building Corporation), as lessor, and the School Corporation, as lessee; and

WHEREAS, there has been prepared and previously submitted to the members of the Board a proposed form of a sixth amendment to the Lease and related addenda (the “Sixth Amendment to Lease”) by and between the Building Corporation, as lessor, and the School Corporation, as lessee, for the lease of all or any portion of the premises subject to the Lease (collectively, the “Premises”); and

WHEREAS, pursuant to Indiana Code §20-26-7-37, as amended, if this Board proposes to construct, repair or alter a school building at a cost of more than One Million Dollars (\$1,000,000.00) that would be financed by a lease agreement, issuing bonds or any other available method, it must hold a public hearing at which explanations of the potential value of the proposed project to the School Corporation and the community shall be given, and at which interested parties may present testimony and ask questions; and

WHEREAS, the Board expects to pay for certain costs of the 2020 High School Renovation Project (collectively, the “Expenditures”) prior to the issuance of the 2020 High School Renovation Bonds (as hereinafter defined), and to reimburse the Expenditures with the proceeds received by the School Corporation upon the issuance of the 2020 High School Renovation Bonds; and

WHEREAS, the Board desires to declare its intent to reimburse the Expenditures pursuant to Treas. Reg. §1.150-2 and Indiana Code §5-1-14-6(c), each as amended, with all or a portion of the proceeds of the 2020 High School Renovation Bonds; and

WHEREAS, in accordance with Indiana Code §6-1.1-20-0.5, as amended, the Board desires to determine that to the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2020 High School Renovation Project, the Board pledges to use any such donations or gifts for such purpose except to the

extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, that:

Section 1. Need exists for the 2020 High School Renovation Project, and none of the 2020 High School Renovation Project can be provided from any funds currently, or expected to be, available to the School Corporation, excluding any donations or gifts to be provided to the School Corporation for the 2020 High School Renovation Project. This Board shall proceed to take such steps as may be necessary to secure (1) the acquisition of all or any portion of the Premises by the Building Corporation not already owned by the Building Corporation, (2) the extension of the ownership by the Building Corporation of the Premises beyond the current term, (3) the reimbursement of the School Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation, (4) the payment of all costs of all or any portion of the 2020 High School Renovation Project and all of the costs associated therewith by the Building Corporation and the School Corporation, and (5) the continued leasing of all or any portion of the Premises by the Building Corporation to the School Corporation as provided by Indiana Code 20-47-3 and Indiana Code 20-47-4, each as amended.

Section 2. To the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2020 High School Renovation Project, the Board hereby pledges in accordance with Indiana Code §6-1.1-20-0.5, as amended, to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

Section 3. It is hereby determined to be proper and in the public interest to re-approve the incorporation of the Building Corporation for the purpose of financing, constructing, renovating, expanding and equipping certain school facilities and leasing the same to the School Corporation, including the 2020 High School Renovation Project.

Section 4. The Board hereby re-approves the Articles of Incorporation of the Building Corporation, the Code of By-Laws of the Building Corporation and the appointment William G. Cork, David C. Bonfiglio and Dr. John Hutchings to act as the current Directors of the Building Corporation and to serve a term (unless the Director resigns, is removed or dies) of one year or until a successor is appointed and qualified.

Section 5. The 2020 High School Renovation Project is in the public interest of the patrons of the School Corporation and is a proper public purpose for which this Board agrees to cooperate with the Building Corporation and assist it in fulfilling the requirements of all agencies, including the federal, state and city governments.

Section 6. Pursuant to the applicable laws of the State of Indiana, the Building Corporation, being duly organized to conduct business, may (a) issue, sell and deliver its first mortgage bonds (the "2020 High School Renovation Bonds") in an original aggregate principal amount not to exceed \$5,350,000 for the purpose of financing all or a portion of the 2020 High School Renovation Project, (b) encumber any real property or equipment acquired by it for the purpose of financing all or any portion of any of the 2020 High School Renovation Project and

(c) enter into contracts for the sale of the 2020 High School Renovation Bonds and the acquisition, construction, renovation, expansion and equipping of said school facilities.

Section 7. Upon the redemption or retirement of the 2020 High School Renovation Bonds to be issued by the Building Corporation in connection with the financing of the 2020 High School Renovation Project, the School Corporation will accept from the Building Corporation the Premises free and clear of all liens and encumbrances thereon.

Section 8. The School Corporation shall apply the proceeds received by the School Corporation from the sale of all or any portion of the Premises to the Building Corporation, the reimbursement from the Building Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation and/or the payment to the School Corporation for the extension of the ownership of the Premises by the Building Corporation to the costs of all or a portion of the 2020 High School Renovation Project not funded by the Building Corporation.

Section 9. The terms and conditions of the proposed form of the Sixth Amendment to Lease and the plans, drawings, specifications and estimates of each of the 2020 High School Renovation Project are approved and agreed to as the basis for a hearing as required by law, and such hearing shall be held by this Board upon the necessity for the execution of the Sixth Amendment to Lease and whether the lease rentals provided therein is a fair and reasonable rental for all or any portion of the Premises prior to the final determination of such questions so that this Board may determine whether to execute the Sixth Amendment to Lease as now written or as modified hereafter by agreement of the parties prior to execution, and the President of the Board is hereby authorized to call said hearing to be held on March 24, 2020, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent of the School Corporation (the "Superintendent") or the Chief Financial Officer of the School Corporation (the "Chief Financial Officer").

Section 10. Pursuant to Indiana Code §20-26-7-37, as amended, the Board authorizes the holding of a public hearing on March 24, 2020, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent or the Chief Financial Officer, at which explanations of the potential value of each of the 2020 High School Renovation Project to the School Corporation and the community shall be given, and at which interested parties may present testimony and questions.

Section 11. The Board hereby declares its official intent that, to the extent permitted by law, to execute the Sixth Amendment to Lease with the Building Corporation, to request the Building Corporation to issue the 2020 High School Renovation Bonds, in one or more series or issues, each in the original aggregate principal amount not to exceed the aggregate amount set forth above, and to reimburse costs of the respective 2020 High School Renovation Project consisting of the Expenditures from a portion of the proceeds of the sale of the 2020 High School Renovation Bonds.

