

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

January 28, 2020

CALENDAR

Jan	28	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	28	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	28	Immediately following	Executive Session, J.C. Rice Educational Services Center
Feb	11	5:30 p.m.	Public Work 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

- 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. Report on the ThoughtExchange and Exceptional Learners

- F. MINUTES
January 14, 2020 – Public Work Session
January 14, 2020 – Organizational Meeting
January 14, 2020 – Finance Meeting
January 14, 2020 – Regular Board Meeting

G. TREASURER'S REPORT

Consideration of Claims

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

Financial Report – January 1, 2019 – December 31, 2019

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

Monthly Insurance Update

H. OLD BUSINESS

2020-2021 School Calendar - The administration presents the 2020-2021 School Calendar as initially presented at the January 14th regular meeting.

I. NEW BUSINESS

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

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

Administrative Regulation JFCA – Guidelines for Secondary School Athletics – The administration presents proposed revisions to Administrative Regulation JFCA – Guidelines for Secondary School Athletics for review.

Redevelopment Commission Appointment

Resolution in Support of Public Participation in 2020 Census

J. PERSONNEL

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

K. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

L. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

January 14, 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
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Roll Call

ECS Personnel Present:	Steven Thalheimer	Doug Thorne Brad Sheppard
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Board members Kellie Mullins, Susan Daiber and Rocky Enfield agreed to meet with representatives of the Elkhart Principals Association to discuss issues related to compensation. The Board also discussed Top Ten/Early Graduation issues. Superintendent Thalheimer presented a summary of the ThoughtExchange responses and proposed sharing the responses and follow up actions at the next regular Board meeting.

Topics Discussed

The meeting adjourned at approximately 6:10 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
ORGANIZATIONAL MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

January 14, 2020

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

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

Time/Place

Roll Call

Outgoing President Doug Weaver called the meeting to order and the pledge was recited.

Call to
Order/Pledge

By unanimous action, the Board elected Kellie Mullins to serve as president, Carolyn Morris to serve as vice president, and Roscoe Enfield to serve as secretary of the Board of School Trustees for 2020. This election is in accordance with the Board’s long standing rotation schedule.

Election of
Officers

Three Board members – Rodney Dale, Roscoe Enfield, and Douglas Weaver, publicly disclosed potential conflicts of interest. (Codified Files 1920-75)

Conflict of
Interest

By unanimous action, the Board adopted an organizational resolution naming Kevin Scott, treasurer; Erica Purvis, deputy treasurer; copy fees; officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees; Board member compensation; cash management provider is Lake City Bank; Legal Counsel is Barnes & Thornburg; legal notices to be published in the Elkhart Truth and Goshen News; mileage rate is \$.575; and bond amounts. (Codified File 1920-76)

Resolution of
Board of
School
Trustees

The meeting adjourned at approximately 7:10 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
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools
Elkhart, Indiana
January 14, 2020

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at approx. 7:10 p.m.

Time/Place

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

Outgoing President Douglas Weaver called the annual meeting of the Board of Finance to order.

Call to Order

By unanimous action, the Board adopted a resolution authorizing the Treasurer of Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9.6.

Resolution

Board members were provided with an investment history report reflecting no investment activity during 2019.

2019
Investment
History

Per Indiana Code 5-13-7-8, Superintendent or designee needs to provide a report to the Board of Finance to assess the financial condition of the school corporation. Kevin Scott, Chief Financial Officer, presented the financial indicators report.

Financial
Indicators

By unanimous action, the meeting was adjourned at approximately 7:20 p.m.

Adjournment

APPROVED:

Signatures

Kellie L. Mullins, President

ATTESTED:

Roscoe L. Enfield, Jr., Secretary

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
January 14, 2020

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:20 p.m.

Place/Time

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

As in past practice, outgoing President Doug Weaver called the regular meeting of the Board of School Trustees to order.

Call to Order

Mr. Weaver recited the Elkhart Promise.

The Elkhart Promise

Mr. Weaver discussed the invitation to speak protocol.

