

ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES
Elkhart, Indiana

Organizational Meeting

January 14, 2020

AGENDA

1. Call to Order/Pledge
2. Election of President, Vice President and Secretary
3. Conflicts of Interest
4. Resolution of the Board of School Trustees
5. Adjournment



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Roscoe L. Enfield, Jr.
1635 N. Bay Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. ☒ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Kathleen Enfield (spouse) is a substitute teacher with Elkhart Community Schools
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
Employee Compensation

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees,
approving employee compensation contributes to our family's household income.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____	_____
Date Submitted (month, day, year)	Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date (month, day, year): _____ January 14, 2020

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

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The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Douglas K. Weaver
56004 Jayne Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. ☒ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Julie Weaver (spouse) is a paraprofessional
with Elkhart Community Schools
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
Employee Fringe Benefit Packages

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees,
approving employee fringe benefit packages contributes to our family's household income.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____	_____
Date Submitted (month, day, year)	Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date (month, day, year): _____ January 14, 2020

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1. **Name and Address of Public Servant Submitting Statement:** Rodney Dale
53618 Hyde Park Dr., Bristol, IN 46507
2. **Title or Position with Governmental Entity:** Member, Board of School Trustees
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. ☒ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Tanisha Dale (spouse) is a custodian with Elkhart Community Schools.
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
Employee Fringe Benefit Packages

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

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approving employee fringe benefit packages contributes to our family's household income.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____	_____
Date Submitted (<i>month, day, year</i>)	Date of Action on Contract or Purchase (<i>month, day, year</i>)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date (*month, day, year*): _____ January 14, 2020

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ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Resolution of the Board of School Trustees of
Elkhart Community Schools

Be it resolved that the following items are hereby approved by the Board of School Trustees of Elkhart Community Schools:

- 1) The Treasurer of Elkhart Community Schools (ECS), IC 20-26-4(c), shall be Kevin Scott, effective appointment date to appointment date.
- 2) The Deputy Treasurer of Elkhart Community Schools, IC 20-26-4(c), shall be Erica Purvis, effective appointment date to appointment date.
- 3) The copy fee for records obtained through the Secretary to the Board of School Trustees of Elkhart Community Schools for the year of 2020 shall be ten (10) cents per page.
- 4) The officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees with the ability for an alternate member to be named.
- 5) The Board of School Trustees compensation for 2020 shall not exceed: \$1,800.00 per year IC 20-26-4-7 (1); and a per diem rate of \$50.00 for other meetings per NEOLA 0144.1.
- 6) The Cash Management Provider for 2020 shall be Lake City Bank.
- 7) The ECS School Board shall appoint Barnes & Thornburg as Legal Counsel.
- 8) The Elkhart Truth and Goshen News shall be designated for 2020 for the advertisement of legal Notices to the public.
- 9) Mileage rate reimbursement shall be the IRS rate effective January 1, 2020 of \$.575 per mile.
- 10) The Board approves the Bond amounts as follows:

Corporation Treasurer	\$200,000
Deputy Treasurer	\$25,000
4 High School ECA Treasurers	\$20,000
5 High/Middle School Café Managers	\$10,000
5 other Treasurers	\$10,000
45 other ECA Treasurers	\$5,000

ADOPTED: January 14, 2020

President

Member

Vice President

Member

Secretary

Member

Member

ATTEST:

Secretary, Board of School Trustees

ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES
Elkhart, Indiana

Board of Finance Annual Meeting

January 14, 2020

AGENDA

1. Call to Order
2. Adoption of Resolution

BE IT RESOLVED that the Board of Finance does hereby authorize the Treasurer of the 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.
3. Review 2019 Investment History and Investment Policy as stipulated in I.C. 5-13-7-7.
4. Financial Indicators
5. Adjournment

ELKHART COMMUNITY SCHOOLS
2019
INVESTMENT HISTORY

Investment Date	Maturity Date	Interest Rate	Institution	Principal	Interest
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*No investment activity during 2019

Book	Policy Manual
Section	6000 Finances
Title	INVESTMENT INCOME
Code	po6144
Status	Active
Adopted	November 22, 2016

6144 - **INVESTMENT INCOME**

The School Board authorizes the Treasurer and/or designee to make investments of available monies from the several funds of the Corporation.

The purpose of the investments is to maximize the returns on the Corporation's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments.

All investments must mature or be redeemable within two (2) years of the date of purchase.

The Treasurer is authorized to contract with a depository for the operation of a cash management system under the following conditions:

- A. the contract is in writing
- B. the contract provides for the investment of funds
- C. the depository keeps all records concerning investment cash management
- D. the investments are made in accordance with State law
- E. the contract, which cannot exceed two (2) years, is awarded using the Corporation's bidding procedure

Money in the several funds of the School Corporation may be commingled for the purpose of making an investment.

The Board may authorize the Board's investing officer to invest in certificates of deposit from depositories that have been designated by the State Board of Finance as a depository for State funds under I.C. 5-13-9-5 but have not been designated by the Corporation's Board of Finance established by Board Bylaw 0151.1. This authorization shall be in the form of a resolution approved by the Board. Such resolution must provide that the authority to invest in these certificates of deposit granted by the resolution expires on a date that is not later than two (2) years after the date of the Board's vote adopting the resolution.

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Legal	I.C. 5-13-9, 20-26-5-4
	I.C. 5-13-9 –Deposit and investment of public funds
	I.C. 5-13-9-5(a) – Authorization to invest in certificates of deposit
	I.C. 20-26-5-4 – Specific powers
	I.C. 36-1-2-10 – "Municipal corporation" defined to include "school corporation"
	I.C. 36-1-2-13 – "Political subdivision" defined to include "municipal corporation"
	State Board of Accounts Public Schools Manual Part 14



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVE THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: KEVIN SCOTT

DATE: 1/9/2020

SUBJECT/FISCAL INDICATORS

House Enrolled Act 1315 (2018) established the Fiscal and Qualitative Indicators Committee, under the direction of the state's Distressed Unit Appeal Board (DUAB). Through public hearings and meetings in June-October 2018, the Committee developed indicators used to evaluate the financial condition of school corporations. The DUAB reviewed indicators for each corporation in early 2019. Subsequently the DUAB Director (and chair of the Committee) contacted select districts based on problematic indicator results. While several indicators are trending down slowly for Elkhart, ECS has not been contacted.

Indiana Code 5-13-7-8 requires Superintendent or designee to provide a report to the Board of Finance to assess the financial condition of the school corporation. The information attached along with this cover memo satisfy the requirement.

Attached you will find an FAQ page about the Committee. Behind this page there are four pages detailing where DUAB gathered the information that feeds the indicators. The remaining eight pages are the indicators themselves presented in chart format.

Please contact me if you have questions regarding information provided in this report.

FIC About Us

About Us

House Enrolled Act 1315(ss), as passed by the Indiana General Assembly and signed into law by Governor Eric Holcomb on May 14, 2018, established the Fiscal and Qualitative Indicators Committee ("Committee"). The Committee was established to make the following determinations:

1. The determination of the fiscal and qualitative indicators to be used for evaluating the financial condition of each school corporation.
2. The determination of the information that is to be presented on the DUAB's Internet website in regards to the indicators.
3. The determination of how frequently to update:
 - the fiscal and qualitative indicators being used to evaluate the financial condition of school corporations; and
 - the presentation of information on the DUAB's Internet website.

The Committee is composed of the following individuals:

- Courtney Schaafsma, Distressed Unit Appeal Board Appointee, Chair of Committee
- Melissa Ambre, Department of Education Appointee
- Neil Broshears, State Budget Agency Appointee
- Chase Lenon, State Board of Accounts Appointee
- Matt Parkinson, Department of Local Government Finance Appointee
- Josh Martin, Management Performance Hub Appointee
- David Holt, Indiana Association of School Business Officials Appointee

Additional Committee Information:

SCHOOL CORPORATION FISCAL INDICATORS

DATA SOURCES

(for December 2018 Release)

Data displayed in the School Corporation Fiscal Indicators (“Indicators”) has been queried from the data sources listed below without modification. Where errors or omissions may exist in the below data sources, such errors or omissions may impact the accuracy and comprehensiveness of the Indicators.

Student Demographics

Free and Reduced Price Lunch: DOE Compass

(<https://compass.doe.in.gov/dashboard/statereports.aspx?type=state>), Enrollment by Ethnicity and Free/Reduced Price Meal Status, ending year of the school year corresponds to the year listed (ex. 2016-2017 school year will be displayed as 2017)

Special Education and English Language Learners: DOE Compass

(<https://compass.doe.in.gov/dashboard/statereports.aspx?type=state>), Enrollment by Special Education and English Language Learners, ending year of the school year corresponds to the year listed (ex. 2016-2017 school year will be displayed as 2017)

Net Assessed Value

Certified net assessed value data for the General Fund (0101) for the calendar year listed, DLGF webpage (www.in.gov/dlgf/8379.htm)

Population Estimates

National Center for Education Statistics (<https://nces.ed.gov/programs/edge/Demographic/ACS>)

Average Daily Membership (“ADM”)

Average Daily Membership data provided by the Indiana Department of Education.

For years 2010 through 2013, ADM was used to determine calendar year funding of tuition support for school corporations, so the ADM shown is the ADM that applied to the calendar year listed.

For years 2014 through 2017, tuition support funding was distributed based on the State fiscal year (July through June). The ADM displayed is the ADM from the fall count in the year prior to the calendar year listed as this ADM would have impacted tuition support funding and financial planning for the calendar year listed.

Starting the Fall 2015 count for fiscal year 2016, full day kindergarten students were counted as 1. Prior to that time, these students were counted as ½.

Fund Balances

Form 9 data as submitted by the school corporations to the Indiana Department of Education (“IDOE”), Section 6, Ending Cash Balance as of December (Period 2) of the calendar year listed

Fund references tie to the Indiana Department of Education's Chart of Accounts (January to June 2018).

- *General Fund:* Fund 0100
- *Rainy Day Fund:* Fund 0610
- *Operational Funds:* Racial Balance Fund (0150), Referendum Tax Levy Fund (0160-0161), Capital Projects Fund (0350), School Transportation Fund (0410), School Bus Replacement Fund (0420), Art Association (1600-1649), Historical Society (1700), and Playground Fund (1750)
- *Other Local Funds:* All funds through Fund 2999 not included in General Fund, Rainy Day Fund, or Operational Funds classifications
- *All Other Funds:* All funds of the school corporation not included in the above categories

Annual Deficit/Surplus

Revenues: Form 9 data as submitted by the school corporations to DOE, Section 1, receipts for selected funds for Period 1 and Period 2 of the calendar year listed

Expenditures: Form 9 data as submitted by the school corporations to DOE, Section 2, expenditures for selected funds for Period 1 and Period 2 of the calendar year listed

Fund Balance: Form 9 data as submitted by the school corporations to the Indiana Department of Education ("IDOE"), Section 6, Ending Cash Balance as of December (Period 2) of the calendar year listed

Fund references tie to the Indiana Department of Education's Chart of Accounts (January to June 2018).

- *General Fund:* Fund 0100
- *Rainy Day Fund:* Fund 0610
- *Operational Funds:* Racial Balance Fund (0150), Referendum Tax Levy Fund (0160-0161), Capital Projects Fund (0350), School Transportation Fund (0410), School Bus Replacement Fund (0420), Art Association (1600-1649), Historical Society (1700), and Playground Fund (1750)
- *Other Local Funds:* All funds through Fund 2999 not included in General Fund, Rainy Day Fund, or Operational Funds classifications
- *All Other Funds:* All funds of the school corporation not included in the above categories

Fund Balances as Percent of Expenditures

Fund Balance: Form 9 data as submitted by the school corporations to the Indiana Department of Education ("IDOE"), Section 6, Ending Cash Balance as of December (Period 2) of the calendar year listed

Expenditures: Form 9 data as submitted by the school corporations to DOE, Section 2, expenditures for selected funds for Period 1 and Period 2 of the calendar year listed

Fund references tie to the Indiana Department of Education's Chart of Accounts (January to June 2018).

- *General Fund:* Fund 0100
- *Rainy Day Fund:* Fund 0610

- *Operational Funds:* Racial Balance Fund (0150), Referendum Tax Levy Fund (0160-0161), Capital Projects Fund (0350), School Transportation Fund (0410), School Bus Replacement Fund (0420), Art Association (1600-1649), Historical Society (1700), and Playground Fund (1750)

Tuition Support per ADM as Compared to General Fund Expenditures per ADM

Tuition Support: Form 9 data as submitted by the school corporations to DOE, Section 1, Tuition Support (3111) receipts for Period 1 and Period 2 of the calendar year listed

General Fund Expenditures: Form 9 data as submitted by the school corporations to DOE, Section 2, General Fund (0100) expenditures for Period 1 and Period 2 of the calendar year listed

Revenue by Type

Local Tax Receipts: Form 9 data as submitted by the school corporations to DOE, Section 1, Local Property Taxes (1110), Income Taxes - Local Option Tax (1130), Other Taxes (1190), License Excise Tax (1211), Commercial Vehicle Excise Tax (1212), Financial Institutions Tax (1231), Local Option - Property Tax Replacement (1232), Revenue in Lieu of Taxes (1280) and Other Taxes (1290) receipts for selected funds for Period 1 and Period 2 of the calendar year listed

Other Local Revenue: Form 9 data as submitted by the school corporations to DOE, Section 1, receipts 1300 through 1999, Disposal of Real Property (5310), Disposal of Personal Property (5320), Other (5390), Return of Petty Cash (6010), Return of Cash Change (6020), Insurance (6410), and Other (6600) for selected funds for Period 1 and Period 2 of the calendar year listed

Debt Revenue: Form 9 data as submitted by the school corporations to DOE, Section 1, Bond Principal and Bank Loan Principal (5110), Premium or Accrued Interest on the Issuance of Bonds (5120), Tax Anticipation Warrant Premiums (5130), Bond Anticipation Notes (5140), Veteran's Memorial Funds Advance (5410), Common School Fund Advance (5420), Emergency Loan Principal (5440), School Bus Loans (5460) Grant Anticipation Notes (5470), and Energy Savings (5480) for selected funds for Period 1 and Period 2 of the calendar year listed

State Revenue: Form 9 data as submitted by the school corporations to DOE, Section 1, receipts 2100 through 3990 for selected funds for Period 1 and Period 2 of the calendar year listed

Federal Revenue: Form 9 data as submitted by the school corporations to DOE, Section 1, receipts 4100 through 4990 for selected funds for Period 1 and Period 2 of the calendar year listed

Fund references tie to the Indiana Department of Education's Chart of Accounts (January to June 2018).