Section 12. Any officer of the School Corporation, the Superintendent, the General Counsel of the School Corporation or the Chief Financial Officer be, and hereby is, authorized, empowered and directed, on behalf of the School Corporation to publish notices of said public

hearings and to take any other action as such officer deems necessary or desirable to effectuate the foregoing resolutions, and any such publication or other actions heretofore made or taken be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 11<sup>th</sup> day of February, 2020.

BOARD OF SCHOOL TRUSTEES OF  
THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA

AYE

NAY

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

ATTEST:

\_\_\_\_\_  
Secretary of the Board of School Trustees

**RESOLUTIONS OF THE BOARD OF SCHOOL TRUSTEES OF THE  
ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA,  
TAKING ACTIONS REGARDING A PROPOSED LEASE AND APPROVING THE  
ISSUANCE OF BONDS BY THE ELKHART COMMUNITY SCHOOL BUILDING  
CORPORATION AND MATTERS RELATED THERETO**

**(2020 FRESHMAN CENTER PROJECT)**

WHEREAS, the Elkhart Community Schools, Elkhart County, Indiana (the “School Corporation”), operates as a public school corporation under the provisions of Indiana Code 20-26, as amended; and

WHEREAS, the Board of School Trustees of the School Corporation (the “Board”) now finds that a need exists for all or a portion of (a) certain renovations, remodeling, expansion and updating of the existing facilities and all or portion of the equipment throughout all or certain portions of the existing Elkhart Central High School in order to convert it into a freshman center to be operated by the School Corporation, (b) miscellaneous facility improvement and/or equipping projects at any of the facilities operated by the School Corporation, and (c) projects related to any of the projects identified in clauses (a) or (b) (clauses (a) through and including (c), collectively, the “2020 Freshman Center Renovation Project”), and the School Corporation cannot provide the necessary funds to pay the costs of such facilities to meet such needs; and

WHEREAS, the Elkhart Community School Building Corporation (the “Building Corporation”) was incorporated to assist the School Corporation in financing, from time to time, the construction and renovation of school facilities to be operated by the School Corporation, including the 2020 Freshman Center Renovation Project; and

WHEREAS, it is deemed desirable to proceed with the necessary negotiations and all other steps looking toward the completion of the 2020 Freshman Center Renovation Project; and

WHEREAS, there have been prepared drawings, plans, specifications and estimates for the costs of the 2020 Freshman Center Renovation Project; and

WHEREAS, said drawings, plans and specifications will be submitted to the agencies designated by law to pass on plans and specifications for such buildings, and the estimates for the costs of the 2020 Freshman Center Renovation Project have been submitted to and now meet with the approval of this Board; and

WHEREAS, it now appears to this Board that said drawings, plans, specifications and estimates provide for necessary school facilities; and

WHEREAS, the Board now desires, to the extent permitted by law, to take all of the necessary steps to enter into a lease with the Building Corporation for all or any portion of the facilities operated or to be operated by the School Corporation, pursuant to which the Building Corporation and the School Corporation will finance all or any portion of the 2020 Freshman Center Renovation Project; and

WHEREAS, this Board now desires, to the extent permitted by law, to take all of the necessary steps to enter into a lease of the existing Elkhart Central High School, its related outdoor facilities and the real estate on which all of such structures or related improvements are

located with the Building Corporation, all of which are operated, or will be operated, by the School Corporation, pursuant to which the Building Corporation and the School Corporation will finance all or a portion of the 2020 Freshman Center Renovation Project; and

WHEREAS, there has been prepared and previously submitted to the members of the Board a proposed form of lease and related addenda (the "Lease") by and between the Building Corporation, as lessor, and the School Corporation, as lessee, for the lease of all or any portion of the premises subject to the Lease (collectively, the "Premises"); and

WHEREAS, pursuant to Indiana Code §20-26-7-37, as amended, if this Board proposes to construct, repair or alter a school building at a cost of more than One Million Dollars (\$1,000,000.00) that would be financed by a lease agreement, issuing bonds or any other available method, it must hold a public hearing at which explanations of the potential value of the proposed project to the School Corporation and the community shall be given, and at which interested parties may present testimony and ask questions; and

WHEREAS, the Board expects to pay for certain costs of the 2020 Freshman Center Renovation Project (collectively, the "Expenditures") prior to the issuance of the 2020 Freshman Center Renovation Bonds (as hereinafter defined), and to reimburse the Expenditures with the proceeds received by the School Corporation upon the issuance of the 2020 Freshman Center Renovation Bonds; and

WHEREAS, the Board desires to declare its intent to reimburse the Expenditures pursuant to Treas. Reg. §1.150-2 and Indiana Code §5-1-14-6(c), each as amended, with all or a portion of the proceeds of the 2020 Freshman Center Renovation Bonds; and

WHEREAS, in accordance with Indiana Code §6-1.1-20-0.5, as amended, the Board desires to determine that to the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2020 Freshman Center Renovation Project, the Board pledges to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, that:

Section 1. Need exists for the 2020 Freshman Center Renovation Project, and none of the 2020 Freshman Center Renovation Project can be provided from any funds currently, or expected to be, available to the School Corporation, excluding any donations or gifts to be provided to the School Corporation for the 2020 Freshman Center Renovation Project. This Board shall proceed to take such steps as may be necessary to secure (1) the acquisition of all or any portion of the Premises by the Building Corporation not already owned by the Building Corporation, (2) the extension of the ownership by the Building Corporation of the Premises beyond the current term, (3) the reimbursement of the School Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation, (4) the payment of all costs of all or any portion of the 2020 Freshman Center Renovation Project and all of the costs associated therewith by the Building Corporation and the School Corporation, and (5) the leasing of all or any portion of the Premises by the

Building Corporation to the School Corporation as provided by Indiana Code 20-47-3 and Indiana Code 20-47-4, each as amended.