Superintendent’s Student Advisory Council (SSAC) representative Abigail Presswood, a freshman from Memorial High School (MHS), introduced herself. In addition to SSAC, Ms. Presswood is involved in student government and plays on the volleyball team. The following report was given: eight choir students will be performing with the All State Choir at the Indiana Music Education Association’s convention in Fort Wayne this weekend: Xavier Barham, Heather Hilliard, Collin Hurley, A’Daiziana Johnson, Tyler Rouch, Patsi Ward, Stefanie Warren, and Lacy Witmer. Winter sports are underway and Memorial will host the Wrestling Sectional on February 1st. Winter Guard has a competition performance at Goshen on January 25th. A Give Back Night fundraiser is at Elkhart Noodles and Company on Thursday. On Monday, January 20th, Sigma Beta Upsilon is participating in the annual events at the Civic Plaza in honor of Dr. Martin Luther King, Jr.

Superintendent’s Student Advisory Council

By unanimous action, the Board approved the minutes from the December 17, 2019 – Business Meeting.

Approval of Minutes

By unanimous action, the Board approved payment of claims totaling \$14,838,997.38 as shown on the January 14, 2020, claims listing. (Codified File 1920-77)

Payment of Claims

By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$500 from Dicor Corporation for the ElkLogics Robotics club; \$2,500 from Patrick Industries to the MHS Class of 2021 to help with cost of Prom 2020; \$2,000 from Terry Trimmer Memorial to purchase wireless headsets for the theatre and music department; \$519.14 in cash, \$100 in a VISA gift card, and \$300 in martin's gift cards to the Angel Tree at Osolo; an anonymous \$3,000 donation to pay negative food balances; \$100,000 from the Irions Foundation for the Engineering Technology and Innovation building fund.

Gift Acceptance

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. In response to an audience inquiry, Kevin Scott, chief financial officer, noted procedural information has been shared with principals and staff. (Codified File 1920-78)

Fundraisers

By unanimous action, the Board approved proposed revisions and waived second reading of Board Policy 3422.07S – Executive Assistants' Compensation Plan. Doug Thorne, district counsel/chief of staff, noted the revisions were clarifications to the previously approved policy.

Board Policy
3422.07S

By unanimous action, the Board approved proposed revisions and waived second reading of the following Compensation Plans:
3422.06S - Secretarial/Business Compensation Plan
3422.09S - Technical Assistants' Compensation Plan

Compensation
Policies

By a vote of 6-0 (Doug Weaver abstained), the Board approved proposed revisions and waived second reading of Board Policy 3422.08S – Paraprofessionals' Compensation Plan. Mr. Thorne noted these revisions are also clarifications to recently approved policy changes.

The Board was presented the proposed 2020-2021 school year calendar for initial consideration. Wes Molyneaux, director of technology integration, reported the calendar committee met numerous times and the proposed calendar has been reviewed by various staff and administrative groups. The calendar will be presented at the January 28th regular Board meeting for approval.

2020-2021
School
Calendar

The Board was presented four (4) new ENL support course offerings: ENL Math Lab 7 and 8 (0432), and ENL Language Lab 7 and 8 (0428) for middle schools; ENL Math Lab (0500) and ENL Language Lab (1010) at Elkhart High School; and Education Professions I (5408) and II (5404), and Networking I (5243) at EACC. Audience comments were received regarding Ed Professions I and II being offered at the EACC and the place of these courses within the future schools of study. (Codified File 1920-79)

New Course
Offerings

By unanimous action, the Board accepted seven (7) Spring Teaching Grants from the Elkhart Education Foundation (EEF) for programs at Riverview, Roosevelt, Assistive Technology Department, Memorial, Westside, Osolo and Beck. Ashley Molyneaux, executive director of EEF, announced the awards totaling \$9,929. Mrs. Molyneaux also reported 625 teachers have utilized the School House Supply Store; the program recently received a \$15,000 supply grant from Notre Dame; and the continued support of local business partners. Board member, Susan Daiber, thanked Mrs. Molyneaux for EEF's undertaking of this project. (Codified File 1920-80)

Grant
Acceptance

By unanimous action, the Board approved the submission of a Focus on Inclusion Application grant to the AWS Foundation from Daly in the amount of \$2,850. (Codified File 1920-81)

Grant
Submission

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 14, 2020 listings. In response to Board inquiry, Dr. Brad Sheppard, assistant superintendent of instruction, clarified the funding for nine staff to attend the National Evidence-based School Counseling Conference in Florida. (Codified File 1920-82)

Conference
Leave Requests

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

Personnel
Report

Employment of the following four (4) certified staff members for the 2019-2020 school year, effective on dates indicated:

Certified
Employment

Aaron Elias - language arts at Pierre Moran, 1/13/20
Dustin Fairchild - computer technology at West Side, 1/6/20
Rebecca Herington - grade 6 at Woodland, 1/6/20
Steven Robinson - special education intern at Hawthorne,
1/6/20

Retirement of the following two (2) certified staff members at the end of the 2019-2020 school year, with years of service as indicated :

Certified
Retirement

Elaine Jarvis - special education at PACE, 28
Robin Sutton - special education at Woodland, 20

Maternity leave for certified staff member, Kristina O'Donnell, language arts at West Side, beginning 1/13/20 and ending 1/17/20.