- *General Fund:* Fund 0100
- *Rainy Day Fund:* Fund 0610
- *Operational Funds:* Racial Balance Fund (0150), Referendum Tax Levy Fund (0160-0161), Capital Projects Fund (0350), School Transportation Fund (0410), School Bus Replacement Fund (0420), Art Association (1600-1649), Historical Society (1700), and Playground Fund (1750)
- *Other Local Funds:* All funds through Fund 2999 not included in General Fund, Rainy Day Fund, or Operational Funds classifications
- *All Other Funds:* All funds of the school corporation not included in the above categories

Operating Referendum Revenue as Percent of Total Revenue

Operating Referendum Revenue: Form 9 data as submitted by the school corporations to DOE, Section 1, Referendum Tax Levy Fund (0160, 0161) receipts for Period 1 and Period 2 of the calendar year listed

Total Revenues: Form 9 data as submitted by the school corporations to DOE, Section 1, receipts for selected funds for Period 1 and Period 2 of the calendar year listed

Fund references tie to the Indiana Department of Education's Chart of Accounts (January to June 2018).

- *General Fund:* Fund 0100
- *Rainy Day Fund:* Fund 0610
- *Operational Funds:* Racial Balance Fund (0150), Referendum Tax Levy Fund (0160-0161), Capital Projects Fund (0350), School Transportation Fund (0410), School Bus Replacement Fund (0420), Art Association (1600-1649), Historical Society (1700), and Playground Fund (1750)
- *Other Local Funds:* All funds through Fund 2999 not included in General Fund, Rainy Day Fund, or Operational Funds classifications
- *All Other Funds:* All funds of the school corporation not included in the above categories

General Fund Salaries and Benefits as Percent of General Fund Expenditures

General Fund Salary and Benefit Expenditures: Form 9 data as submitted by the school corporations to DOE, Section 2, General Fund (0100), salaries and benefits objects (110 through 290) expenditures for Period 1 and Period 2 of the calendar year listed

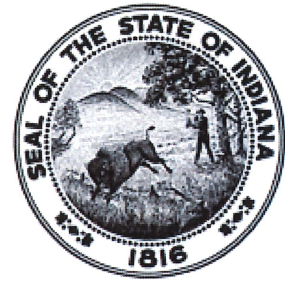
General Fund Expenditures: Form 9 data as submitted by the school corporations to DOE, Section 2, General Fund (0100) expenditures for Period 1 and Period 2 of the calendar year listed

School Corporation (ID):
ELKHART COMMUNITY SCHOOL CORPORATION

2720 California Rd, Elkhart, IN, 46514
<http://www.elkhart.k12.in.us/>

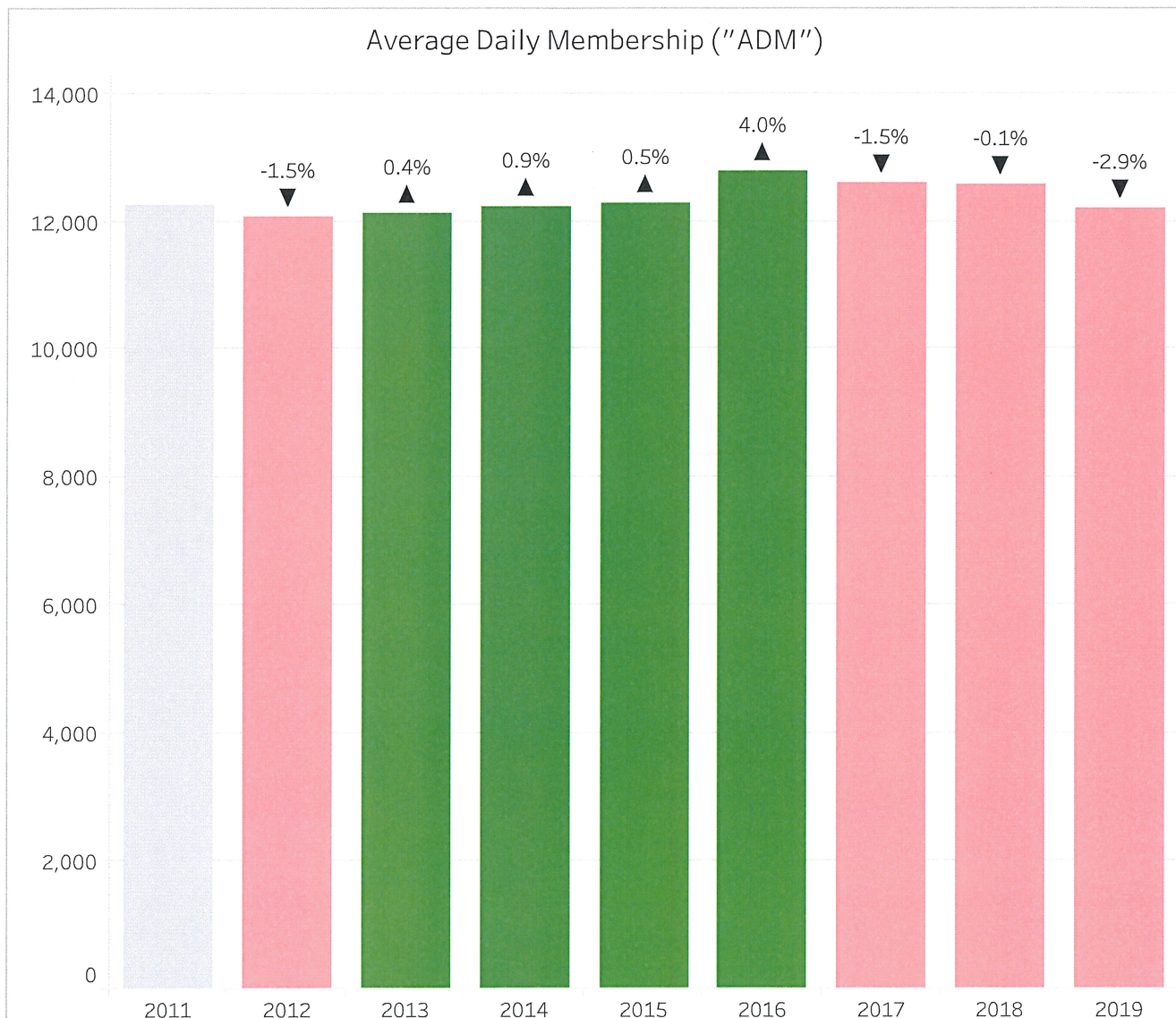
2018-19 Student Count (Average Daily Membership): 12,204
[Learn more about student demographics of the school corporation](#) ►

2019 Net Assessed Value: **\$3,171,978,704**
2017 Estimated Population: **77,301**



Average Daily Membership ("ADM")

ADM is the number of eligible students enrolled in a school corporation on a particular day ("count day") designated by the State Board of Education. ADM is utilized in the State funding formula to determine the amount of tuition support that the State of Indiana will provide to the school corporation. Increasing or decreasing ADM will impact the amount of funding available to the school corporation.

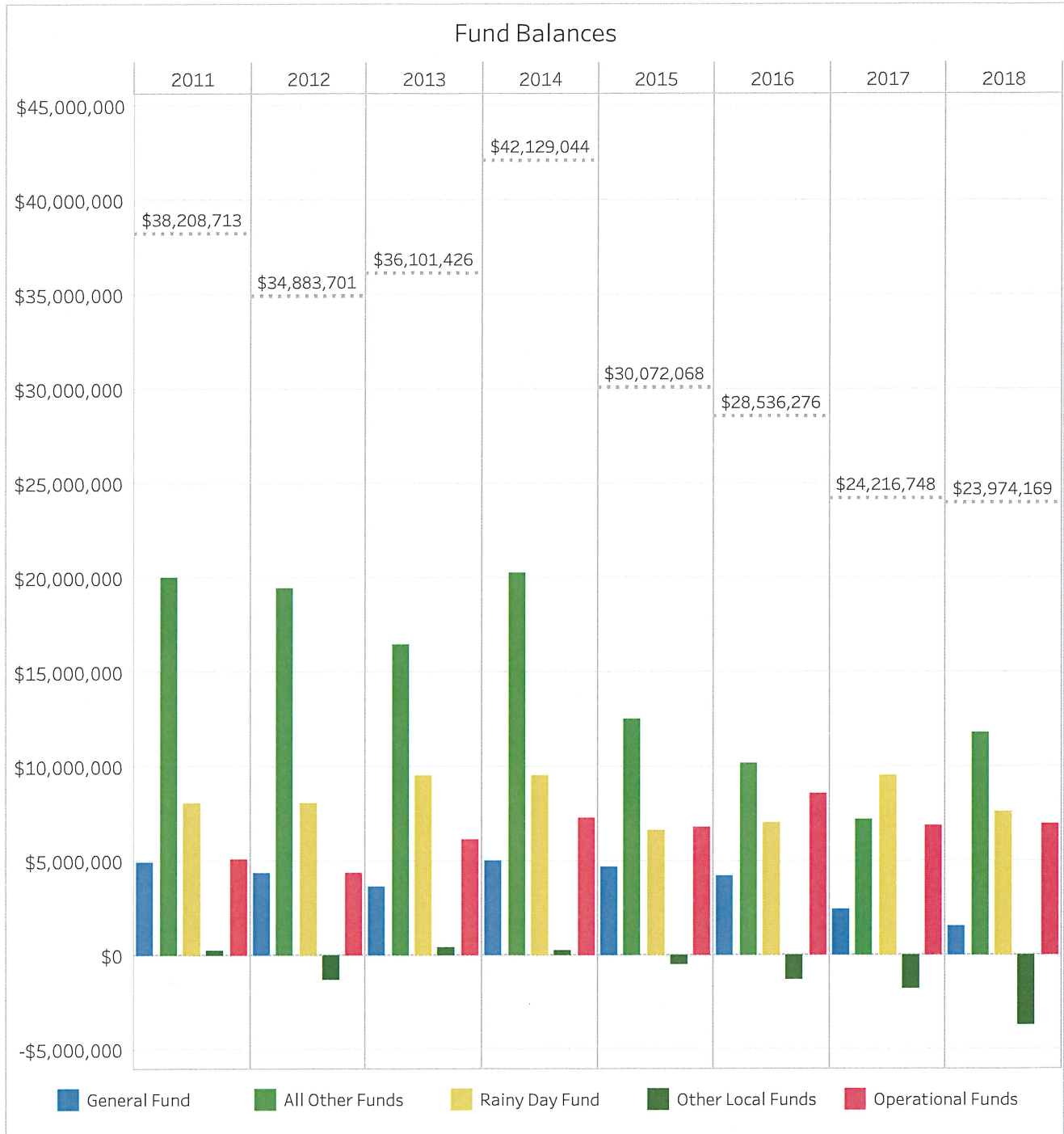


Fund Balances

Fund Balances as of December of the calendar year listed.

Select Funds to Include:

- ☒ All Other Funds
- ☒ General Fund
- ☒ Operational Funds
- ☒ Other Local Funds
- ☒ Rainy Day Fund



Annual Deficit/Surplus

This indicator provides a comparison of revenue to expenditures on a calendar year basis, including whether the school corporation had an operating deficit or surplus for that year. Fund balance is also included to assist in identifying situations in which the school corporation utilized existing fund balances to fund expenditures.