Section 2. To the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2020 Freshman Center Renovation Project, the Board hereby pledges in accordance with Indiana Code §6-1.1-20-0.5, as amended, to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

Section 3. It is hereby determined to be proper and in the public interest to re-approve the incorporation of the Building Corporation for the purpose of financing, constructing, renovating, expanding and equipping certain school facilities and leasing the same to the School Corporation, including the 2020 Freshman Center Renovation Project.

Section 4. The Board hereby re-approves the Articles of Incorporation of the Building Corporation, the Code of By-Laws of the Building Corporation and the appointment William G. Cork, David C. Bonfiglio and Dr. John Hutchings to act as the current Directors of the Building Corporation and to serve a term (unless the Director resigns, is removed or dies) of one year or until a successor is appointed and qualified.

Section 5. The 2020 Freshman Center Renovation Project is in the public interest of the patrons of the School Corporation and is a proper public purpose for which this Board agrees to cooperate with the Building Corporation and assist it in fulfilling the requirements of all agencies, including the federal, state and city governments.

Section 6. Pursuant to the applicable laws of the State of Indiana, the Building Corporation, being duly organized to conduct business, may (a) issue, sell and deliver its first mortgage bonds (the “2020 Freshman Center Renovation Bonds”) in an original aggregate principal amount not to exceed \$5,350,000 for the purpose of financing all or a portion of the 2020 Freshman Center Renovation Project, (b) encumber any real property or equipment acquired by it for the purpose of financing all or any portion of any of the 2020 Freshman Center Renovation Project and (c) enter into contracts for the sale of the 2020 Freshman Center Renovation Bonds and the acquisition, construction, renovation, expansion and equipping of said school facilities.

Section 7. Upon the redemption or retirement of the 2020 Freshman Center Renovation Bonds to be issued by the Building Corporation in connection with the financing of the 2020 Freshman Center Renovation Project, the School Corporation will accept from the Building Corporation the Premises free and clear of all liens and encumbrances thereon.

Section 8. The School Corporation shall apply the proceeds received by the School Corporation from the sale of all or any portion of the Premises to the Building Corporation, the reimbursement from the Building Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation and/or the payment to the School Corporation for the extension of the ownership of the Premises by the Building Corporation to the costs of all or a portion of the 2020 Freshman Center Renovation Project not funded by the Building Corporation.

Section 9. The terms and conditions of the proposed form of the Lease and the plans, drawings, specifications and estimates of each of the 2020 Freshman Center Renovation Project

are approved and agreed to as the basis for a hearing as required by law, and such hearing shall be held by this Board upon the necessity for the execution of the Lease and whether the lease rentals provided therein is a fair and reasonable rental for all or any portion of the Premises prior to the final determination of such questions so that this Board may determine whether to execute the Lease as now written or as modified hereafter by agreement of the parties prior to execution, and the President of the Board is hereby authorized to call said hearing to be held on March 24, 2020, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent of the School Corporation (the "Superintendent") or the Chief Financial Officer of the School Corporation (the "Chief Financial Officer").

Section 10. Pursuant to Indiana Code §20-26-7-37, as amended, the Board authorizes the holding of a public hearing on March 24, 2020, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent or the Chief Financial Officer, at which explanations of the potential value of each of the 2020 Freshman Center Renovation Project to the School Corporation and the community shall be given, and at which interested parties may present testimony and questions.

Section 11. The Board hereby declares its official intent that, to the extent permitted by law, to execute the Lease with the Building Corporation, to request the Building Corporation to issue the 2020 Freshman Center Renovation Bonds, in one or more series or issues, each in the original aggregate principal amount not to exceed the aggregate amount set forth above, and to reimburse costs of the respective 2020 Freshman Center Renovation Project consisting of the Expenditures from a portion of the proceeds of the sale of the 2020 Freshman Center Renovation Bonds.

Section 12. The Board hereby determines that it is no longer necessary for the Premises to be subject to a Lease, dated as of February 24, 1998, as amended and supplemented by an Addendum to Lease, dated as of May 5, 1998, a First Amendment to Lease, dated as of October 1, 2003, a Second Amendment to Lease, dated as of April 23, 2013, an Addendum to Second Amendment to Lease, dated as of May 1, 2013, a Third Amendment to Lease, dated as of April 10, 2018, an Addendum to Third Amendment to Lease, dated as of December 1, 2018, a Fourth Amendment to Lease, dated as of April 9, and an Addendum to Fourth Amendment to Lease, dated as of June 1, 2019 (collectively, the "1998 Lease"), in order for the School Corporation to make the payments the such 1998 Lease, and hereby authorizes any officer of the School Corporation to execute an amendment to the 1998 Lease that removes the Premises from being subject to the 1998 Lease.

Section 13. Any officer of the School Corporation, the Superintendent, the General Counsel of the School Corporation or the Chief Financial Officer be, and hereby is, authorized, empowered and directed, on behalf of the School Corporation to publish notices of said public hearings and to take any other action as such officer deems necessary or desirable to effectuate the foregoing resolutions, and any such publication or other actions heretofore made or taken be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 11<sup>th</sup> day of February, 2020.