Certified Leave

Leave for certified staff member, Elizabeth Keiling, grade 4 at Beck, beginning 8/10/20 and ending 6/2/21.

Certified Leave

Employment of the following twelve (12) classified employees successfully completed their probationary period on dates indicated:

Classified
Employment

Leann Buss - food service at Memorial, 1/8/20
Debra Cook - food service at Pierre Moran, 1/14/20
Ashley Fehlberg - social worker at Eastwood, 1/7/20
Clacy Heston - paraprofessional at West Side, 1/13/20
Demia Johnson - food service at West Side, 1/7/20
Sharron Lewis - bus helper at Transportation, 1/13/20
Jeanette Martin - food service at Riverview, 1/9/20
Eduardo Morales Cardenas - bus driver at Transportation,
1/7/20
Sarah Nelson - secretary at ESC, 12/31/19
Derria Pratcher - paraprofessional at Memorial, 1/13/20
Gayle Sotelo-Martin - bus helper at Transportation, 1/8/20
Tynetta Warren - food service at Beardsley/Cleveland,
1/13/20

Resignation of the following thirteen (13) classified employees effective on dates indicated:

Classified
Resignations

Christine Banta - bus helper at Transportation, 1/6/20
Kayla Brookshire - paraprofessional at Memorial, 12/13/19
Debra Cook - food service at Pierre Moran, 1/17/20
Megan Haas - secretary at Daly, 12/12/19
Beverly Harris - paraprofessional at Cleveland, 1/6/20
Donna Johnson - paraprofessional at Riverview, 1/31/20
Matthew Manley - paraprofessional at Memorial, 12/20/19
Melisa Machowiak - paraprofessional at Eastwood,
12/30/19
LeAnn Mehl - food service at Daly, 1/17/20
Cathaleen Phillipson - food service at North Side, 1/6/20
Vanessa Scott - secretary at WVPE, 4/3/20
Jena Swain - technical assistant at Pierre Moran, 1/6/20
Zachary Wilfert - deployment administrator at Tech
Services, 1/2/20

Leave for the following five (5) classified employees on dates indicated:

Classified
Leaves

Sarah Drabyn - therapist at Cleveland, beginning
1/31/20 and ending 6/3/20
Yvonne Gefri - food service at North Side, beginning
8/12/19 and ending 1/17/20
Lavinia Jones-Goodman - secretary at Cleveland,
beginning 8/26/19 and ending 1/31/20
Kayla Magyar - bus driver at Transportation beginning
1/21/20 and ending 6/3/20
Elsa Verde Zamudio, paraprofessional at EACC,
beginning 12/6/19 and ending 3/2/20

An audience staff member suggested a change to the mascot.

From the Audience

An audience staff member thanked the Board for reviewing early graduation procedures.

From the Audience

Superintendent Thalheimer thanked Wes Molyneaux and the calendar committee for their work on the 2020-2021 calendar; the merger committee who worked on the teacher request process for Elkhart High School; and Brad Sheppard and Tony England for their work on the equity issues and drafting the plan to be presented to the Board soon.

From the Superintendent

Outgoing Board president, Doug Weaver, thanked Board members and staff for their work, and invited everyone to attend the Ribbon Cutting at the Diesel Technology building on Thursday, January 23 at 9:30 a.m.

From the Board

The meeting adjourned at approximately 7:55 p.m.

Adjournment

APPROVED:

Signatures

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



MARY BECK ELEMENTARY

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER, SUPERINTENDENT
BOARD OF SCHOOL TRUSTEES
FROM: TRACEY KIZYMA, PRINCIPAL *TK*
DATE: JANUARY 23, 2019

GIFT ACCEPTANCE

Rob and Kate Dutkiewicz have donated \$5,000 to Mary Beck Elementary to purchase books for students and staff.

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:

Rob & Kate Dutkiewicz
Belmont Mennonite Church
925 Oxford St.
Elkhart, IN 46516



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: JANUARY 14, 2020

RE: DONATION APPROVAL - EACC

Whiteford Kenworth has donated \$600.00 to our Diesel Services Technology class to be used for student activities.