Select Funds to Include:

- ☒ All Other Funds
- ☒ General Fund
- ☒ Operational Funds
- ☒ Other Local Funds
- ☒ Rainy Day Fund

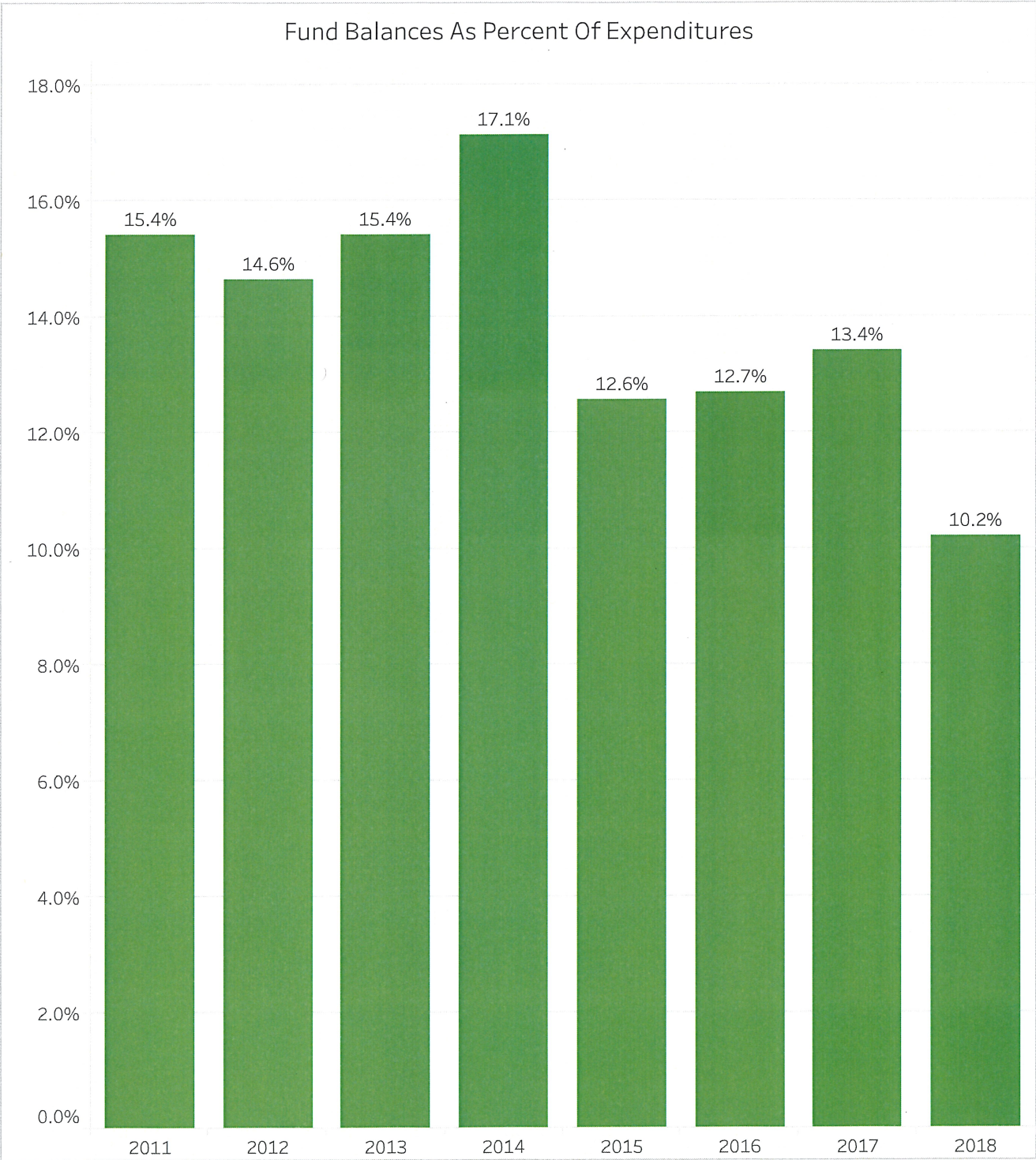


Fund Balances as Percent of Expenditures

This indicator considers the ability of the school corporation to maintain operations in the event of delays in revenue by utilizing existing fund balances to fund operations.

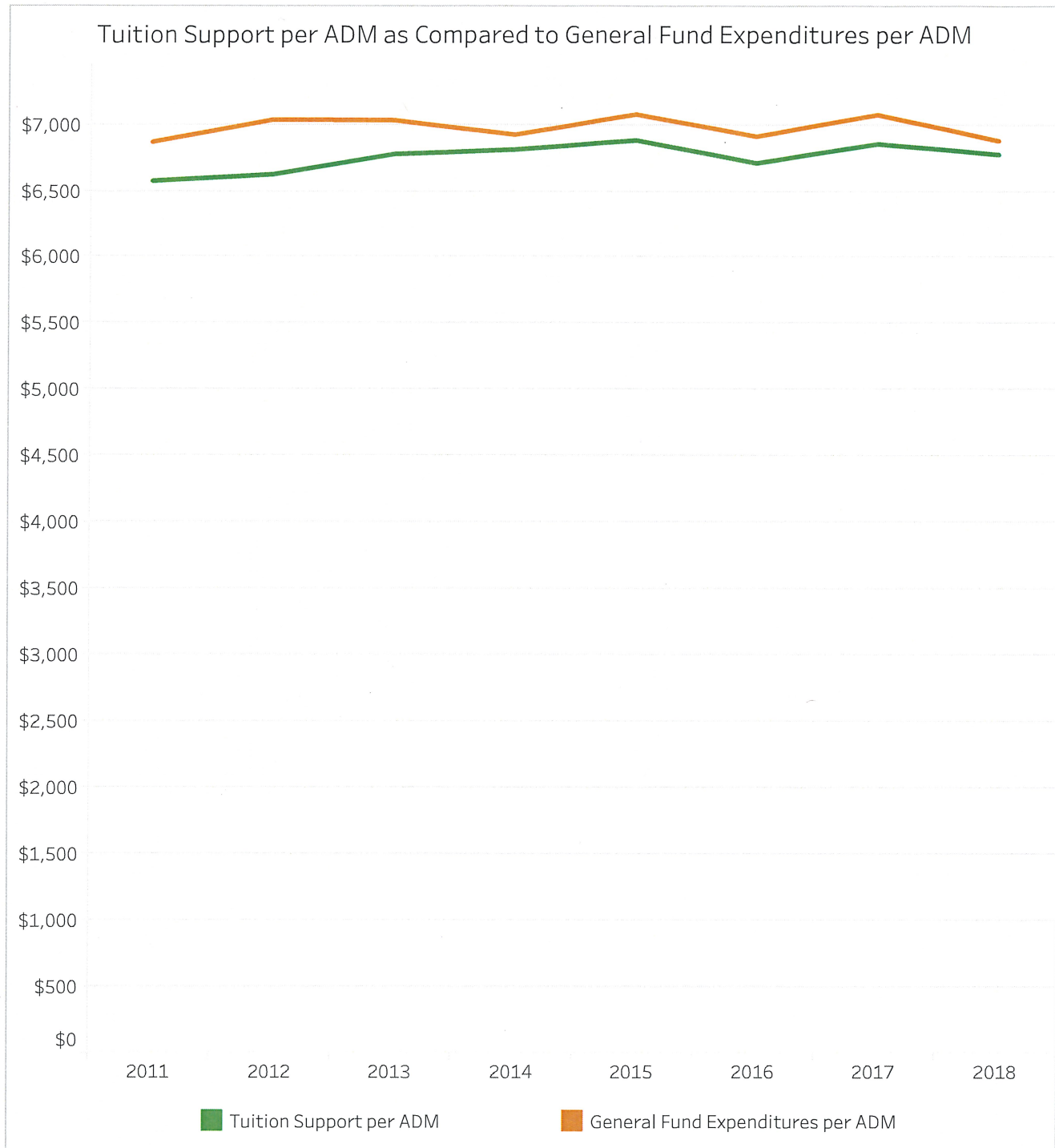
Select Funds to Include:

- ☒ General Fund
- ☐ Operational Funds
- ☒ Rainy Day Fund



Tuition Support per ADM as compared to General Fund Expenditures per ADM

Tuition support is the largest revenue source for a school corporation's General Fund, the fund through which the majority of academic programming is funded in addition to other operational expenditures. This indicator considers whether the school corporation's expenditures are consistent with or differ from funding received on a per-student basis.

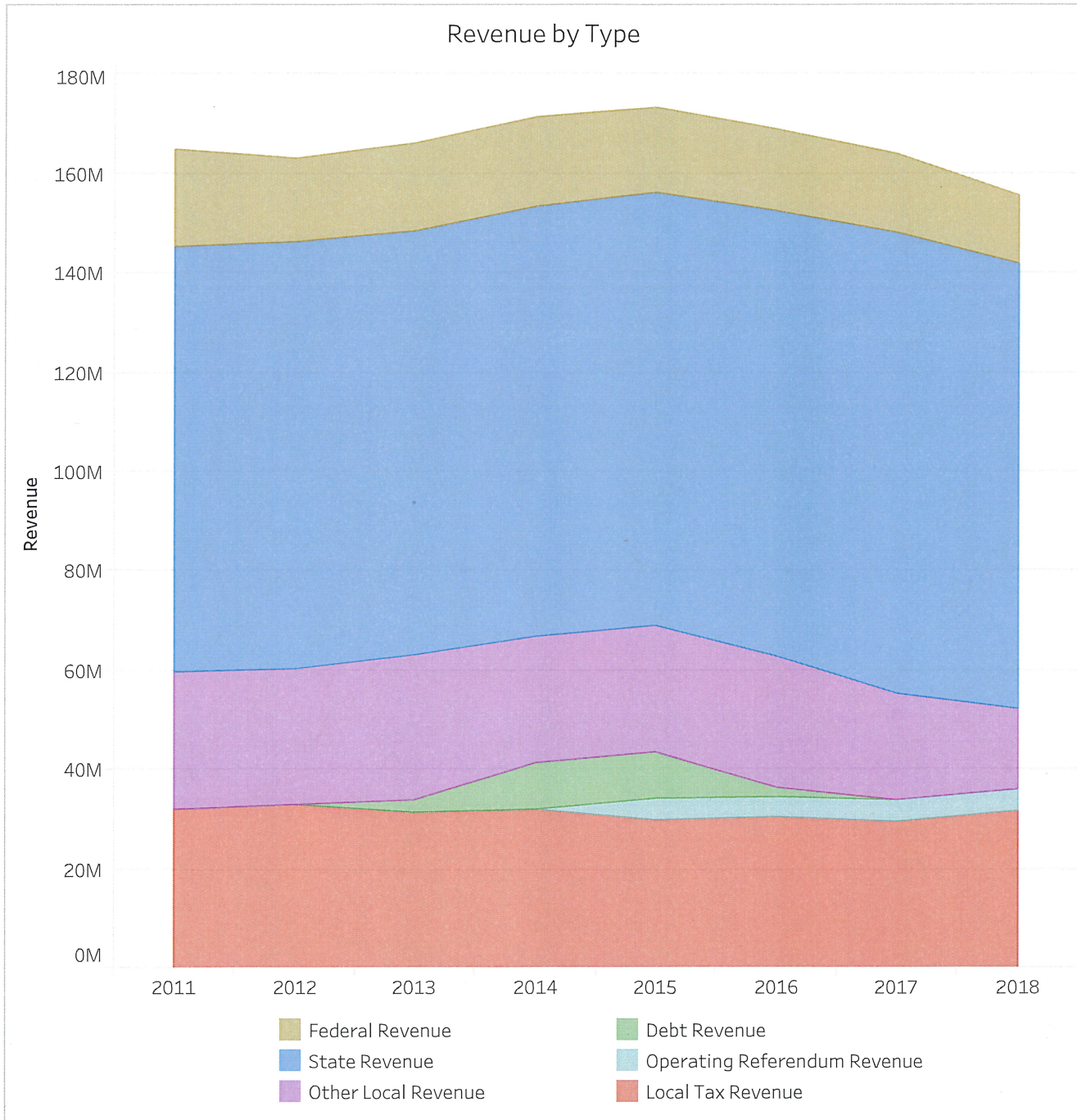


Revenue by Type

Local Tax revenue includes property tax income tax and other taxes as applicable. Other local revenue will include revenue sources such as rental income and sale of property. Debt revenue includes bond and loan proceeds. State revenue includes tuition support and other grants received from the State. Federal revenue includes grant funding received from the Federal government.

Select Funds to Include:

- ☒ All Other Funds
- ☒ General Fund
- ☒ Operational Funds
- ☒ Other Local Funds
- ☒ Rainy Day Fund

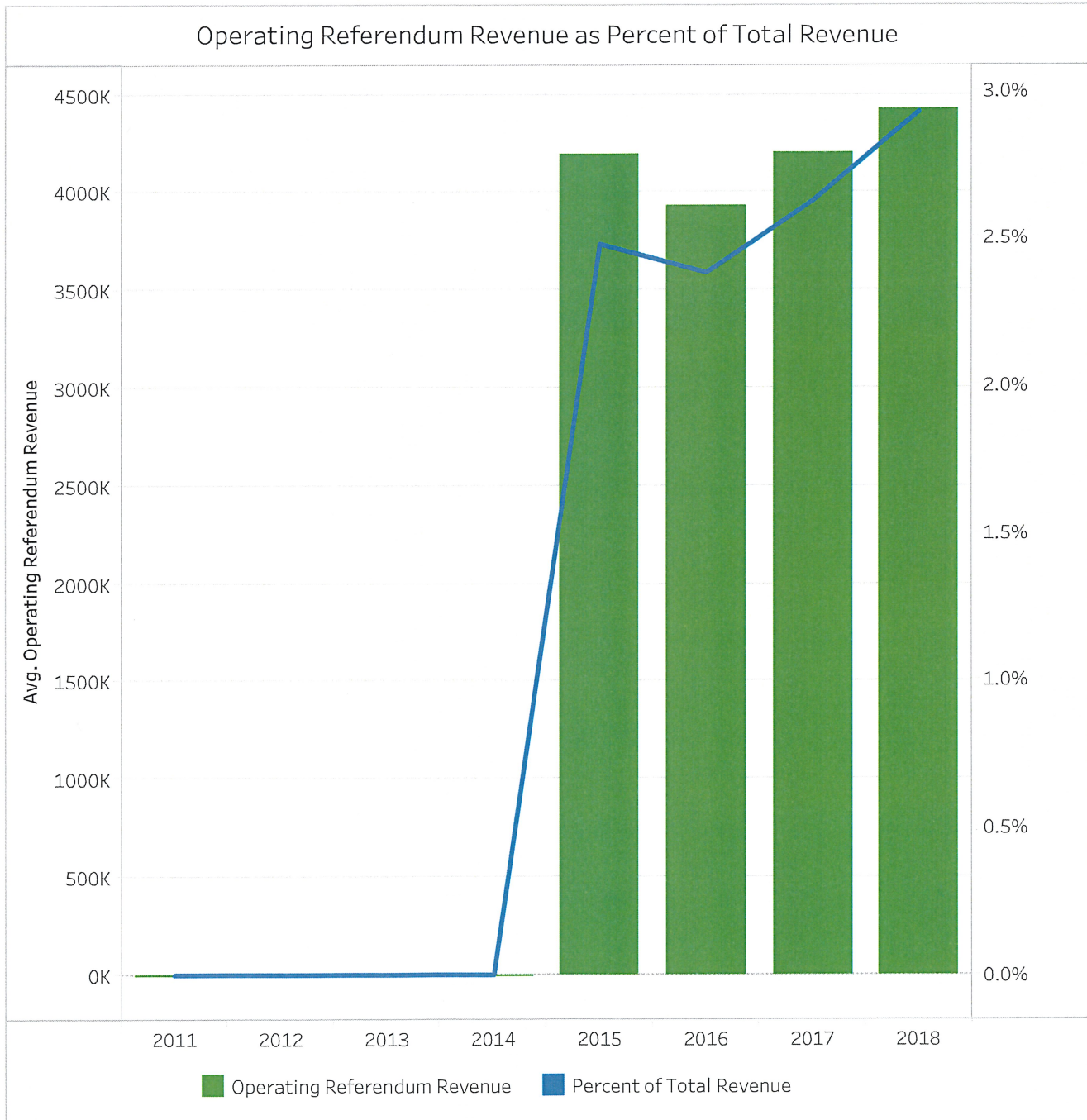


Operating Referendum Revenue as Percent of Total Revenue

For those school corporations that have successfully obtained a referendum, this indicator provides data on the importance of the referendum revenue to the school corporation's revenue picture. For additional information, visit the Department of Local Government Finance's Referendum Information page (<https://www.in.gov/dlgf/8789.htm>).