BOARD OF SCHOOL TRUSTEES OF  
THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA

AYE

NAY

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

ATTEST:

\_\_\_\_\_  
Secretary of the Board of School Trustees

February 11, 2020, Meeting of Board of School Trustees

School/Organiz ation	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Pinewood - Physical Education	Jump Rope for Heart. Students will jump rope and discuss heart healthy activities. Fundraising will be done using the internet and face-to -face contact with friends and family.	3/9/2020 - 3/27/2020	1/27/2020	Crystal Davis
Memorial - AFJROTC Raider Team	County Meats smoked snacks are protein snacks to be sold for after school sales. Proceeds will be used for Raider Team equipment and meet fees.	2/12/2020 - 11/1/2020	1/17/2020	SmSgt Scott Rutledge
Memorial - Track and Field Team	Selling t-shirts to former Charger athletes to raise funds for the Special Fund account of EMHS track and field.	2/18/2020	3/6/2020	Adam Homo
Memorial - Class of 2021	Giveback night at Culver's - Proceeds will go towards events such as prom, for the Class of 2021.	2/24/2020 - 2/24/2020	1/21/2020	Julie Tyrakowski
Memorial - Baseball	Players will sell fold out discount cards (featuring discounts to local businesses) to friends and family. All funds will be used to purchase apparel for players and food for different team activities.	3/21/2020 - 3/28/2020	2/3/2020	Scott Rost
	<b>Please note the following fundraisers are presented for confirmation only.</b>			
Eastwood - DeLanghe Class	Donors Choose - Proceeds will be used to purchase hollow blocks, which are utilized as part of our curriculum.	1/19/2020 - 5/19/2020	1/28/2020	Peggy DeLanghe
Memorial - Unified Track	Buckets will be passed around at Varsity Boys basketball games. Funds will be donated to the Special Olympics of Indiana.	1/31/2020 - 1/31/2020	1/23/2020	Todd Sheely

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

February 3, 2016

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 Band Extra-Curricular Fund	Yamaha Harmony Director	\$1199.00

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN (as presented during the 1/28/20 BST meeting)
Code	po3422.12S
Status	
Adopted	December 20, 2016
Last Revised	December 10, 2019
Last Reviewed	February 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.

<b>POSITION</b>	<b>HOURLY WAGE RANGE</b>
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

\* 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

<b>POSITION</b>	<b>YEARLY SALARY RANGE</b>
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.

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

~~Any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2006 and prior to January 1, 2019, shall be paid the sum of \$100 for each year at the time of retirement. Any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$50 for each year at the time of retirement.~~

#### **D. Change in Classification**

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

### **Absences**

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

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 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 two hundred (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 for each year; any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave, shall be paid a sum of \$50.

### **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, he/she 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 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

MISCELLANEOUS POSITION PAY SCHEDULE

Classification	Position	Amount	Source of Payment
<u>HIGH SCHOOL FOOTBALL</u>			
	Event Supervisor	\$50 per event	ECS Ed Fund
	<u>Tournament Supervisor</u>	<u>\$ 100 per event</u>	<u>ECS Ed Fund</u>
<u>Adult</u>			
	Firemen	\$30 per hour	ECS Ed Fund
	Usher/Security	\$50 per game	HS Athletic Dept.
	Ticket Sellers/Takers	<del>\$27 per game</del> <u>\$10 per hour</u>	HS Athletic Dept.
	Public Address Announcer	<del>\$15</del> <u>\$25</u> per game	HS Athletic Dept.
*	Crowd Supervision Manager	½ of Master Contract rate	ECS Ed Fund
	Fan Bus Supervision	\$15 + 2 tickets per trip	HS Athletic Dept.
	Parking Director	\$17 per hour	ECS Ed Fund
	Parking Attendant	\$15 per hour	ECS Ed Fund
<u>HIGH SCHOOL BASKETBALL</u> (Games at North Side and Tournaments)			
	Event Supervisor	\$50 per event	ECS Ed Fund
	Tournament Supervisor	\$100 per event	ECS Ed Fund
<u>Adult</u>			
	Firemen	\$30 per hour	ECS Ed Fund
	Usher/Security	\$50 per <del>regular</del> game <del>\$25 per tournament session</del>	HS Athletic Dept <del>HS Athletic Dept</del>
	Ticket Sellers/Takers	<del>\$27 per session</del> <u>\$10 per hour</u>	HS Athletic Dept
	Timers/Scorers	<del>\$10 per JV game</del> <u>\$25 per game</u> <del>\$15 per varsity game</del> <del>\$25 per tournament session</del>	HS Athletic Dept <del>HS Athletic Dept</del> <del>HS Athletic Dept</del>
	PA Announcer	<del>\$15 per session</del> <u>\$25 per game</u>	HS Athletic Dept
*	Crowd Supervision Manager	½ of Master Contract rate	ECS Ed Fund
	Fan Bus Supervision	\$15 + 2 tickets per trip	HS Athletic Dept
	Parking Director	\$17 per hour <del>—regular game</del> <del>\$17 per hour —tournament session</del>	ECS Ed Fund <del>ECS Ed Fund</del>
	Parking Attendant	<del>\$12</del> <u>\$15</u> per hour <del>—regular game</del> <del>\$12 per hour —tournament session</del>	ECS Ed Fund <del>ECS Ed Fund</del>
<u>Student</u>			
	Usher/Security	<del>\$7.25 + ticket per regular game</del> <u>\$10 per hour</u>	HS Athletic Dept
	<del>Ticket Takers</del>	<del>\$7.25 + ticket per tournament session</del>	<del>HS Athletic Dept</del>
	<del>Cloakroom Attendant</del>	<del>\$10 per session</del>	<del>HS Athletic Dept</del>
		<del>\$7.25 per regular game</del>	<del>HS Athletic Dept</del>
		<del>\$7.25 per tournament session</del>	<del>HS Athletic Dept</del>