This donation will be very useful as it will help students with more experiences and exploration of the Diesel Services field.

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

Mr. Ryan Corr
Whitefor Kenworth
PO Box 76
South Bend, IN 46624



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: CYNDY KEELING/ACCELL *CK*

DATE: JANUARY 15, 2020

RE: DONATION APPROVAL - EACC

Mr. & Mrs. Blazier of KB Brokerage/Trucking, have graciously donated 2 wheel barrows, 2 pitchforks, a ground-driven manure spreader, and a hay wagon to our school farm program. These equipment items are crucial elements to the foundation of our growth and development of the ACCELL program and the high schools SAE/FFA programs. Mr. & Mrs. Blazier are members of the community and former FFA members from Illinois and recognize the importance of agriculture in education. The owner estimated value of this donation is totaled at \$8000.00.

We are requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent.

KB Brokerage/Trucking
Mr. & Mrs. Ken Blazier
52424 County Road 7
Elkhart, IN 46514
kblazier@frontier.com



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 \$500.00 from Osolo Emergency Medical Services, Inc. The donation is in support of the ElkLogics Robotics and will be used to purchase equipment and other items in support of the club.

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

Osolo Emergency Medical Services, Inc

25600 County Road 4

Elkhart, IN 46514



SUPERINTENDENT'S OFFICE

PHONE: 574-262-5526



ELKHART COMMUNITY SCHOOLS

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

DATE: January 17, 2020
TO: Dr. Steven Thalheimer
Board of School Trustees
FROM: Susan Ott
RE: Donation Approvals

The following donations have been made to Elkhart Community Schools for the Engineering, Technology and Innovation building fund.

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

Welch Packaging \$250,000.00
1130 Herman Street
Elkhart, IN 46516

Ms. Charlotte Mittler \$656,968.53
11046 Harbor Drive
Three Rivers, MI 49093

ACCOUNT BALANCES/INVESTMENT DETAIL
December 2019

PETTY CASH \$ 500.00

GENERAL ACCOUNTS:

Lake City Bank – Deposit Account 27,450,922.58 Lake City Bank –
Accounts Payable (1,188,865.57) Lake City Bank – Merchant Account -
Teachers Credit Union 2,947,430.33 BMO Harris Bank (UMR insurance)
407,420.00

SCHOOL LUNCH
ACCOUNTS:

Lake City Bank – Prepaid Lunch 178,629.11 Change Fund 2,010.00

TEXTBOOK RENTAL ACCOUNTS:

Chase Bank 1,870,742.84

PAYROLL
ACCOUNTS:

Lake City Bank – Payroll Account (337,034.98) Lake City Bank – Flex
Account 73,528.38

INVESTMENTS

:

Certificate of Deposit -

31,405,282.69

\$

**TRANSFER APPROPRIATIONS
2019**

GENERAL FUND	DECREASED	INCREASED
11000 Instruction		1,215,907.25
12000 Special Programs		471,773.38
13000 Adult/Continuing Education	237,556.25	
14000 Summer School Programs	262,164.06	
15000 Enrichment Programs	15,560.00	
16000 Remediation	21,546.20	
17000 Payments to Other Govt Units	882,316.97	
21000 Support Services - Students	179,498.92	
22000 Support Services - Instruction		30,757.24
24000 Support Services - School Admin	501,909.30	
25000 Central Services		1,618.00
33000 Community Services		380,495.83
	2,100,551.70	2,100,551.70

REFERENDUM TAX LEVY	DECREASED	INCREASED
27000 Student Transportation	41,314.00	
45000 Building Acquisition, Construction & Improvement		8,500.00
47000 Purchase of Mobile or Fixed Equipment		32,814.00
	41,314.00	41,314.00

DEBT SERVICE FUND	DECREASED	INCREASED
52000 Interest on Debt	72,099.97	
54000 Advancements & Obligations		63,085.97
59000 Other Debt Service Obligations		9,014.00
	72,099.97	72,099.97

OPERATIONS FUND	DECREASED	INCREASED
22000 Support Services - Instruction	28,899.22	
23000 Support Services - General Admin	74,502.26	
25000 Central Services	732,020.49	
26000 Operation & Maint of Plant Services		912,693.84
27000 Student Transportation		96,847.57
33000 Community Services	115,160.54	
41000 Land Acquisition and Development	100,000.00	
43000 Professional Services		172,957.63
44000 Educational Specifications Development	250,000.00	
45000 Building Acquisition, Construction & Improvement		128,883.98
47000 Purchase of Mobile or Fixed Equipment	10,800.51	
	1,311,383.02	1,311,383.02