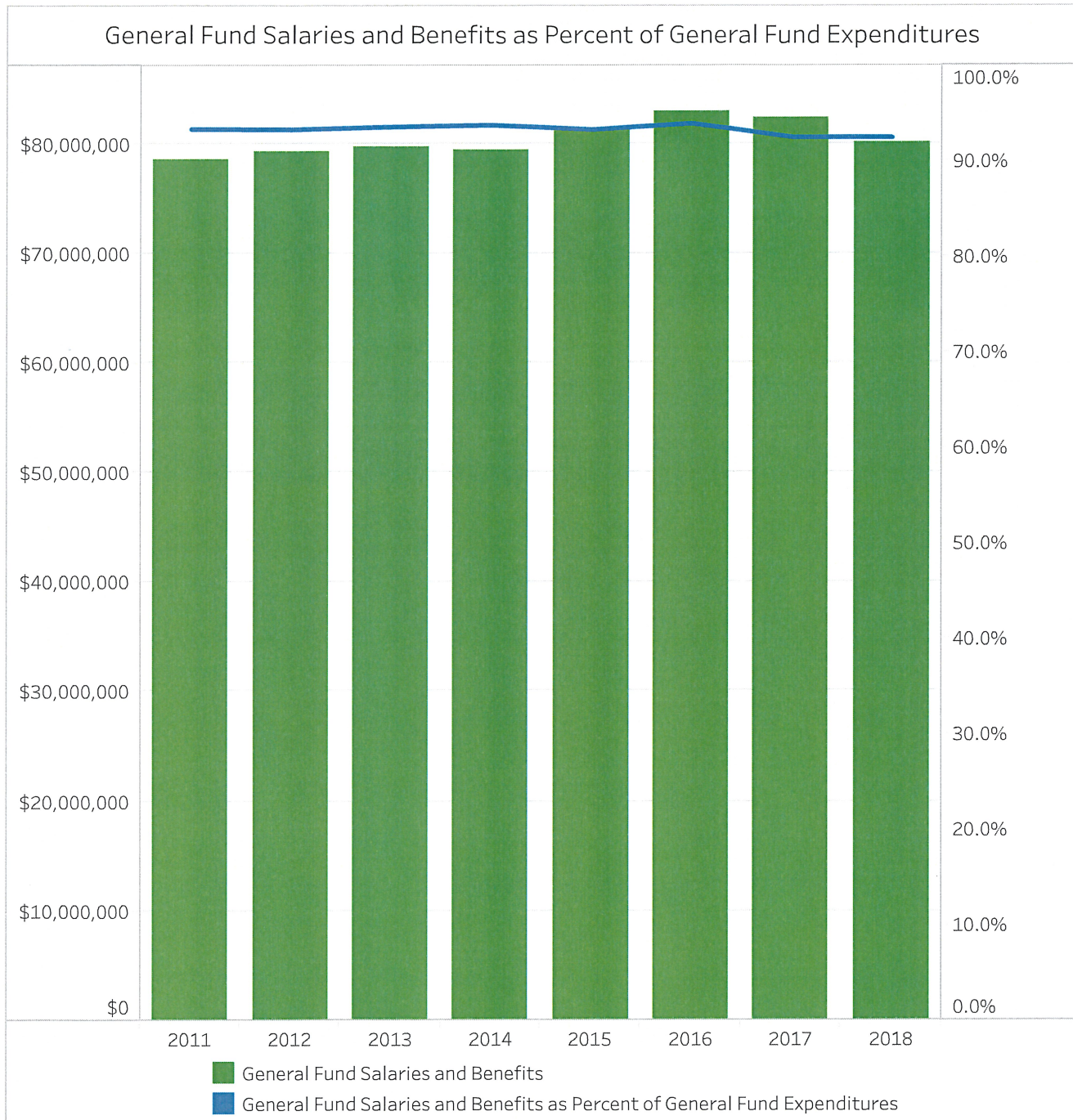
Select Funds to Include:

- ☒ All Other Funds Rev..
- ☒ General Revenue
- ☒ Operational Revenue
- ☒ Other Local Funds R..
- ☒ Rainy Day Revenue



General Fund Salaries and Benefits as Percent of General Fund Expenditures

Salaries and benefits typically are the largest expenditures within the General Fund. This indicator shows the percentage of the General Fund that is dedicated to salaries and benefits.



For More Information:

Indiana Department of Education School Financial Reports (<https://www.doe.in.gov/finance/school-financial-reports>)
Indiana Department of Education Compass (School Performance Reports) (<https://compass.doe.in.gov/dashboard/overview.aspx>)
State Board of Accounts Audit Reports (<https://secure.in.gov/apps/sboa/audit-reports/#/>)
Indiana Gateway for Government Units (<https://gateway.ifionline.org/>)

For technical problems, questions or feedback about the Indicators Dashboard, please contact indicators@duab.in.gov.
School Corporation Fiscal Indicators Data Sources
(<https://www.in.gov/duab/files/School%20Corporation%20Fiscal%20Indicators%20Data%20Sources.pdf>)

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

January 14, 2020

CALENDAR

Jan	14	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	14	Immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	14	7:00 p.m.	Organizational Meeting, J.C. Rice Educational Services Center
Jan	14	Immediately following	Finance Meeting, J.C. Rice Educational Services Center
Jan	14	Immediately following	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	28	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	28	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
December 17, 2019 – Business Meeting

F. TREASURER'S REPORT

Consideration of Claims

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

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

G. NEW BUSINESS

Board Policy 3422.07S - Executive Assistants' Compensation Plan - The administration presents proposed revisions to Board Policy 3422.07S – Executive Assistants' Compensation Plan and asks to waive 2nd reading.

Board Policy Compensation - The administration presents proposed revisions to the following Board Policies and asks to waive 2nd reading:

Board Policy 3422.06S - Secretarial/Business Compensation Plan

Board Policy 3422.08S - Paraprofessionals' Compensation Plan

Board Policy 3422.09S - Technical Assistants' Compensation Plan

2020-2021 School Calendar - The administration presents the 2020-2021 School Calendar for initial consideration.

New Course Offerings - The administration presents new proposed course offerings for Board review.

Grant Acceptance - The administration recommends Board acceptance of grants awarded to Elkhart Community Schools from the Elkhart Education Foundation (EEF).

Grant - The administration seeks Board approval for the submission of a grant as recommended by the administration.

H. PERSONNEL

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

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
December 17, 2019

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 8:00 a.m.			Place/Time
Board Members Present:	Douglas K. Weaver Kellie L. Mullins	Babette S. Boling Susan C. Daiber Rodney J. Dale Roscoe L. Enfield, Jr.	Roll Call
Absent:	Carolyn R. Morris		
President Doug Weaver called the regular meeting of the Board of School Trustees to order.			Call to Order
Superintendent Steven Thalheimer recited the Elkhart Promise.			The Elkhart Promise
Mr. Weaver discussed the invitation to speak protocol.			
By unanimous action, the Board approved the minutes of the December 10, 2019 Regular Board meeting.			Approval of Minutes
By unanimous action, the Board approved payment of claims totaling \$7,231,795.40 as shown on the December 17, 2019, claims listing. (Codified File 1920-70)			Payment of Claims
By unanimous action, the Board accepted with appreciation the following donations made to Elkhart Community Schools (ECS): \$501 from Shree Ram LLC to purchase supplies for Memorial’s National Honor Society Champion’s Last Ride Winter Carnival; 250 straws of cattle semen from Cattle Visions of Clark, Missouri for educational purposes in the EACC agricultural program; and 60 hats and 62 scarves hand made by Ruth Ann Owens for distribution through social workers to children in need.			Gift Acceptance
The Board received a financial report distributed by Kevin Scott, chief financial officer, for the period January 1 – November 30, 2019, and found it to be in order.			Financial Report
By unanimous action, the Board adopted a Resolution to Transfer Funds to the Rainy Day Fund. (Codified File 1920-71)			Rainy Day Fund Resolution

By unanimous action, the Board adopted a Resolution to Transfer Amounts from Education Fund to the Operations Fund. (Codified File 1920-72)	Transfer Resolution
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 1920-73)	Fundraisers
Mr. Scott provided the current insurance update reporting claims were higher in November than November of 2018, but remain below overall compared to last year and significantly better than 2017.	Insurance Update
By unanimous action, the Board approved proposed revisions to Board Policy 3413S – Support Staff Working Hours, Compensatory Time and Overtime, as presented at the December 10 th regular meeting.	Board Policy 3413S
By a vote of 5 to 1 (Boling voted nay), the Board amended the motion to waive 2 nd reading of proposed revisions to Board Policy 3410.01A - Professional Staff Contracts and Compensation Plans (Administrators).	Board Policy 3410.01A
By unanimous action, the Board appointed Susan Daiber as the Indiana School Board Legislative Liaison for 2020.	ISBA Legislative Liaison
By unanimous action, the Board approved an overnight trip request for the Central girls' basketball team to travel to Edinburgh, IN on 12/27-28, for basketball tournament at Columbus North High School.	Overnight Trip Request
By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the December 17, 2019 listings. (Codified File 1920-74)	Conference Leave Requests
By unanimous action, the Board approved the following personnel recommendations of the administration:	Personnel Report
Employment of the following two (2) certified staff members for the 2019-2020 school year effective 1/6/20: Elizabeth Byler - grade 4 at Woodland Beth Davis - public safety at EACC	Certified Employment
Retirement of certified staff member, Trudi Alwine, special education at North Side, effective 1/31/20 with 31 years of service.	Certified Retirement
Resignation of the following two (2) certified staff members effective 12/31/19: Amanda Collier - grade 5 at Woodland Kristofer Gravender - language arts at Central	Certified Resignations

<p>Employment of the following six (6) classified employees having successfully completed their probationary period on dates indicated:</p> <p>Jennifer Bonney - bus helper at Transportation, 12/11/19 Kami Brenneman - social worker at Osolo, 12/13/19 Lynn Buckley - food service at Pinewood, 12/16/19 Judie James-Hernandez - bus helper at Transportation, 12/11/19 Rocio Ortega - secretary at Bristol, 12/16/19 Allison Smith - social worker at Feeser, 12/16/19</p>	Classified Employment
<p>Retirement of the following two (2) classified employees effective 12/20/19 with years of service in parenthesis:</p> <p>Carol Hoff, paraprofessional at Pierre Moran (11) Mellanie Miller, paraprofessional at Hawthorne (26)</p>	Classified Retirements
<p>Resignation of the following three (3) classified employees effective on dates indicated:</p> <p>Danette Freel, food service at Central, 12/13/19 Alta Radelich, bus driver at Transportation, 12/20/19 Beth Wentland, data and assessment manager at ECS, 1/3/20</p>	Classified Resignations
<p>A family in the audience spoke regarding a policy change to the top ten recognition for early graduates of Memorial and the effect it is having on their student.</p>	From the Audience
<p>Dr. Thalheimer recognized efforts of staff and students assisting families in need.</p>	From the Superintendent
<p>Board President Doug Weaver thanked Board members for their work this year, thanked all staff for work moving forward, recognized strides with the diesel tech building and the Engineering, Technology and Innovation building. Mr. Weaver also highlighted student achievements in the classroom and in sports.</p>	From the Board

The meeting adjourned at approximately 9:15 a.m.

APPROVED:

Kellie L. Mullins, President

Carolyn R. Morris, Vice President

Roscoe L. Enfield, Jr., Secretary

Babette S. Boling, Member

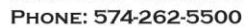
Susan C. Daiber, Member

Rodney J. Dale, Member

Douglas K. Weaver, Member

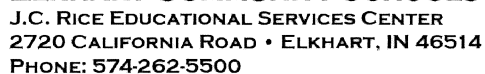
Adjournment

Signatures



WHERE LEARNING HAS NO LIMITS

WHERE LEARNING HAS NO LIMITS




ELKHART MEMORIAL HIGH SCHOOL
2608 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5600

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

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

January 6, 2020

To: Superintendent
Board of School Trustees

From: Cary Anderson 

Re: Gift Acceptance

Terry Trimmer is donating \$2,000.00 for the purchase of wireless headsets to be used for our Theatre and Music Department.