Classification	Position	Amount	Source of Payment
<u>HIGH SCHOOL ATHLETICS</u>			
	Event Supervisor		
	Volleyball		ECS Ed Fund
	Varsity/JV/ <u>freshman</u>	\$50 per event	ECS Ed Fund
	<del>Freshman</del>	<del>\$30 per event</del>	<del>ECS Ed Fund</del>
	Freshmen 3-way	\$50 per event	ECS Ed Fund
	4 teams or less tourney	\$50 per event	ECS Ed Fund
	5 teams or more tourney	\$100 per event	ECS Ed Fund
	Soccer		
	Regular season varsity/JV	\$50 per event	ECS Ed Fund
	Tournament	\$100 per event	ECS Ed Fund
	Swimming		
	Regular season meet	\$50 per event	ECS Ed Fund
	All day tournament	\$100 per event	ECS Ed Fund
	Diving only	\$50 per event	ECS Ed Fund
	Wrestling		
	Varsity/JV	\$50 per event	ECS Ed Fund
	Super dual meet	\$100 per event	ECS Ed Fund
	Gymnastics		
	Varsity/JV	\$50 per event	ECS Ed Fund
	Invitational	\$100 per event	ECS Ed Fund
	Baseball/Softball		
	Varsity/JV/ <u>freshman</u>	\$50 per event	ECS Ed Fund
	<del>Freshman</del>	<del>\$50 per event</del>	<del>ECS Ed Fund</del>
	Tournament <del>4 teams</del>	\$100 per event	ECS Ed Fund
	<del>Tournament 5+ teams</del>	<del>\$100 per event</del>	<del>ECS Ed Fund</del>
	Track		
	Dual or triangular meet	\$50 per event	ECS Ed Fund
	Invitational	\$100 per event	ECS Ed Fund
<u>NON-ATHLETIC EVENTS (ECS RENTALS, MISCELLANEOUS ASSIGNMENTS)</u>			
<u>Adult</u>			
	Electronic Technical Services Mgr.	\$14.50 per hour	ECS Ed Fund
*	Building Rental Manager	\$14.50 per hour ( <i>per teachers contract</i> )	ECS Ed Fund
	Police/Firemen	\$30 per hour	ECS Ed Fund
	Security	\$10 per hour	ECS Ed Fund
	Usher	\$8 per event	ECS Ed Fund
	Ticket Seller/Taker	\$12 per event	ECS Ed Fund
	Parking Director	\$17 per hour	ECS Ed Fund
	Parking Attendant	\$15 per hour	ECS Ed Fund

<u>Classification</u>	<u>Position</u>	<u>Amount</u>	<u>Source of Payment</u>
	Substitute Custodian	\$12.19 per hour	ECS Ed Fund
*	Intramurals	\$7.25 per hour	ECS Ed Fund
	Food Service Sub	\$10.00 per hour	Food Service Fund
	Food Service Sub (retired Food Service employee)	Rate pursuant to Board Policy 3120.03S	Food Service Fund
	Food Service Driver Sub	\$15.75 per hour	Food Service Fund
<u>Student</u>			
	Stage Hand/Music Helper	\$7.25 per hour	ECS Ed Fund
	Usher	\$7.25 per event	ECS Ed Fund
	Ticket Taker	\$8 per event	ECS Ed Fund
	Cloakroom Attendant	\$7.25 per event	ECS Ed Fund

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

\* Negotiated Rates

| ~~December 10, 2019~~ February 11, 2020

## GUIDELINES FOR SECONDARY SCHOOL ATHLETICS

### A. PURPOSE AND PHILOSOPHY

#### 1. Purpose

- a) To encourage students involved in athletic activities to develop a wholesome and healthful lifestyle.
- b) To foster self-discipline.
- c) To communicate rules and regulations in a clear concise manner.
- d) To publish and distribute the rules and regulations so they are readily available to students, parents and staff.
- e) To provide coaches with guidelines so rule enforcement is done fairly and equally throughout the school district.

#### 2. Philosophy

Interscholastic athletics are an integral part of the school system's educational programs and offers students a means to help develop self-discipline, accept responsibility, and make decisions to prepare for the adult world. Athletics will also help students to develop a social conscience as well as intellectual faculties. We believe learning is a never-ending process and athletic involvement helps to develop a positive set of values to guide young people through life.

### B. RESPONSIBILITIES

Involvement and association with athletics is a privilege. This privilege is extended to all students, provided they are willing to assume certain responsibilities.

A student must be willing to make necessary sacrifices in order to be a credit to himself/herself.

This can be done by

1. achieving academically by first being a good student;
2. exhibiting high standards of social behavior;
3. displaying positive sportsmanship;
4. respecting other athletes, cheerleaders, officials, spectators, and those in authority;
5. being cooperative;
6. maintaining a good appearance including cleanliness and good grooming;
7. using language which reflects well on self, family, and school;
8. being a positive leader by example, words, and/or actions; and
9. complying with the rules to be in good standing ~~at the completion of the sport season (the last contest or the awards program, whichever comes later).~~

### C. ELIGIBILITY

1. All secondary students, ~~as outlined by IHSAA,~~ participating in athletics must have a completed, school-approved, athletic physical examination form on file before practicing and must be in good standing with the school.
2. Students ~~must have a signed form on file indicating their parents/guardians have read~~ and

their parent(s)/guardian(s) must have reviewed and completed the following items: the material on concussions/cardiac arrest, insurance release form (for non-IHSAA sanctioned sports), guidelines agreement, and drug waiver which are provided to each student with an athletic physical examination packet. Students are not allowed to participate in athletics until these forms are on file submitted.

3. High school students must have earned passing grades in seventy (70%) percent or more full-credit semester subjects during the previous grading period and must be currently enrolled in seventy (70%) percent or more full credit subjects.
4. Middle school students must be passing six or more classes at grade check time.

#### D. GENERAL RULES

The principal shall enforce all rules and regulations as described in "Guidelines for Good School Order" and "School Rules for Student Conduct." The rules stated herein are in additions to the aforementioned rules.

All rules regarding behavior and/or training as outlined in IHSAA regulations apply.

The use of alcohol, tobacco, vaping products, and certain other drugs are regarded as detrimental to good health and are illegal; therefore, all participants are expected to establish habits which would extend throughout the year (12 months), including in-season during school, out of season during school, and summer.