RAINY DAY FUND	DECREASED	INCREASED
23000 Support Services - General Admin		69,233.73
60000 Nonprogrammed Charges	69,233.73	
	69,233.73	69,233.73

January 28, 2020, Meeting of Board of School Trustees

School/Organiz ation	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Mary Daly / Run Club	13th Annual Daly Dash 5k Run. Race begins and ends at Mary Daly with the course through Stong Ave neighborhood. Proceeds to be used for field trips, student awards, rewards, celebrations, athletic uniforms, classroom supplies, and playground equipment.	3/2/2020 - 5/2/2020	1/8/2020	Lisa Regan & Carolyn Lesperance
Central / Girls Soccer	Scarf Sales - Last keepsake for Blazers "Once a Blazer, Always a Blazer" scarf. Proceeds to be used to generate funds for equipment.	03/01/2020 - 5/1/2020	1/10/2020	Rick Nussbaum
Mary Feeser / Student Council	Selling Carnations for Valentine's Day. Benefits will go to the Student Council Fund.	2/10/2020 - 2/14/2020	1/14/2020	Ashley Hutchison
Elkhart Area Career Center / Cosmetology II AM	Students will meet with local salons to sell tickets for the "Through the Decades" hair show. Proceeds donated to Cares University and Pair Purse Inc.	3/7/20	1/16/2020	Nakara Murray
Memorial / Gay- Straight Alliance Club	Collect donations to send to World Wildlife Fund's Australian Wildlife and Nature Recovery Fund. They will use word-of-mouth, the student announcements, and posters within the school. Ms. McFarland will have a lockbox in her classroom for donations.	1/29/2020 - 2/19/2020	1/21/2020	Larissa McFarland
Central / International Club	Sell Rise n' Roll outside of schools. This will help pay for student's trips to 6 Flags as a community service reward.	2/10/2020 - 2/17/2020	1/21/2020	Faith Grubaugh
Memorial / National Honor Society	NHS will host a winter carnival in the field house in place of a winter dance that will be open to the community. They will offer food, games, prizes, face painting, silent auction and bounce houses. Foods have been approved by Food Services and adhere to SMART guidelines/wellness policies. Silent Auction is not for ECS students or anyone under 18. Funds will be used for NHS sponsored activities/events.	2/7/2020 5pm- 8pm	1/21/2020	Jeff Miller
Pierre Moran	Students will go home with information packets to be shared by their parents via email about purchasing from schoolstore.com, which will send credit to the school. These donations/credits will be used for student activities.	2/7/2020 - will continue as long as there is interest in the program.	1/21/2020	Scherri Ontiveros
Memorial / Class of 2022	Class reps will pre-sell carnations for Valentine's Day. Funds will be used for future events of the class of 2022, such as prom.	2/3/2020 - 2/14/2020	1/21/2020	Ben Fager
EACC - Creative Outdoor Management	Will sell balloons and stuffed animals for Valentine's Day. Proceeds will go to the class fund.	2/14/2020	1/22/2020	Ashley Robertson
	Please note the following fundraisers are presented for confirmation only.			

Medical Plan Experience

December 2019

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 1,246,690	\$ 689,285	\$ 557,405	\$ 7,925,929	\$ 7,282,145	\$ 643,784
UMR Rx	\$ 202,077	\$ 171,203	\$ 30,874	\$ 1,868,409	\$ 1,850,294	\$ 18,115
Rx Rebate	\$ (126,624)	\$ -	\$ (126,624)	\$ (419,034)	\$ (157,248)	\$ (261,786)
Less Amt Above Stop Loss	\$ (381,977)	\$ (14,635)	\$ (367,342)	\$ (517,106)	\$ (81,453)	\$ (435,653)
Claim Cost Total	\$ 940,166	\$ 845,853	\$ 94,313	\$ 8,858,198	\$ 8,893,738	\$ (35,540)
Expected Claim Cost	\$ 875,307	\$ 900,182	\$ (24,875)	\$ 10,696,446	\$ 10,942,731	\$ (246,285)
Claims vs. Expected	\$ 64,859	\$ (54,329)	\$ (1,838,248)	\$ (2,048,994)		
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 207,345	\$ 199,086	\$ 8,259	\$ 2,579,571	\$ 2,414,334	\$ 165,237
Total Cost (Claim + Non-claim)	\$ 1,147,511	\$ 1,044,939	\$ 11,437,770	\$ 11,308,072		
Enrollment	999	1,012	\$ 12,208	12,302		
Cost Per Employee Per Month (PEPM)	\$ 1,148.66	\$ 1,032.55	\$ 936.91	\$ 919.21		1.9%
Paid Claims Per Employee			\$ 725.61	\$ 722.95		0.4%