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. Terry Trimmer
54669 Brookside Drive
Elkhart, Indiana 46514-4445

WHERE LEARNING HAS NO LIMITS

OSOLO ELEMENTARY SCHOOL
24975 COUNTY ROAD 6 EAST • ELKHART, IN 46514
PHONE: 574-262-5590

★ ★

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

DATE: December 20, 2019

TO: Dr. Thalheimer
Board of School Trustees

FROM: Kris Weimer, Principal

RE: Donation Approval

Osolo Elementary School would like to publicly thank Safe Fleet Bus and Rail for their donation of \$519.14 in cash, \$100 in a Visa Gift Card and \$300 in Martin's Gift Cards towards our Angel Tree giving for students in need at our school. We are thankful for their generosity to our school and helping some of our families in need at this time of year.

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:

Safe Fleet Bus and Rail
319 Roske Drive
Elkhart, IN 46516

Proposed School Fundraising Activities				
January 14, 2020, Meeting of Board of School Trustees				
School/Organiz ation	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High Football	Fan Angel Ask- Online donations / kickstart funds for the merged football team activites/events technology, etc.	1/15/2020 - 1/31/2020	1/8/2020	Josh Shattuck
Elkhart Central/ Speech and Debate	Valentine's Day Flower Grams / Pay for student memebrship dues and tournament costs & to defer student club costs.	1/20/2020 - 2/14/2020	1/8/2020	Janis Elli & Colleen DuBois
Eastwood / Emotional Disability Classroom	Donors Choose -Online donations / Project based learning materials, alt seating options, technology to better engage students	1/15/2020 -	1/9/2020	Chris Hipsher
Memorial / Student Government	Volleyball Tournament - Student teams from Memorial and other schools will be allowed to compete.	1/23/20	1/9/2020	Julie Tyrakowski & Darlene Ballard
	Please note the following fundraisers are presented for confirmation only.			
Memorial / Academic Competetion Teams and Student Activities	Previously approved apparel fundraiser from April 23, 2019, by the Board of School Trustees; due to an extremely busy winter season for the vendor, and subsequent lack of ability to invest in sales when origianlly planned, they are requesting to extend the date of the original fundraiser through June 1, 2020. The previous deadline was 12/20/2019.	4/23/19 - 6/1/2020	1/6/2020	Julie Tyrakowski
	Origianl fundraiser request: Memorial sprit wear will be sold during Freshman Showcase and through the year. Proceeds will be used for registration fees for Spell, Chess and Academic Super Bowl as well as snacks and shirts for the groups.			

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised EXECUTIVE ASSISTANTS' SALARY SCHEDULE
Code	po3422.07S
Status	
Adopted	December 20, 2016
Last Revised	December 10, 2019
Last Reviewed	January 14, 2020

3422.07S - **EXECUTIVE ASSISTANTS' SALARY SCHEDULE**

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

Annual Base Salary Amount

Each year the Superintendent and/or his/her designee(s), and the Executive Assistants on this schedule shall meet and determine a recommendation to the Board regarding the annual base salary and policy changes affecting these staff members. The year shall be January 1 to December 31.

Salary Factor Range and Review

- A. Each Executive Assistant shall be assigned a salary factor range which shall serve as a range for salaries applicable to that given position. This salary factor range is intended to reflect the actual degree of responsibility in a particular assignment, as well as the expected minimal amount of time required to perform the responsibilities. Such salary factor range takes into account both qualitative and quantitative aspects of a particular assignment.

Salary Factor Range*	Assignment
.80 - .97	Executive Assistant to District Counsel/Chief of Staff
.80 - .97	Executive Assistant/Human Resources
.80 - .97	Executive Assistant/Student Services
.80 - .97	Executive Assistant/Instructional Leadership

* Apply factor to base amount of \$56,555

Upon an individual's assignment as an Executive Assistant, the Director of Human Resources, with input from the Superintendent and the staff member's immediate supervisor, shall:

1. determine "recognized" previous experience in the Elkhart Community Schools.
2. determine the staff member's placement on the salary factor range on the basis of previous experience in the Elkhart Community Schools and other experience and training.

- B. The placement on the salary factor range shall be reviewed annually by the immediate supervisor(s) of the Executive Assistant and any recommendation for change shall be submitted to the Superintendent for review and a final decision regarding range placement.
- C. Any Executive Assistant, acting in his or her own behalf, may appeal the established salary factor or the salary factor range. Such appeal shall first be made to the staff member's immediate supervisor(s). If said appeal results in an unsatisfactory decision to the appellant, then an appeal may be made to the Superintendent. The Superintendent's decision shall be final.

Performance Award

Executive Assistant's will be eligible for an annual performance award up to \$1,000. The performance award will be based upon the Executive Assistant's accomplishments in the performance of duties exceeding normal expectations. Administrators who supervise Executive Assistants are to make a recommendation to the Superintendent for an award. All awards must be approved by the Superintendent prior to payment.

Insurance

A. Health

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 of the plans provided by the Board.

B. Life

All Executive Assistants shall be provided a group term life insurance policy with a face value equal to the annual salary of each staff member rounded up to the next thousand dollars multiplied by two. The Board will pay ninety percent (90%) of the annual cost of the insurance.

The retiring Executive Assistants may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in a face amount as indicated in the preceding paragraph by paying one hundred percent of the group rate premium in excess of that provided in Section 4, Retirement Benefits, paragraph B, Life Insurance.

C. Disability

All Executive Assistants who qualify shall be provided a long term disability insurance policy. Such policy will provide payment of not less than sixty-six and two thirds ($66 \frac{2}{3}$) percent of salary after a waiting period of ninety (90) calendar days of disability. The Board will pay ninety percent (90%) of the annual cost of the insurance.

D. Liability - Automobile

The employer shall provide primary liability insurance coverage for Executive Assistants who drive school corporation automobiles while performing job duties and responsibilities and secondary liability insurance coverage for Executive Assistants who drive their personal automobiles while performing job duties and responsibilities. Such secondary coverage will begin above the minimum liability required by law or after the executive secretary's liability insurance limit has been reached, whichever is higher, and will extend to the maximum limit of insurance carried by the corporation.

Definitions and Eligibility Requirements for Retirement, Severance, Disability and Death Benefits

A. Definitions

1. "Retirement" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools by such individual who had made written application for PERF benefits.
2. "Severance" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools.

B. Eligibility Requirements

1. Retirement

Any Executive Assistant who had ten (10) years or more of recognized service and has reached the age of fifty-five (55), or has twenty (20) years or more of recognized service and has reached the age of fifty (50) years, and who is serving in such capacity at the time of retirement, will be eligible for retirement benefits provided the following conditions are met:

The staff member shall notify his or her supervisor in writing of his or her intent to retire no later than twelve (12) months before the effective date of such retirement. This notice may be waived by the Board.

2. Severance

Any Executive Assistant who has completed at least six (6) months of active employment with Elkhart Community Schools will be eligible for severance benefits if he or she submits a written resignation to the Director of Human Resources which specifies the last date of employment and which is delivered to the Director of Human Resources at least twenty (20) working days prior to the last day of employment.

3. Disability or Death Prior to Age Fifty (50)

- a. The staff member who becomes permanently disabled (physically or mentally) or dies prior to age fifty (50) and has met the ten (10) year requirement shall be paid severance benefits under this policy. Benefits will be paid at the time of disablement and in the case of death, benefits will be paid to the decedent's estate or designated beneficiary.
- b. **Death** - In addition to the severance benefits provided for in other sections of this policy, upon the death of the staff member, their estate or designated beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the staff member's daily salary.

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program until eligible for Medicare by paying one hundred percent (100%) of the premium.

Retirement Benefits

A. Health Insurance

An Executive Assistant who retires from the Elkhart Community Schools and who satisfies the provisions of Section 3-B-1 of this policy may use the amounts held in his/her separate VEBA account, established pursuant to applicable resolutions adopted by the Board of School Trustees and this policy, to pay the full cost of health insurance offered by the Board to its employees provided the following conditions are met:

1. Immediately following retirement, the Executive Assistant and spouse, if any, shall have the option of remaining in the Corporation's current group health insurance plan if all of the following conditions are met as of the date of severance and thereafter
 - a. While the retired Executive Assistant and spouse, if any, remain enrolled in the health insurance plan, the retired Executive Assistant and spouse shall pay the entire insurance premium applicable to the insurance coverage, with the premium payment to be made monthly for each succeeding year.
 - b. Within ninety (90) days of the retirement date, the Executive Assistant has provided a written request to Elkhart Community Schools for continuing insurance coverage for the Executive Assistant and spouse, if any.
2. When a retired Executive Assistant becomes eligible for Medicare, the Executive Assistant's eligibility to continue to participate in the Corporation's group health insurance plan shall terminate, if not earlier terminated according to applicable law. (The same termination of eligibility shall also apply when a retired Executive Assistant's spouse first becomes eligible for Medicare.) It is acknowledged that the parties intend these provisions to comply with the applicable Federal and state laws that establish an eligible Executive Assistant's right to continue health insurance for the Executive Assistant and spouse.

B. Life Insurance

The retiring staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in an amount equal to the life insurance, as per Section 2-I-B, by paying 100% of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000
3. Beyond age seventy-one (71) - 0

C. Additional Benefits

1. A retiring executive assistant, who has worked in another classified group and was promoted to the position of executive assistant, is eligible to receive retirement and severance benefits accrued prior to becoming an executive assistant; however, the total benefits paid shall not exceed the maximum benefits set forth in this policy.
2. A retiring executive assistant will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
3. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to an executive assistant who retires, dies, or becomes totally permanently disabled while employed by Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
4. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to an administrative assistant at the time of retirement, or the executive assistant's beneficiary in the event of the death of an administrative assistant eligible for retirement.

Disability Benefits

A. Health Insurance

1. A disabled staff member who is not otherwise eligible for retirement or severance, who severs employment as a result of his/her disability may participate in all or any part of the health insurance program (except long-term disability) until eligible for Medicare at the same cost as for other Executive Assistants.
2. Any future increase in health insurance premiums as a result of this benefit until eligible for Medicare will be calculated annually as a part of the staff member's fringe benefits.
3. This benefit will be discontinued if the disabled staff member becomes employed on a full-time or calendar year basis, or if through other employment qualifies for health insurance benefits. The Board reserves the right to request the employment status of the disabled staff member.

B. Life Insurance

The disabled staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death and dismemberment) in an amount equal to the life insurance, as per Section 2-I-B, by paying one hundred percent (100%) of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000
3. Age seventy-one (71) and beyond - 0

C. Financial Benefits

The staff member who qualifies for disability benefits will be given the following benefits:

1. Executive Assistants shall be compensated for 1) unused personal business days in the current year of employment, 2) unused vacation days in the current year of employment, and 3) unused vacation days from the previous year of employment.
2. One-half percent (.5%) of the highest salary received times the number of years of recognized service in Elkhart Community Schools prior to becoming an Executive Assistant, and
3. Two percent (2.0%) of the highest salary times the number of years employed as an Executive Assistant.

Death Benefits

A. Health Insurance

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program until eligible for Medicare by paying one hundred percent (100%) of the premium.

B. Financial Benefits

The estate of the Executive Assistant who qualifies will be given the following benefits:

1. One-half percent (.5%) of the highest salary received times the number of years employed in the Elkhart Community Schools prior to becoming an Executive Assistant, and;
2. Two percent (2.0%) of the highest salary times the number of years employed in an Executive Assistant. In addition, upon the death of the Executive Assistant, the estate or designated beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the Executive Assistant's daily salary.

VEBA (Voluntary Employee Benefit Account)

- A. The Board of School Trustees has established a VEBA (Voluntary Employee Benefit Accounts) pursuant to § 501(c)(9) of the Internal Revenue Code. An Executive Assistant must meet the requirements of Section 3-B-1 and retire from employment with Elkhart Community Schools to be vested in the VEBA account.

- B. Executive Assistants ~~first~~ employed by Elkhart Community Schools ~~on or after August 1, 2006, or re-employed after a break in service,~~ shall be entitled to a contribution equal to ~~one and a half~~ two percent (1.52%) of each Executive Assistant's salary. This ~~one and a half~~ two percent (1.52%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid.

The terms and conditions for the administration of said VEBA accounts shall be as follows:

1. The amount contributed for each Executive Assistant will be invested in a separate account. There will be no co-mingling of accounts and each Executive Assistant may determine how his/her account shall be invested among the investment options made available by the vendor for the VEBA.
2. Until such time that an Executive Assistant has retired and satisfied the eligibility requirements set forth in this policy, the Executive Assistant shall have no access to the assets held in his/her separate VEBA account.
3. If an Administrator or Executive Assistant retires or otherwise terminates employment before satisfaction of the requirements set forth in this policy, the terminated Administrator or Executive Assistant's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts. Therefore, the VEBA accounts of the following Administrators and Executive Assistants will not share in the reallocation of a forfeiture of a VEBA account:
 - a. Administrators and Executive Assistants who forfeited their VEBA accounts in the same year,
 - b. Administrators and Executive assistants who previously forfeited their VEBA accounts; and
 - c. Administrators and Executive Assistants who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.

Furthermore, VEBA accounts of Administrators and Executive Assistants who have attained the age of fifty-nine (59) but who have not terminated employment share in the reallocated forfeiture, but on a reduced actuarial basis.