The following general rules for participants have been established:

1. A participant shall not violate local and state laws, IHSAA regulations, nor the Elkhart Community Schools' "Guidelines for Good School Order," "School Rules for Student Conduct," the "Guidelines for Secondary School Athletics," and the "Substance Abuse Testing Program for High School Student Athletic Participants and Student Drivers."
2. A participant must attend at least one-half day of school on the day in which they participate in competition, performance, or practice unless excused by the principal or designee.
3. A participant shall not engage in an act of hazing. Hazing will be considered to be any act of initiation into any organization, group, activity, or social entity which causes or creates a substantial risk of causing mental, emotional, or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing will not diminish the inappropriateness of an act of hazing.
4. A participant shall not possess or use tobacco or vaping products.
5. A participant shall not consume or be in possession of alcoholic beverages (except at religious services and then only when no school-related activity follows later that day).
6. A participant shall not knowingly misuse or distribute any prescription drug or knowingly possess, use, distribute, or be under the influence of any Controlled Substance, including, but not limited to, any anabolic steroid, hallucinogenic, narcotic, depressant, stimulant, and any pure or adulterated form of marijuana, opium, or cocaine. Nor shall any participant possess, use, or distribute paraphernalia for use of such substances. Use of a substance as prescribed by a licensed practitioner shall not constitute a violation of this rule.
7. A participant shall not be present at a place where alcohol is being illegally consumed or possessed or where a Controlled Substance (see D-6) is being illegally possessed, used,

misused, or distributed.

E. PROCEDURE FOR ALLEGED VIOLATIONS

Any alleged violation of the above general rules shall be reported first to the principal, designee, or athletic director, and then is to be followed by an investigation by the (in-season) coach, athletic director, and principal. If the student is found to be in violation of the rules, the following disciplines will result:

1. When information regarding an alleged violation of criminal law comes to the attention of the school, or following an arrest of any student participant, an investigation will be made by the coach, athletic director, and/or principal. A student may be excluded from participation pending the school's investigation. Discipline will be determined by the results of the school's investigation.
2. Any student participant who is convicted of a felony or is adjudicated for an equivalent offense shall be excluded from participation for one full year (12 months) following the date the offense was adjudicated or the date the school discipline associated with the violation was begun, whichever occurs first. Conviction/adjudication of a misdemeanor (other than a drug substance offense) or admission to any criminal act shall be subject to discipline by the coach, athletic director, and/or principal.
3. Participants in violation of other rules and regulations not governed by the Guidelines for Secondary School Athletics will be governed by decisions of their respective coach, athletic director and/or principal.
4. Other than situations covered in E-2, on the first offense in violation of Section D-4, 5, 6, ~~or 7, or 8~~, the student will be excluded from contest participation for a minimum of 1/3 of the contests (include one IHSAA tournament contest) for the present or next sport. If an exclusion period includes a fraction of an athletic contest and that fraction is .5 or higher, the athlete will not be allowed to participate in any part of that contest. If the fraction is lower than .5, then the athlete will be allowed to participate in the entire contest. If the violation occurs in the last 1/3 of the sport season, the athlete will not be considered in good standing and therefore will forfeit all awards for that sport season, which ends following the last contest or awards program, whichever comes later. If the violation occurs at a time other than during the last 1/3 of the season, and the athlete qualifies for any awards, the awards may be given subject to the approval of the head coach and the athletic director.

When a student self reports within one (1) school day of the violation, the athlete will be removed from practice ~~for the first week of the exclusion period. Following the first week, practice for the athlete will be at the discretion of the head coach~~ until the penalty for the violation has been imposed. When it is determined the student has been truthful about the violation from the beginning of the investigation, ~~the one week practice exclusion will be waived and~~ the penalty for exclusion from participation will be reduced by 50%.

A review of relevant factors, including an addictions assessment, may be held by the coach, athletic director, parent(s), and principal. Following the meeting a decision regarding return to participation will be made by school personnel.

5. Students using, misusing, and/or abusing drugs are encouraged to participate in an addictions assessment program and any follow-up therapy recommended. Voluntary participation in addictions assessment/drug treatment, not in connection with any known

violation of these guidelines, will not be cause for exclusion from participation.

6. When there have been two or more offenses at the middle school or at the high school, in violation of Section D-4, 5, 6, ~~or 7, or 8~~, the athlete will be excluded from all athletic participation for one full year (12 months).

F. APPEAL PROCEDURE

Any excluded participant may appeal a decision of exclusion. Appeals will be reviewed by the superintendent or designee. Parent(s) of the student or the student must notify the superintendent, in writing, of the desire for a conference within five (5) school days of the decision to exclude.

| ~~July 24, 2018~~ February 11, 2020

RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES  
ELKHART COMMUNITY SCHOOLS

The Board of School Trustees for the Elkhart Community Schools (“Board”) establishes the following individual performance goals for Dr. Steven Thalheimer (“Dr. Thalheimer”) for 2020:

1. Establish a fully-staffed Department of Exceptional Learners  
Target for completion: May 1, 2020  
Evidence of completion:
  - a. Report from Assistant Superintendent for Exceptional Learners about structure and work of department (i.e. policies and long-range plan)
  - b. Hire a Director of High Ability and establish process for developing high ability plan
  
2. Establish a process for timely completion of school improvement plans that reflect the PLC process, including school commitment sheets and goals to be presented to the board  
Target for completion: September 22, 2020  
Evidence of completion:
  - a. Schools will have complete improvement plans with a 1-2 page summary of PLC commitments and goals signed off by the school’s guiding coalition and the ETA
  - b. School principals or teams will provide a summary of their commitments and goals in brief presentations to the board no later than September 22.
  
3. Develop and implement a plan to support and increase stakeholder awareness.  
Target for completion: December 1, 2020

The foregoing individual performance goals shall be reviewed by the Board during Dr. Thalheimer’s evaluation sessions with the Board.

Signed this \_\_\_\_\_ day of February, 2020.