SCHOOL CALENDAR: JULY 2020 – JUNE 2021

Calendar grid for July 2020 with days of the week (S, M, T, W, T, F, S) and dates 1-31.

Calendar grid for August 2020 with days of the week (S, M, T, W, T, F, S) and dates 1-31.

Calendar grid for September 2020 with days of the week (S, M, T, W, T, F, S) and dates 1-30. Includes a red box around the 23rd.

Calendar grid for October 2020 with days of the week (S, M, T, W, T, F, S) and dates 1-31. Includes a red box around the 21st.

Calendar grid for November 2020 with days of the week (S, M, T, W, T, F, S) and dates 1-30. Includes 'X' marks for school out days.

Calendar grid for December 2020 with days of the week (S, M, T, W, T, F, S) and dates 1-27. Includes 'X' marks for school out days.

Calendar grid for January 2021 with days of the week (S, M, T, W, T, F, S) and dates 1-31. Includes 'X' marks for school out days.

Calendar grid for February 2021 with days of the week (S, M, T, W, T, F, S) and dates 1-28. Includes 'X' marks for school out days.

Calendar grid for March 2021 with days of the week (S, M, T, W, T, F, S) and dates 1-31. Includes a red box around the 3rd.

Calendar grid for April 2021 with days of the week (S, M, T, W, T, F, S) and dates 1-30. Includes 'X' marks for school out days.

Calendar grid for May 2021 with days of the week (S, M, T, W, T, F, S) and dates 1-31. Includes 'X' marks for school out days.

Calendar grid for June 2021 with days of the week (S, M, T, W, T, F, S) and dates 1-30.

August
10 Full day pre-session for teachers – non-student day
11 Full day pre-session for teachers – non-student day
12 Full day pre-session for teachers – non-student day
13 Students' first day – Full day for all students

September
7 Labor Day – All Schools Closed
23 Scheduled eLearning Day (K-12th grade students will not attend school but will be required to complete digital learning assignments from home)

October
9 End of 1st grading period/midterm – all schools
19 Elementary and Secondary Parent/Teacher Conferences in the evening hours (Full day for all school students)
20 Elementary and Secondary Parent/Teacher Conferences in the evening hours (Full day for all school for all students)
21 Scheduled eLearning Day (K-12th grade students will not attend school but will be required to complete digital learning assignments from home)
21 Elementary and Secondary Parent/Teacher Conferences in the morning hours
22-23 Fall Recess – All Schools Closed
26 Fall Recess – All Schools Closed

November
25-27 Thanksgiving Recess – All Schools Closed
December
18 End of 2nd grading period/1st semester – all schools
21-Jan 1 Winter Recess – All Schools Closed

January
4 School resumes after Winter Recess
18 Martin Luther King Jr. Day – All Schools Closed

February
12 Presidents' Day Recess – All Schools Closed
15 Presidents' Day Recess – All Schools Closed
26 No School – Emergency Make-up Day

March
3 Scheduled eLearning Day (K-12th grade students will not attend school but will be required to complete digital learning assignments from home)
12 End of 3rd grading period/midterm – all schools
19 No School – Emergency Make-up Day

April
2 No School
5-9 Spring Recess – All Schools Closed
15 Kindergarten Kick-off – Elementary Schools (Kindergarten Registration runs April 12 – May 7)

May
21 No School – Emergency Make-up Day
31 Memorial Day – All Schools Closed

June
2 Last Day of School – full day for all students**
2 Last Day for Teachers**
6 Graduation

Key:
underlined = Professional Day for teachers (non-student day)
M No School (may be used as emergency make-up day, if necessary)
X School Out of Session (during the Instructional school year)
K Kindergarten Kick-off
O Parent/Teacher Conferences
eLearning Day
**If the district uses all three built in emergency make-up days eLearning will be used on any additional days.