4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may use the amounts held in his/her separate VEBA account, for example, to pay health insurance premiums, term life insurance premiums, and to be reimbursed for unreimbursed medical expenses of the Executive Assistant, spouse, and dependents. Furthermore, following the death of an Executive Assistant who had otherwise satisfied the requirements of this policy, any amounts remaining in the deceased administrator's VEBA account may continue to be used to pay these premiums and expenses of the Executive Assistant's spouse and dependents. At no time may the VEBA made loans to an employee, his/her spouse, or his/her dependents.
- ~~C. Effective with the commencement of the 2006-2007 school year, the employer will contribute an amount equal to one and one-half percent (1-1/2%) of each Executive Assistant's base salary annually into an individual VEBA account on behalf of each Executive Assistant employed as of 1/1/2006. This annual one and one-half percent (1-1/2%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid.~~
- ~~D. In addition to the ongoing contributions described in paragraph C above, the Employer shall contribute to the VEBA account of each Executive Assistant employed during the 2005-2006 school term an amount representing the present value of the retiree health insurance benefits for Executive Assistants employed by Elkhart Community Schools as of 1/1/2006.~~

~~The terms and conditions for the administration of said VEBA accounts shall be as follows:~~

- ~~1. The amount calculated and/or contributed for each Executive Assistant will be invested in a separate account. There will be no co-mingling of accounts and each administrator may determine how his/her account shall be invested among the investment options made available by the vendor for the VEBA.~~
- ~~2. Until such time that an Executive Assistant has retired and satisfied the eligibility requirements set forth in this policy, the employee shall have no access to the assets held in his/her separate VEBA account.~~
- ~~3. If an Administrator or Executive Assistant retires or otherwise terminates employment before satisfaction of the requirements set forth in this policy, the terminated Administrator or Executive Assistant's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts. This reallocation shall be in a manner similar to that used by the Educational Services Company in initially determining the present value calculations. Therefore, the VEBA accounts of the following employees will not share in the reallocation of a forfeiture of a VEBA account:~~
 - ~~a. Administrators and Executive Assistants, who forfeited their VEBA accounts in the same year,~~
 - ~~b. Administrators and Executive Assistants who previously forfeited their VEBA accounts, and~~
 - ~~c. Administrators and Executive Assistants who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.~~

~~Furthermore, VEBA accounts of Administrators and Executive Assistants who have attained the age of fifty-nine (59) but who have not terminated employment may share in the reallocated forfeiture, but on a reduced actuarial basis.~~

- ~~4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may use the amounts held in his/her separate VEBA account to pay, for example, health insurance premiums, term life insurance premiums,~~

~~and to be reimbursed for unreimbursed medical expenses of the Executive Assistant, spouse, and dependents. Furthermore, following the death of an Executive Assistant who had otherwise satisfied the requirements of this policy, any amounts remaining in the deceased employee's VEBA account may continue to be used to pay these premiums and expenses of the Executive Assistant's spouse and dependents. At no time may the VEBA make loans to an Executive Assistant, his/her spouse, or his/her dependents.~~

Physical Examination and Reports

Executive Assistants may undergo a complete physical examination on a schedule established by the Superintendent.

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, except for bus drivers, who should give at least one hour's notice. 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 available benefit.

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 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.

Illness Absence and Leaves

Personal/Family Illness Absence

Executive Assistants 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 scheduled paid days in the current year as personal illness days.

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

Family Illness

- A. All Executive Assistants are allowed up to twenty (20) days' leave annually for illness in the immediate family, which is non-accumulative and independent of personal illness/family illness policies. 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.
- B. In the event a prolonged illness of a member of the immediate family occurs, the Superintendent may grant additional days.

Work-Related Injury

An employee injured in the performance of his or 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.

Personal Leave

Executive Assistants 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. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

If an employee retains all three (3) personal leave 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 leave days. The remaining unused personal leave day shall ~~be transferred to~~ accumulate for retirement sick leave at the end of the year. In the event the employee intends to use five (5) consecutive days, the executive assistant must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

Effective January 1, 2020, at the end of each calendar year, if the executive assistant does not elect to roll two (2) personal leave days into the following year, all unused personal leave days shall accumulate for retirement ~~be transferred to sick leave~~.

Support Staff Personal Leave - Procedures

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 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 s/he 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 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 of School Trustees, 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 other 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 Human Resources 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.

Jury and Witness Duty Pay

A. Jury Duty

All Executive Assistants 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.

B. 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 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 Human Resources. In the event 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 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 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 Human Resources 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 the child is physically turned over to the employee for the employee's care and legal custody.

Vacations and Holidays

Executive Assistants shall be eligible for fifteen (15) 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 as an Executive Assistant, or when previous employment provided relatively comparable or executive secretarial experience, an Executive Assistant shall be eligible for twenty-five (25) days of vacation each year.

Vacation days will be available to the staff member 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.

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. Executive Assistants shall be paid for the following holidays:

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day - two (2) days

Labor Day

Thanksgiving

Friday immediately following Thanksgiving Day

Christmas - two (2) days

Specific dates for items A-1, 5, & 9 must be approved by the immediate supervisor

B. 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.

Revised 3/28/17

Revised 12/12/17

Revised 8/14/18

Revised 12/18/18

Book Policy Manual

Section 3000 Personnel

Title Proposed Revised SECRETARIAL/BUSINESS COMPENSATION PLAN

Code po3422.06S

Status

Adopted December 13, 2016

Last Revised December 10, 2019

Last Reviewed January 14, 2020

3422.06S - SECRETARIAL/BUSINESS COMPENSATION PLAN

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

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6	V
1	0 – 55 days	11.89	12.09	12.32	12.53	12.84	13.17	13.49	14.00	14.46	16.77
2	55 days – 1 year	12.18	12.42	12.71	13.00	13.45	13.90	14.35	14.81	15.27	17.59
3	1 year plus	12.53	12.85	13.17	13.49	13.95	14.42	14.76	15.22	15.74	18.07
4	2 years plus	13.00	13.45	13.90	14.35	14.73	15.12	15.54	16.00	16.49	18.80
5	3 years plus	13.49	13.93	14.35	14.76	15.27	15.84	16.37	16.84	17.32	19.64
6	4 years plus	14.35	14.73	15.12	15.54	16.04	16.60	17.15	17.63	18.10	20.41
7	5 years plus	14.76	15.27	15.84	16.37	17.01	17.65	18.27	18.73	19.22	21.53

*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

Classifications

V	Secretarial	Business
	Classified Human Resources Assistant Administrative Assistant to Superintendent/Board of School Trustees	Certified Payroll Classified Payroll Insurance
IV	Secretarial	Business
	Director of Career & Technical Ed. High School Principal Secretary/Human Resources Data Specialist – Instructional Leadership	Building Services Office Manager Payroll Assistant Director of Business Operations EACC – WVPE Office Manager Director of Transportation Mail Room/Duplicating
III	Secretarial	Business
	EACC Principal EACC Central Office/Guidance/Accounting Elementary Principal	Business Office/Purchasing Cafeteria Building Services Supply Coordinator

High School Athletics/Student Activities High School Vice-Principal High School Registrar Middle School Principals Elkhart Academy Student Services Secretary (5 positions) Receptionist Library Services (CO) *Federal Programs Instructional Leadership	Director of Food Services Safety & Security Mail/Copy Center
II Secretarial	Business
Adult & Community Ed. Data Entry Adult & Community Ed. Receptionist Office Assistants High School Assistant Principal High School Media Center Middle School Assistant	EACC- Office PACE Program Teenage Parent Program Clerical Asst. / Food Service (MHS)

*Subject to reclassification if this position becomes funded from the General Fund.

There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a fifty-five (55) calendar-day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case the transferred secretary may be placed at her/his present step position by the Director of Human Resources.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose reclassification of secretarial positions.

D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools would qualify for such.

Years Regularly Employed in Elkhart Community Schools	Hourly Increment
five (5) or more, but less than ten (10)	\$.20
ten (10) or more, but less than fifteen (15)	\$.30
fifteen (15) or more, but less than twenty (20)	\$.50
twenty (20) or more	\$.70

Mentor Program

Effective January 1, 2020, any secretary who is assigned to serve as a mentor shall be given a stipend of \$600 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

Fringe Benefits

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 a company or broker approved by the Board of Schools Trustees of the Elkhart Community Schools.

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 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.

Severance Benefits

Secretarial employees 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.

A. 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.

B. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section A.

1. As used in this section, "retirement" shall be defined as resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.
2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of experience, is age fifty-five (55), and has been participating in the group health and life insurance program for at least the last five (5) years, the employee, by paying one hundred percent (100%) of the annual premium until age sixty, and by paying \$1,250 less than one hundred percent (100%) of the annual premium until age sixty-five (65), may continue in the group insurance plan until age sixty-five (65).

Also this benefit will be discontinued if the retired secretary becomes employed on a full time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies or becomes totally permanently disabled while employed by the Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
5. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.

Change in Support 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 3413S.

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, except for bus drivers, who should give at least one hour's notice. 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 school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Absences and Leaves Personal/Family Illness Absence Full-time Secretaries

Full-time secretaries 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 fifteen (215) days as personal illness days.

School-year Secretaries

- A. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to one hundred fifty (150) 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.

All Secretaries

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

Family Illness Leave

- A. 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.
- B. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use five (5) or less days of personal illness to provide such care. This is in addition to family illness provisions already provided.

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.

Personal Leave

Secretarial/Business staff members 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. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

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

Secretarial/Business 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.

For less than twelve (12) month secretaries, 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/her assigned duties.

For 12-month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

Attendance Incentive Program

For the purpose of this attendance incentive program, the year will run from January 1st through December 31st.

During the month of January, any secretary who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any **employee** who is absent for any reason for five (5) or less days throughout the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

Bereavement

Each regular classified employee 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.

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two hours for an absence, to attend the funeral of a close friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

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 s/he 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 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 of School Trustees, 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 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 other 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 Human Resources 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.

Jury and Witness Duty Pay

A. Jury Duty

All secretaries 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.

B. 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 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 Human Resources. In the event 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 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 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 Human Resources 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 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 the day before and after the holiday.

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

New Year's - two (2) days (See Sec. A.1.)

Martin Luther King Jr. Day

Presidents' Day (See Sec. A.4.)

Memorial Day

Independence Day - two (2) days (See Sec. A.2.)

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - two (2) days (See Sec. A.1.)

- 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 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 - two (2) days (See Sec. A.3.)

Christmas - one (1) day (if celebrated on a weekend, it will be 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 calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. **Vacation benefit may not be utilized prior to accrual and approval from Administrator.**
- 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 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 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.

When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

- 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. A school-year employees will not be entitled to paid vacation days.

Revised 1/10/17

Revised 3/28/17

Revised 5/23/17

Revised 7/25/17

Revised 12/12/17

Revised 2/17/18

Revised 5/8/18

Revised 11/13/18

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Section	3000 Personnel
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Status	
Adopted	December 13, 2016
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3422.08S - **PARAPROFESSIONALS' COMPENSATION PLAN**

The Board of School Trustees hereby adopts the following wage schedule for paraprofessionals to be effective January 1, 2020.

Paraprofessionals' Wage Schedule

A. **No B.A. or B.S. Degree in Education**

Step	ECS Experience as Paraprofessional	Hourly Rate	
		A	B
1	0 days or more, but less than fifty-five (55) days (Probationary Rate)	10.24	9.69
2	55 days or more, but less than 1 year	10.36	10.06
3	1 year or more, but less than 2 years	10.87	10.59
4	2 years or more, but less than 3 years	11.43	11.10
5	3 years or more, but less than 4 years	11.96	11.60
6	4 years or more, but less than 5 years	12.40	12.03
7	5 years or more, but less than 6 years	12.96	12.55
8	6 years or more, but less than 7 years	13.44	13.04
9	7 years or more	14.00	13.57

1. **B.A. or B.S. Degree in Education**

Step	ECS Experience* as Paraprofessional	Hourly Rate	
		A	B
	*subject to Sections 2-A-5 and 2-B-2		
1	0 days or more, but less than 55 days (Probationary Rate)	11.00	10.71
2	55 days or more, but less than 1 year	11.43	11.10
3	1 year or more, but less than 2 years	11.96	11.60
4	2 years or more, but less than 3 years	12.40	12.03
5	3 years or more, but less than 4 years	12.96	12.55
6	4 years or more, but less than 5 years	13.44	13.04
7	5 years or more, but less than 6 years	14.00	13.57

Key: Column A = Less than four (4) hours/day employees

Column B = Four (4) or more hours/day employees (In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community School.

Explanation of Schedules

A. Paraprofessional with no B.A. or B.S. Degree

1. An employee who does not possess by January 1 of each year a Bachelor of Arts or Bachelor of Science degree in education from an accredited four year college or university shall be classified as a "paraprofessional" and shall be paid a wage in accordance with the Wage Schedule, pursuant to **Paraprofessionals' Wage Schedule-A** of this Policy.
2. Any paraprofessional with thirty (30) or more but less than ninety (90) semester hours credit as described in part 4 of this section shall be placed on Step 3 of the salary schedule after successful completion of probationary employment.

3. Any paraprofessional with ninety (90) or more semester hours credit as described in part 4 of this section shall be placed on Step 4 of the salary schedule after successful completion of probationary employment.
4. All semester credit hours must be a part of a regular college or university program leading to a B.A. or B.S. degree in education, and a letter of verification shall be submitted to the Director of Human Resources for approval before credit towards experience is granted.
5. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 8 or higher.
6. Director of Human Resources/Designee may place paraprofessionals in hard to fill positions (e.g. emotionally disabled, intense intervention) on steps 4 – 8 of the Paraprofessionals' Wage Schedule at their date of hire.
7. No change in wage status due to earned credit hours shall be made at any time other than January 1 of each year.
8. Paraprofessionals employed on or before January 1, 1976, who possess a B.A. or B.S. college degree in a field other than educational shall be eligible for placement on Paraprofessionals' Wage Schedule -B, Paraprofessional Wage Schedule.