AYE

NAY

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: \_\_\_\_\_, Secretary  
Board of School of Trustees

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?
One School at a Time	Martin's Supermarket	PACE Preschool	Jaimie Burks-Social Worker	\$1,000.00	The funds would be used to purchase new educational toys for the classrooms, tricycles for the motor skills room and compression vests. Management of grant funds would be overseen by Kathy Mentz, District Dean of Preschool Education.	The grant funds will be used to challenge our students with educational toys and provide opportunities to improve motor skills. The compression vests will be used to support children with sensory needs in the classroom. The compression vests promote self calming, increased body awareness, focus and balance.	Tricycles- 2@ \$245= \$490 Compression Vests- 3 @ approximately \$50= \$150 Educational toys for 4 center based classrooms- remainder of funds \$360	2/28/2020

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

**School:** Elkhart Memorial

**Class/Group:** FFA

**Number of Students:** 9-14

**Date/Time Departing:** 12:30 on 2/19

**Date/Time Returning:** 5pm 2/20

**Destination:** Horizon convention center Muncie IN  
**City State**

**Overnight facility:** Horizon Hotel

**Mode of transportation:** Mini BUs

**Reason for trip:** The young ladies of agriculture is run my FFA, ladies from all over the district FFA members and advisors come together to run workshops and empower these young ladies to be leaders in their communities.

Educational objective: Learn financial issues in AG, new legislature the future in farming, new crop and pest issues, drone use, entrepreneurship in AG, livestock ownership, animal welfare and new PACT law passed 4 months ago. As well as six optional breakout sessions the ladies can choose from.

**Names of chaperones:** Brenda Mueller

**Cost per student:** 0

**Describe plans for Raising Funds or Funding Source:** FFA account funding by the student fundraisers and Notre Dame concessions.

**Plans to defray costs for needy students:** \_\_\_\_\_

**Are needy students made aware of plans?** \_\_\_\_\_

**Name of Teacher/Sponsor:** Brenda Mueller

**Signature of Teacher/Sponsor:** 

\*\*\*\*

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

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval of Assistant Superintendent:** Burdley Sheppard **Date:** 2/7/20

**Approval by Board:** \_\_\_\_\_

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: EACC

Class/Group: Ag/Motorcycle/Outdoor Power

Number of Students: 10

Date/Time Departing: 2/20/2020 3:00pm

Date/Time Returning: 2/23/2020 7:00pm

Destination: Schaumburg IL  
City State

Overnight facility: Schaumburg Inn

Mode of Transportation: SUV

Reason for trip: Hot Rodders Engine Challenge

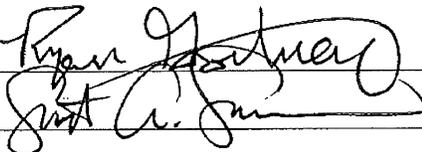
Names of chaperones: 2  
Ryan Gortney, Angee Gortney

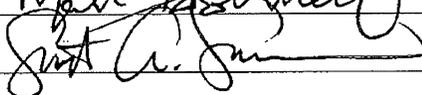
Cost per student: \$50.00

Describe Plans for Raising Funds or Funding Source: Help as needed

Plans to defray costs for needy students: Help as needed

Are needy students made aware of plans? Yes

Signature of Teacher/Sponsor: 

Signature of Principal:  Date: 1/26/2020

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

Approval of Assistant Superintendent:  Date: 1/30/20

Approval by Board: \_\_\_\_\_

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: EMHS  
Class/Group: AFJROTC  
Number of Students: ~~12~~ 14  
Date/Time Departing: 20 MAR 2020 1600 hrs  
Date/Time Returning: 22 MAR 2020 1700 hrs  
Destination: Wright Patterson AFB / DAYTON OH  
Overnight facility: Comfort Suites Wright Patterson City State  
Mode of transportation: white Bus  
Reason for trip: Drill / color guard competition

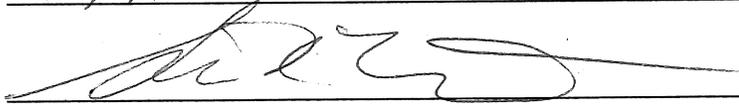
Names of chaperones: SMSGT Scott Rutledge  
Major Jeff Dorman

Cost per student: 0

Describe Plans for Raising Funds or Funding Source: Funds have been raised

Plans to defray costs for needy students: N/A

Are needy students made aware of plans? N/A

Signature of Teacher/Sponsor: 

Signature of Principal: Kelly Blair Date: 1/28/20

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

Approval of Assistant Superintendent: Brian [Signature] Date: 1/30/20

Approval by Board: \_\_\_\_\_

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

**ELKHART COMMUNITY SCHOOLS**

Elkhart, Indiana



DATE: February 5, 2020  
 TO: Dr. Steve Thalheimer  
 FROM: Brandon Eakins  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 February 11, 2020 - Board of School Trustees Meeting**

2019- 2020 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>Hot Rodders of Tomorrow Engine Challenge</b>                      Students will be showcasing skills and mentoring other students with the Jr. Engine program. Students will also be able to qualify for Nationals, expenses covered by the Hot Rodders program.</p> <p align="center">Schaumburg, IL                      February 20 - 23, 2020                      Ryan Gortney (2-8)                      CTSO</p>	\$0.00	\$0.00
<p><b>Hot Rodders of Tomorrow Engine Challenge</b>                      Students will be showcasing skills and mentoring other students with the Jr. Engine program. Students will also be able to qualify for Nationals, expenses covered by the Hot Rodders program.</p> <p>Fontana, CA                      February 27 &amp; 28, 2020                      Ryan Gortney (3-9)                      CTSO</p>	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>
2019-20 YEAR-TO-DATE PERKINS FUNDS	\$9,093.47	\$0.00
<b>GRAND TOTAL</b>	<b>\$9,093.47</b>	<b>\$0.00</b>