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	
Adopted	December 20, 2016
Last Revised	December 10, 2019
Last Reviewed	January 28, 2020

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

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

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

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

** Effective August 1, 2017

POSITION	YEARLY SALARY RANGE
Radio Station Manager	50,617 – 90,000
Radio Station Development Director	47,636 – 72,082
Radio Station Business Account Manager	37,597 – 70,884
Radio Station Program Director	37,597 – 57,845
Radio Station Senior Reporter and Assignment Editor	32,481 – 47,559
Radio Station Operations Manager	26,030 – 42,660
Radio Station Morning Edition Host	29,542 – 46,503
Radio Station Promotions Manager	30,385 – 45,210
Radio Station Membership Manager	39,477 – 53,379
Radio Station Business/Workforce Development Reporter - IPB News	30,570 - 45,180
Olweus Bullying Prevention Program Coordinator	43,475 – 58,820
Adult and Community Education Program Manager	64,725 – 75,513
Campus Life Coordinator	64,725 - 75,513
Building Services Manager	66,235 - 86,615
Energy and Risk Management Specialist	50,950 -71,330
Data and Assessment Manager	64,725 - 75,513
Data Specialist	38,334 – 60,239
Digital Communication Specialist	38,334 – 60,239
Staff Accountant	40,760 – 52,988
School Psychologist Intern	37,050
21st Century Community Learning Center Coordinator	2,500 (per semester)

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

Performance Awards for Radio Station Employees

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

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

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

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

C. Severance Benefits

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

1. Resignation

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

2. Retirement, Death, or Disability

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

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service is eligible to select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
 1. One (1) day's pay for each full year employed by the Elkhart Community Schools, or
 2. At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Employees employee booklet.

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

- 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	\$27 per game <u>\$10 per hour</u>	HS Athletic Dept.
	Public Address Announcer	\$15 <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 regular game \$25 per tournament session	HS Athletic Dept HS Athletic Dept
	Ticket Sellers/Takers	\$27 per session <u>\$10 per hour</u>	HS Athletic Dept
	Timers/Scorers	\$10 per JV game <u>\$25 per game</u> \$15 per varsity game \$25 per tournament session	HS Athletic Dept HS Athletic Dept HS Athletic Dept
	PA Announcer	\$15 per session <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 —regular game \$17 per hour —tournament session	ECS Ed Fund ECS Ed Fund
	Parking Attendant	\$12 <u>\$15</u> per hour —regular game \$12 per hour —tournament session	ECS Ed Fund ECS Ed Fund
<u>Student</u>			
	Usher/Security	\$7.25 + ticket per regular game <u>\$10 per hour</u>	HS Athletic Dept
	Ticket Takers	\$7.25 + ticket per tournament session	HS Athletic Dept
	Cloakroom Attendant	\$10 per session	HS Athletic Dept
		\$7.25 per regular game	HS Athletic Dept
		\$7.25 per tournament session	HS Athletic Dept

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
	—Freshman	\$30 per event	ECS Ed Fund
	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
	—Freshman	\$50 per event	ECS Ed Fund
	Tournament 4 teams	\$100 per event	ECS Ed Fund
	—Tournament 5+ teams	\$100 per event	ECS Ed Fund
	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

Classification	Position	Amount	Source of Payment
	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~~ January 28, 2020

GUIDELINES FOR SECONDARY SCHOOL ATHLETICSA. PURPOSE AND PHILOSOPHY1. 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~~ January 28, 2020

RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS

The United States Constitution in Article I, Section 2 requires a Census to occur every ten years to count every person residing in the United States, and is fundamental to ensuring all residents of our community have access to fair representation, essential services, and economic development; and

An accurate count of persons living in Elkhart County in the 2020 Census will determine the representation of individuals, families, and communities in our local, state, and federal governments; and

The 2020 Census count of children living within the boundaries of the Elkhart Community Schools will be the basis of federal education funding allocated to our school corporation over the next ten years, specifically federal programs serving our students living in poverty and students with disabilities; and

The population data obtained from the 2020 Census will be used by government officials to determine which neighborhoods and communities should receive services health clinics, libraries, and housing; and

The population data obtained from the 2020 Census will be used by businesses to determine which neighborhoods and communities should receive investments for economic development such as retail stores and recreational establishments; and

Populations prevalent in urban areas at high risk of being undercounted, according to the U.S. Census Bureau include young children, people of color, low-income households, language minority families, foreign-born residents, and households with limited Internet access; and