B. Paraprofessional with a B.A. or B.S. Degree

1. Upon completion of a Bachelor of Arts or Bachelor of Science degree in education, a paraprofessional shall be classified, beginning January 1 of the year following completion of said degree, as a "paraprofessional" and shall be paid a wage in accordance with the Paraprofessional Wage Schedule, pursuant to Paraprofessionals' Wage Schedule-B of this Policy.
2. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 6 or higher.

C. Wage Differentials

1. Paraprofessionals assigned to emotionally disabled classrooms as well as special education classrooms where custodial care and lifting are required shall be paid a differential of \$1.00 per hour over their existing rate. In addition, paraprofessionals who are required to perform pre-trip inspections of activity busses will be paid a differential of \$1.00 per hour over their existing rate.
2. Elementary library paraprofessionals and technology instructional paraprofessionals shall be paid a differential of \$1.00 per hour over their existing rate.
3. Technology instructional paraprofessionals who obtain and maintain certification prescribed by the Director of Technology Integration shall receive an additional pay differential of \$1.00 per hour.
4. Paraprofessionals assigned to the Elkhart Academy, both secondary and elementary, shall be paid a differential of \$1.00 per hour over their existing rate

D. Paraprofessional Career Increment Schedule

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career Increment
5 or more, but less than 10	.20
10 or more, but less than 15	.30
15 or more, but less than 17	.40
17 or more, but less than 20	.50
20 or more	.60

Paraprofessionals' 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 a company or broker approved by the Board.

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 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

Paraprofessionals 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 at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in **Paraprofessionals' 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 or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.

The requirement for consecutive years of employment is modified only under the following conditions: If a paraprofessional leaves the employment of the Elkhart Community Schools for any reason and for any period of time and then return to employment with the Elkhart Community Schools, the years of service completed prior to this break in employment will be counted toward the years of employment requirement for severance benefits, but the employee must work two additional years beyond the total number required to normally reach the years of employment requirement. For example, if a paraprofessional works for the district for eight (8) years, leaves the district's employment for one (1) year and then returns to employment, s/he must work another four (4) years in order to meet the age sixty (60) and ten (10) years of experience requirement, or nine (9) years in order to meet the age fifty-five (55) and fifteen (15) years of experience requirement. In addition, there can only be one break in employment under this exception to the consecutive years of service requirement. If there is more than one break in service, the paraprofessional's prior years of service will not be counted and the consecutive service requirement will apply.

- b. A maximum of thirty-five (35) 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. When retiring, a Paraprofessional may select one of the following benefits based upon the employee's daily rate at the time of retirement:

1. Two (2) 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 Paraprofessional employee booklet.

D. Change in Paraprofessionals 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 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

A. School-year Employees

1. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. 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.

B. All Employees

1. The Elkhart Community Schools may request a doctor's approval to return to work following an illness.
2. 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.
3. 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.

Attendance Incentive Program

Beginning January 1, 2020, the following attendance incentive program will be effective for all paraprofessional employees. For the purpose of this program, the year will run from January 1st through December 31st.

During the month of January, any paraprofessional who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any employee who is absent for five (5) or less days during the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

Bereavement

Each regular classified employee 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-grandparent, 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 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

Through 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 of School Trustees, 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.

- 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 Human Resources 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

Regular classified employees 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. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

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/her assigned duties.

Jury and Witness Duty Pay

Jury Duty

All paraprofessionals 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 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 Human Resources. 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 Human Resources 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.

Paraprofessionals' 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. Definitions

- 1. 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.
- 2. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately one hundred seventy-five (175) or more days per year, and who has a regular workday of four (4) or more hours.

B. Holidays

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 – two (2) days

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

Revised 1/1/17

Revised 12/12/17

Revised 10/23/18

Book Policy Manual

Section 3000 Personnel

Title Proposed Revised TECHNICAL ASSISTANTS' COMPENSATION PLAN

Code po3422.09S

Status

Adopted December 13, 2016

Last Revised December 10, 2019

Last Reviewed January 14, 2020

3422.09S - TECHNICAL ASSISTANTS' COMPENSATION PLAN

Technical Assistants' Wage Schedule

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

Step	ECS Experience as Paraprofessional	Hourly Rate
1	0 days or more, but less than 55 days (Probationary Rate)	14.24
2	55 days or more, but less than 1 year	14.99
3	1 year or more, but less than 2 years	15.64
4	2 years or more, but less than 3 years	16.38
5	3 years or more	17.33

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career Increment
5 or more, but less than 10	.20
10 or more, but less than 15	.30
15 or more, but less than 20	.40
20 or more, but less than 25	.50
25 or more	.60

*Step placement shall be determined on verified past experience, but in no case will any new employee be placed higher than Step 4 following the probationary employment period.

Additional Course Work Increment

A Technical Assistant who completes a forty-five (45) contact hour, pre-approved course related directly to his or her position and receives a final course grade of C+ or better in graded courses, will receive a 10¢ increase in hourly rate for each such approved course which is completed, up to a maximum of 30¢ per hour. The request must be submitted to the Director of Human Resources in writing for his/her approval.

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 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

Technical Assistants 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 at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in **Technical Assistants' 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 or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in 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-five (35) 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. When retiring, a Technical Assistant who has ten (10) years of service and is at least fifty-five (55) years of age may select one of the following benefits based upon the employee's daily rate at the time of retirement:
 1. Two (2) days' 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 Technical Assistants employee booklet.

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 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

A. Full-Time Technical Assistants

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

B. School-year Technical Assistants

1. Regular school-year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. 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.

Family Illness

The number of hours equal to two (2) workdays may be used for family illness in the immediate family, two (2) workdays may be used for either family illness in the immediate family or personal illness, and the balance may be used for personal illness.

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.

Job-Related Injury

An employee injured in the performance of his or 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.

Attendance Incentive Program

Beginning January 1, 2020, the following attendance incentive program will be effective for all technical assistants. For the purpose of this program, the year will run from January 1st through December 31st.

During the month of January, any technical assistant who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any employee who is absent for any reason for five (5) or less days during the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

Bereavement

Each regular classified employee 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 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.

Through 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 of School Trustees, 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 Human Resources 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

Technical Assistants who work a regular workday of four (4) or more hours 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 the Technical Assistant does not elect to roll two (2) personal business benefit days into the following year, all unused personal leave will accumulate for retirement.

A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

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/her assigned duties.

Jury and Witness Duty Pay

Jury Duty

All Technical Assistants 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 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 Human Resources. 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 Human Resources 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

A. Definitions

- 1. 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.
- 2. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately one hundred seventy-five (175) or more days per year, and who has a regular workday of four (4) or more hours.

B. Holidays

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

Full-time Technical Assistants 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:

1. New Year's - two (2) days
2. Martin Luther King, Jr. Day
3. Presidents Day
4. Memorial Day
5. Independence Day - two (2) days
6. Labor Day
7. Thanksgiving Day - two (2) days
8. Christmas Day - two (2) days

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

1. 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.
2. 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 of these days, in which case an alternate day will be determined.
3. 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.
4. Thanksgiving Day and the day following will be paid holidays.
5. Presidents' Day will be a paid holiday.

D. Technical Assistants 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:

1. Martin Luther King, Jr. Day
2. Presidents Day
3. Memorial Day
4. Labor Day
5. Thanksgiving Day and the following Friday (two (2) days)
6. 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. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- F. 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 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 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.
- G. 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.
- H. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.

Revised 1/1/17
Revised 12/12/17
Revised 12/18/18

Date: 1/8/2020

To: Steve Thalheimer, Superintendent
Board of School Trustees

From: Wes Molyneaux, Calendar Committee Chair
Calendar Committee Members

Re: Approval of 2020-2021 School Year Calendar

The Calendar Committee is ready for the Board to consider the 2020-2021 school year calendar. There have been a number of changes to the calendar this year. This memo and the attached draft calendar outline those changes and the committee's reasons for making them. The calendar draft was discussed at PRG during the December and January meetings and shared with all members of the administration leadership team and ETA.

Inclement weather cancellations

The committee discussed the possibility of having anywhere between zero and five built-in inclement weather make-up days. The committee chose to have three built in days in the 2020-2021 calendar. Based on the feedback from the staff survey, conversations with parents and discussion among the leadership team and the school board, the decision has also been made to use eLearning after the three built-in inclement weather make-up days are used. This means the final day of the school year will be Wednesday June 2, 2021 regardless of how many cancellations there are. District leadership wants to make it clear to all employees that there will be no loss of payment or hours because of inclement weather eLearning days. Supervisors will provide information to employees explaining how these hours will be made up.

Plan for scheduled eLearning days

It is important that all employees know that a scheduled eLearning day for students means a full work day for them. The Calendar Committee, School Board, and district leadership want to make it clear that all employee groups will be able to work their normal hours and expect normal pay.

The time during the scheduled eLearning day will be used for curriculum writing, collaborative team time to address the four questions of the PLC process, and provide targeted professional development for all employees. For classroom teachers, the majority of these three days will be spent working in their buildings with their collaborative teams to develop curriculum and work through the PLC process.

Second semester parent teacher conferences

Based on the feedback from the staff survey, conversations with parents and discussion among the leadership team and the school board, the decision has been made to remove second

semester conferences. The committee decided to move this non-student attendance work day to the beginning of the school year. This means teachers will have three paid work days at the start of the year to prepare for the first day of school. In addition, by removing the non-student attendance day from the month of February, the committee scheduled a non-work day on the Friday before Presidents' Day returning it to a four day weekend.

While the committee understands some teachers may be disappointed that second semester conferences were removed at the elementary level, teachers needing to schedule a parent conference or hold IEP meetings will be able to do so during the March 3, 2021 scheduled eLearning day.

Spring Break

With the decision to have three built in make-up days, the Calendar Committee decided to schedule a day off on the Friday before Spring Break.

Parent Teacher Conferences

The committee decided to utilize an eLearning day during parent-teacher conferences in the fall to help increase the number of conference slots and provide additional teacher collaboration time. Conferences will be held on the night of Monday October 19th, the night of October 20th and the morning of October 21st. The additional appointment slots on Wednesday October 21st will allow parents working second and third shift jobs more options to attend parent-teacher conferences. These additional slots will also allow teachers who have children enrolled in Elkhart Schools additional time to meet face to face with their teachers. With late nights on October 19th and 20th the Calendar Committee also concluded that employees would appreciate a normal endtime to the workday on Wednesday, October 21st, as they enter fall break. The additional time on the eLearning day will be used for curriculum development and the four questions of the PLC process.



SCHOOL CALENDAR: JULY 2020 – JUNE 2021

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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SEPTEMBER 2020						
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OCTOBER 2020						
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NOVEMBER 2020						
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DECEMBER 2020						
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JANUARY 2021						
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FEBRUARY 2021						
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MARCH 2021						
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MAY 2021						
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JUNE 2021						
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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)

X School Out of Session (during the instructional school year)

O Parent/Teacher Conferences

e eLearning Day

M

No School (may be used as emergency make-up day, if necessary)

K

Kindergarten Kick-off

**If the district uses all three built in emergency make-up days eLearning will be used on any additional days.

New Course Proposals
For Implementation in 2020-2021 School Year
Presented to ECS Board of Education
January 14, 2020

Course Title	Description and Comments
Education Professions I (ED PROF I) 5408 Elkhart Area Career Center	<p>Education Professions I provides the foundation for employment in education and related careers and prepares students for study in higher education. An active learning approach that utilizes higher order thinking, communication, leadership, and management processes is recommended in order to integrate suggested topics into the study of education and related careers. The course of study includes, but is not limited to: the teaching profession, the learner and the learning process, planning instruction, learning environment, and instructional and assessment strategies. Exploratory field experiences in classroom settings and career portfolios are required components. A standards-based plan guides the students' field experiences.</p> <p>Students are monitored in their field experiences by the Education Professionals I teacher. Articulation with post-secondary programs is encouraged.</p> <ul style="list-style-type: none"> ● Recommended for Grades 11 and 12 ● 3 credits per semester in a year-long course ● Dual credit course with Ivy Tech
Educational Professions II (ED PROF II) 5404 Elkhart Area Career Center	<p>Education Professions II prepares students for employment in education and related careers and provides the foundation for study in higher education in these career areas. An active 101 learning approach that utilizes higher order thinking, communication, leadership, and management processes is recommended in order to integrate suggested topics into the study of education and related careers. The course of study includes, but is not limited to: the teaching profession, the learner and the learning process, planning instruction, learning environment, and instructional and assessment strategies. Extensive field experiences in one or more classroom settings, resumes, and career portfolios are required components. A standards-based plan guides the students' field experiences. Students are monitored in their field experiences by the Education Professions II teacher. Articulation with post-secondary programs is encouraged.</p> <ul style="list-style-type: none"> ● Recommended for Grade 12 ● Required Prerequisite: Education Professions I ● 3 credits per semester in a year-long course ● Dual credit course with Ivy Tech