<p><b>NCTM CENTENNIAL ANNUAL MEETING AND EXPO</b></p> <p>The NCTM 2020 Centennial Annual Meeting &amp; Exhibition brings together educators to enhance their professional skills and knowledge with high-quality professional development and hands on activities, gain insight into successful implementation of college and career ready standards, learn from industry leaders about the latest advances and technological resources and collect free and engaging activities that students will be excited to learn. Being on the Elementary Math Adoption Committee, we are charged with finding a program that will create a positive change in regards to mathematics teaching and learning. Our participation in this conference will expand our local and national network and provide us with resources to share with our colleagues.</p> <p>Chicago, IL  April 1 - 4, 2020 (3 day's absence)  MELISSA CARR - HAWTHORNE (0-0)  CAMBRIA RIEF - EASTWOOD (1-3)</p>	<p>\$2,436.20</p> <p><i>Title II, Part A, FY19</i></p>	<p>\$570.00</p> <p><i>Title II, Part A, FY19</i></p>
<p><b>AP TIP-IN AP ENVIRONMENTAL SCIENCE</b></p> <p>AP Mock Exams administered in March will be placed in a pool of exams with other AP TIP-IN schools (up to 30 total) and be scored by teachers under the training and guidance of College Board Exam Readers, simulating the conditions of the actual AP Exam Reading. This will ensure the inter-rater reliability and provide accurate, actionable feedback on student strengths and weaknesses in the two months remaining before AP exams. Teachers will also receive training on instructional strategies, test-taking strategies, and test mechanics as well as information on the most recent AP exam questions. All of this will take place two months prior to the AP exam administration allowing for adequate time to share with the students taking this course for maximum benefits on the exam.</p> <p>Indianapolis, IN  June 2 - 3, 2020 (2 day's absence)  BRENDA MUELLER - MEMORIAL (3-8)</p>	<p>\$0.00</p> <p><i>N/A</i></p>	<p>\$190.00</p> <p><i>FFY18 Title II-A</i></p>
<p><b>AP TIP-IN AP ENVIRONMENTAL SCIENCE</b></p> <p>AP Mock Exams administered in March will be placed in a pool of exams with other AP TIP-IN schools (up to 30 total) and be scored by teachers under the training and guidance of College Board Exam Readers, simulating the conditions of the actual AP Exam Reading. This will ensure the inter-rater reliability and provide accurate, actionable feedback on student strengths and weaknesses in the two months remaining before AP exams. Teachers will also receive training on instructional strategies, test-taking strategies, and test mechanics as well as information on the most recent AP exam questions. All of this will take place two months prior to the AP exam administration allowing for adequate time to share with the students taking this course for maximum benefits on the exam.</p> <p>Indianapolis, IN  July 6 - 10, 2020 (0 day's absence)  CARA MCMENAMIN - MEMORIAL (0-0)</p>	<p>\$1,167.24</p> <p><i>Title II, Part A, FY19</i></p>	<p>\$0.00</p> <p><i>N/A</i></p>

<p><b>AP TIP-IN AP CHEMISTRY FOR NEW TEACHERS</b></p> <p>My attendance at this conference will improve learning and instruction for students because it will train me to teach a class that allows students to be college and career ready (EMHS School Goal). Also, my instruction will be improved by attending this conference because I will learn about successful ways to teach an AP course, learn about the new AP Chemistry standards, and learn best practices to aid in my instruction. I plan on sharing the information in several ways: presenting at Department Meetings, sharing files with colleagues, and communicate with other teachers throughout the year. The communication in our department is very open, so I will easily be able to discuss my training with my colleagues.</p> <p>Indianapolis, IN  July 7 - 10, 2020 (0 day's absence)  REBECCA LOAR - MEMORIAL (0-0)</p>	\$1,358.64	\$0.00
	<b>\$6,918.02</b>	<b>\$1,330.00</b>
2019 YEAR-TO-DATE EDUCATION FUNDS	\$18,616.80	\$1,425.00
2020 YEAR-TO-DATE EDUCATION FUNDS	\$3,664.70	\$1,330.00
2019 YEAR-TO-DATE OTHER FUNDS	\$239,276.45	\$19,475.00
2019 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2020 YEAR-TO-DATE OTHER FUNDS	\$23,691.00	\$2,280.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$285,248.95</b>	<b>\$24,510.00</b>

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



**HUMAN RESOURCES**

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of an agreement regarding unpaid time.
- b. **Agreement** – We recommend the approval of an agreement regarding separation of employment.
- c. **New Certified Staff** – We recommend the following new certified staff for employment in the 2019-20 school year:

<b>Erik-John Fuhrer</b>	<b>Central/Language Arts</b>
-------------------------	------------------------------

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

<b>Jaime Stith</b>	<b>Career Center/Automotive</b>	<b>27 Years of Service</b>
<b>Linda Wagner</b>	<b>Monger/Intervention</b>	<b>21 Years of Service</b>

- e. **Resignation** – We report the resignation of the following employee:

<b>Susan Efsits</b>	<b>Memorial/Math</b>
Begin: 8/18/98	Resign: 2/3/20

- f. **Professional Leave** – We recommend a professional leave for the following employee:

<b>Kevin Beveridge</b>	<b>Roosevelt/Assistant Principal</b>
Begin: 1/29/20	End: 6/15/20

**CLASSIFIED**

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

<b>Ciara Green</b>	<b>Roosevelt/Paraprofessional</b>
Began: 11/26/19	PE: 2/4/20

**Alicia Hood**  
Began: 12/2/19

**Monger/Food Service**  
PE: 2/7/20

**Christina Knight**  
Began: 11/20/19

**Eastwood/Food Service**  
PE: 1/29/20

**Lori Long**  
Began: 12/9/19

**Transportation/Asst Supr of Transportation**  
PE: 2/3/20

**Sharmonique McDaniel**  
Began: 11/25/19

**West Side/Secretary**  
PE: 2/3/20

**Joan Newell**  
Began: 11/20/19

**Pierre Moran/Food Service**  
PE: 1/29/20

**James Wooten**  
Began: 11/20/19

**Feeser/Paraprofessional**  
PE: 1/29/20

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

**Daniel Rienks**  
Began: 6/1/90

**Transportation/Mechanic**  
Retire: 2/28/20  
Years of Service: 29

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

**Todd Dowiat**

**Energy & Risk Management Specialist**

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

**Leticia Armstrong**  
Began: 8/13/19

**Memorial/Paraprofessional**  
Resign: 2/10/20

**Lavinia Jones-Goodman**  
Began: 9/10/07

**Cleveland/Secretary**  
Resign: 1/31/20

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

**Christina Miller**  
Begin: 2/19/20

**Transportation/Bus Driver**  
End: 6/3/20