Children are more likely to be missed in the Census count if they reside in the complex households which are common in urban areas, such as multi-generation households, extended families, and multi-family households; and

During the 2020 Census, there is a heightened risk of an undercount due to the digital divide, language access issues, and lack of knowledge or information on the importance of or access to the U. S. Census; and

Local and state governments, as well as community-based organizations, can play a critical role in counteracting the undercount risks, reaching hard-to-count populations, and ensuring their communities get counted in 2020; and

It is paramount for the school board, superintendent, principals, teachers, parent organizations, and all local leaders in the Elkhart Community Schools to communicate the importance of Census 2020 to families and community members to ensure everyone is counted;

Therefore, Be It Resolved, the Elkhart Community Schools will develop and adopt a plan of action ensuring a complete count of all students and their families residing within the boundaries of the school corporation on the 2020 Census; and

Be It Further Resolved, the plan of action will include but is not limited to providing and distributing information to our students, parents, and staff members on the importance of the U.S. Census and

its role in federal funding and state representation through the various communication channels employed by the school corporation, providing recommended curriculum to our students on the U.S. Census, promoting the involvement in the U.S. Census to community members at various school and community events, and hosting participation events on April 1, 2020, U.S. Census day; and

Be It Also Further Resolved, the Elkhart Community Schools is committed to working in partnership with other local civic, business, and community leaders, and others to engage, educate, and count every resident within our local community in the 2020 Census.

Signed this 28th day of January, 2020.

AYE

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BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: _____, Secretary
Board of School Trustees

NATIONAL SCHOOL COUNSELING LEADERSHIP CONFERENCE This conference will address a critical gap in professional development for administrators who oversee school counseling programs. San Diego, CA February 26 - 28, 2020 (3 day's absence) GAIL DRAPER - CENTRAL/MEMORIAL (1-3) SARAH FLAGG - CENTRAL (2-6) ALLISON MAKOWSKI - MEMORIAL (2-3)	\$6,504.00	\$0.00
MICHIGAN ASSOCIATION FOR COMPUTER USERS IN LEARNING This conference will provide technology ambassadors with an opportunity to expand their knowledge, collaborate with other educators and bring back new instructional practices to their buildings. Grand Rapids, MI March 12 - 13, 2020 (2 day's absence) BRIAN BENNETT - ESC (0-0) KAT BROMEN - ESC (1-3) KERRI CHARLWOOD - PIERRE MORAN (0-0) BILLIE JO ETCHASON - EASTWOOD (0-0) DEB GILLES - MEMORIAL (2-3) MICAH HELMUTH - PIERRE MORAN (0-0) HOLLY MECHER - WOODLAND (0-0) WES MOLYNEAUX - ESC (2-8) TRACI PANKTRATZ - EACC (0-0) KYLE SEARS - MEMORIAL (0-0) LAURA STAUFFER - CENTRAL (1-1)	OTHER FUND \$5,617.90	OTHER FUND \$1,520.00
	\$15,915.98	\$2,565.00
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	\$16,772.98	\$950.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$278,330.93	\$23,180.00

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

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

Roger Alwine Began: 10/5/18	Food Service Admin/Catering Truck Driver Resign: 2/14/20
Ryan Baker Began: 2/15/18	Food Service Admin/Food Service Resign: 12/27/19
Jason Billings Began: 1/22/18	Tech Services/Support Technician Resign: 1/13/20
Clara Bonds Began: 8/19/19	Pierre Moran/Food Service Resign: 1/6/20
Jessica Dubose Began: 10/8/18	Woodland/Food Service Resign: 1/21/20
Chloe Shaw Began: 8/14/18	Beardsley/SLPA Resign: 6/13/19
James Williams III Began: 11/6/17	Bristol/Paraprofessional Resign: 1/24/20
Amber Young Began: 8/17/17	Transportation/Bus Driver/Clerk Resign: 1/30/20

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

Sarah Cook Gurka Began: 8/22/05	West Side/Technical Assistant Retire: 1/12/20 YOS: 14
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d. Personal Leave - We recommend a personal leave for the following employee.

Susan McKibbin Begin: 3/17/20	Transportation/Driver End: 4/3/20
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e. Unpaid Medical Leave Request - We recommend an extension to unpaid leave for the following employees:

Yvonne Gefri Began: 1/21/20	North Side/Food Service End: 6/3/20
Belinda Siler Begin: 8/2/19	Memorial/Custodian End: 8/16/20