Networking I (NET I) 5234 Elkhart Area Career Center	<p>Networking I introduces students to local and wide area networks, home networking, networking standards using the IEEE/OSI Model, network protocols, transmission media and network architecture/ topologies. Security and data integrity are introduced and emphasized throughout this course, which offers students the critical information needed to successfully move into a role as an IT professional supporting networked computers. Concepts covered will include TCP/IP client administration, planning a network topology, configuring the TCP/IP protocol, managing network clients, configuring routers and hubs, as well as creating a wireless LAN.</p> <ul style="list-style-type: none"> • Recommended for Grades 11 and 12 • 2 Semester Course • Recommended Prerequisite: Information Technology Support I • Dual Credit with Ivy Tech or Vincennes University
ENL Math Lab 7 ENL Math Lab 8 0432 All Three Middle Schools	<p>This course does not have a separate curriculum from Mathematics 7 or 8. It is a supplemental course to Mathematics that provides students with individualized or small group instruction, designed to support success in completing Mathematics studies, aligned with the Indiana Academic Standards for Mathematics in grades 7 or 8.</p> <p>Mathematics Lab is taken in conjunction with the study of mathematics, and the content of Mathematics Lab is tightly aligned with the corresponding content being studied. It will relate and reinforce mathematics skills students have learned previously, fill in gaps and misconceptions of previous content, and present the current content in concrete and hands-on ways.</p> <ul style="list-style-type: none"> • Appropriate for ENL students at all levels of proficiency • May be used as Tier 2 or Tier 3 Intervention • One semester, can be taken all four semesters at the middle school
ENL Language Lab 7 ENL Language Lab 8 0428 All Three Middle Schools	<p>This course does not have a separate curriculum from English 7 or 8. It is a supplemental course to Language Arts that provides students with individualized or small group instruction, designed to support success in completing Language Arts studies, aligned with the Indiana Academic Standards for Language Arts in grades 7 or 8.</p> <p>Language Lab is taken in conjunction with the study of Language Arts courses, and the content of Language Lab is tightly aligned with the corresponding content being studied. It will relate and reinforce mathematics skills students have learned previously, fill in gaps and misconceptions of previous content, and present the current content in concrete and hands-on ways.</p>

	<ul style="list-style-type: none"> • Appropriate for ENL students additional support in Language Arts: reading, writing, speaking, listening • May be used as Tier 2 or Tier 3 Intervention • One semester, can be taken all four semesters at the middle school
ENL Math Lab 0500 Elkhart High School	<p>ELN Math Lab is a supplemental course that provides ENL students with individualized or small group instruction designed to support success in completing coursework in mathematics. This course is based on Indiana Academic Standards, ECS general curriculum plans, and the student's Individual Learning Plan. Skills selected for developmental work provide students with the ability to continue to learn English and function in our society. Content will include mathematical computation, note taking, study and organizational skills, and problem-solving skills.</p> <ul style="list-style-type: none"> • Recommended for ENL students of all proficiency levels in grades 9-12 • One credit per semester for up to 8 semesters. • Elective credit
ENL Language Lab 1010 Elkhart High School	<p>ELN Language Lab is a supplemental course that provides ENL students with individualized or small group instruction designed to support success in completing English Language Arts coursework. This course is based on Indiana Academic Standards, with a focus on improving reading and writing skills.</p> <ul style="list-style-type: none"> • Recommended for ENL students of all proficiency levels in grades 9-12 • One credit per semester for up to 8 semesters. • Elective credit

2019-2020 Spring Teaching Grant Summary

Applicant Point Person	School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Notes	Amount Awarded
Justin Higgins	Riverview	Banking for Biztown	5th grade	Math, Social Studies	60	\$900	Banking for Biztown will give Riverview 5th graders an interactive opportunity to participate in a field trip to Biztown in Fort Wayne, IN. This field trip will give students the opportunity to work as an employee and shop as a consumer. Besides going on a simulation field trip, students will gain necessary life and financial skills to help them budget, bank, make smart purchases, and save money as well as learn soft skills businesses are looking for.	The committee has decided to award 80% of field trip requests in an effort to make sure students/families participate in the cost in some small way. There is a bit of padding worked into the budget for students who can't afford to pay anything.	\$750
Sarah Collins	Roosevelt STEAM Academy	One Voice	2nd	ELL/General education	5	\$229.99	At Roosevelt, around 50% of our students come from non-English speaking homes. Of those, many are level 1 ELL speakers who speak little to no English at all. Many level 1 ELL students have been through great hardships and uncertainty on their journey to Elkhart. Once here, it is difficult to fathom the fear and culture shock that these students face in a new country with little to no means to communicate with adults and peers. No way to understand lessons being taught in depth, no way to ask questions, and no way to communicate regarding important needs—including hunger, illness, or bullying. How amazing would it be if, as teachers, we could help meet the needs of these students and enrich their educational experience? With new technology—a WT2 Language Translator—some schools are already doing so. The translator allows for real-time two way translation between devices and those wearing them. These students deserve to have their voices heard, and this device can allow that to happen.	Approved for full funding	\$229.99
Paige Walters	Assistive Technology Department	LAMP Lending Library	Pre-school to Young Adult Program	Functional Communication	25	778.58	The LAMP Lending Library will be used by Speech Language Pathologists (SLPs) in planning and implementing a functional communication home program with students who are using LAMP (Language Acquisition through Motor Planning). The district currently has 25 students using LAMP devices. This communication system is for students who have complex communication needs and may be the primary way a student communicates with their teachers, family, and peers. The LAMP Lending Library through the Assistive Tech department will offer a variety of premade materials in learning kits. The SLPs will introduce the kit lessons to the students and the same lessons will be sent home for family fun and interactions. Parents will learn how to use the device and model communication through a child directed approach. Since LAMP has been introduced in our district, the missing component has been parent and family learning opportunities. Our goal is to bridge the gap between school and home communication.	Approved for full funding	\$778.58
Sarah Parcell	Elkhart Memorial High School	Dare to Dream	9-12	FACS- Fashion Design	150	\$1,000	The grant would provide Memorial students with the opportunity to take Fashion 2 classes after over two years of not having any class beyond the Introductory Fashion Class. Being able to obtain the materials needed for the school to provide students the option to take fashion classes and minimize the cost from our students' pockets. The cost to expand the existing program is \$1000, making it possible to meet the goal of daring our students to dream and dream big at that. Through the department's short term goal of providing more students with an opportunity to engage in the fashion industry at the high school level and meet the school's long term goal of setting up the students for Elkhart High School with successful post secondary education employment or furthering education in their field of interest. The 2020 Semester currently has 36 students signed up for the Advanced Level Class, with our numbers sure to grow in the future, especially with the new pathways to graduate. See below.	Approved for full funding. We are requesting that they put on a fashion show where they present their resumes and fashion portfolios.	\$1,000
Jessica Kain	West Side	West Side Alternative Class Setup	7-8	West Side Alternative (ALL Subjects)	100	\$5,000	The three middle schools are now housing their alternative programs within their buildings. In an effort to create an environment where reluctant or hesitant learners feel safe and ready to tackle their education we are asking for your help. Our alternative classroom will be a place where students can have their needs met without the fear of a large classroom. We are using this as a behavior intervention with restorative practices to make ALL of our students successful. It is our mission to be ALL IN! The funds could be used to create and implement a plan for these students with activities and materials to make these students successful in the school setting. This room would be used to calm and get the students refocused and ready for the day.	Everything in this grant request is mobile and able to be used in any number of spaces. They reduced their request by \$1500 and at least \$500 worth of items can be moved from the warehouse for their use. We recommend funding it at the \$3000 level.	\$3,000
Heather Cash	Pinewood	Wiggle Stools for Classroom	2	General Education	26	\$1,360.78	I would like to purchase 24 wiggle stools for the students in my classroom to use as alternative seating. A large percentage of my students are very kinesthetic. They like movement. Sitting still in a regular chair is difficult for them.	We no longer fund alternative seating requests	0

2019-2020 Spring Teaching Grant Summary

Applicant Point Person	School Name	Project Title	Grade(s)	Subject	Number of Students Impacted	Amount Requested	Abstract	Notes	Amount Awarded
Kris Weimer	Osolo	Portable Sensory Path Tarps	K-6	motor skills / self-regulation	450	\$3,500	Osolo would like to have four sensory pathways printed on heavy weight 25' x 25' floor tarps. These tarps could be utilized in any open classroom, hallway, gym, or even the cafeteria, depending on available areas. The tarps would each be uniquely designed to provide all of our students the opportunity to develop their motor skills, including balance, jumping, and cross body movements as well as hand-eye coordination and spatial awareness. We anticipate providing homeroom teaches the opportunity to bring all or part of their class to the sensory room to provide much needed brain breaks and mental resets on a daily basis. Using floor tarps printed with pathways instead of decals, which are permanently affixed to a hard surface, we would have the flexibility of moving the path from location to another, including both hard and carpeted surfaces, as necessary throughout the year as well as from year to year.	Approved for full funding. The committee is interested in seeing the art design and data about usage.	\$3,450
Tracey Kizyma	Mary Beck Elementary	Sub Tubs!	K-6	All	240	\$720.00	<p>Filling substitute teaching positions is a challenge! A Sub Tub is a bin of resources that substitute teachers will pick up when they sign in at Beck. Many of the items will remain constant in the tub, and some will need to be refilled after it is returned. It will contain laminated quick reference resource cards on a binder ring (school map, emergency plan, phone numbers, calm down strategies, brain break strategies, school schedule, etc.). The tub will also contain materials to support our PRIDE/PBIS initiative, along with a couple personalized items to assist the guest teacher in feeling energized and appreciated throughout the day.</p> <p>The overall goal is to ensure the guest teacher feels valued and supported so that they return to Beck and continue to fill our posted absences. Currently, we are combining classes or pulling paraprofessionals to fill vacancies. This creates a domino effect of challenges in our scheduling, and ultimately affects our students and their learning.</p>	The committee is especially interested in the return rate of subs, does their percentage of unfilled sub positions go down? Also we encourage them to experiment with different incentives to see what works best. Creative ideas to recruit subs to their building in a shortage.	\$720 \$9,929

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?
Focus on Inclusion Application	AWS Foundation	Daly Elementary	Elizabeth Wilson	Amount to cover 3 hotel rooms for 2 nights and registration fee for 6 individuals to attend conference - \$2,850.00	It will allow us to attend the Focus on Inclusion conference and Elizabeth Wilson will oversee the management.	The grant will allow us to attend the conference where we will gain knowledge on behavioral support, specially designed instruction, meeting needs of a special education student and much more.	It will fund 3 hotel rooms for 2 nights and registration fees for 6 people (administrator, 2 gen ed teachers, 3 special education teachers)	11/22/2019

Elkhart, Indiana

RE: **Conference Leave Requests**
January 14, 2020 - Board of School Trustees Meeting

2019 - 2020 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA MUSIC EDUCATORS PROFESSIONAL DEVELOPMENT CONFERENCE This conference is an opportunity for teachers of all backgrounds, experience levels, and disciplines to further their craft. The sessions and performances offer the chance to broaden teaching horizons, bring new and innovative aspects to the classroom, and network with peers in education. Fort Wayne, IN January 16 - 18, 2020 (2 day's absence) ANNE BUCKWALTER - EASTWOOD	\$0.00	\$95.00
	<i>EDUCATION FUND</i>	<i>EDUCATION FUND</i>
FOCUS ON INCLUSION 2020 This conference will provide further insight into best practices in special education instruction, implementation practices, and administrative practices. Indianapolis, IN January 30 - 31, 2020 (2 day's absence) LORI BOOKER - MEMORIAL (0-0) LINDSEY BRANDER - ESC (0-0) ANTHONY ENGLAND - ESC (1-1) DEB GILLES - MEMORIAL (0-0) CARMEN HIATT - DALY (0-0) CAROLYN LESPERANCE - DALY (0-0) CORIN SAILOR - MEMORIAL (0-0) CHARLENE TROTTER - MEMORIAL (0-0) ELIZABETH WILSON - DALY (0-0)	\$1,309.80	\$950.00
	<i>EDUCATION FUND</i>	<i>EDUCATION FUND</i>
ICASE This conference will provide opportunities to obtain practical ideas for how to expand social, emotional, and behavioral supports in a cost effective manner. Indianapolis, IN February 12 - 14, 2020 (3 day's absence) LINDSEY BRANDER - ESC (1-2) ANTHONY ENGLAND - ESC (2-3)	\$2,122.90	\$0.00
	<i>EDUCATION FUND</i>	<i>EDUCATION FUND</i>

NATIONAL EVIDENCE-BASED SCHOOL COUNSELING CONFERENCE This conference will provide school counselors and educational stakeholders with professional development in effective cutting-edge school counseling program components and interventions that can create dynamic and powerful school counseling programs. Boca Raton, FL March 19 - 20, 2020 (2 day's absence) HEIDI ELONICH - CENTRAL (0-0) SARAH FLAGG - CENTRAL (1-4) JENNIFER GARCIA - EACC (1-1) ALLISON MAKOWSKI - MEMORIAL (1-1) ELISE MALLER - CENTRAL (0-0) AMY MURRAY - WEST SIDE (0-0) JENNIFER TASHIJAN - NORTH SIDE (0-0) MICHELE TIBBS - MEMORIAL (1-3) CHRISTINA WERBIANSKY - CENTRAL (0-0)	\$13,725.00	\$0.00
	<i>OTHER FUND</i>	<i>OTHER FUND</i>
	\$17,157.70	\$1,045.00
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.)

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: January 9, 2020
 TO: Dr. Steve Thalheimer
 FROM: Brandon Eakins
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant
 January 14, 2020 - Board of School Trustees Meeting

2019- 2020 CONFERENCES	EXPENSES	SUBSTITUTE
SC Johnson iMET Center/Gateway Community College visit We will be gathering information for certification for our Mechatronics program. Kenosha, WI January 23 - 24, 2020 Brandon Eakins (3-8) Leadership	\$250.00	\$0.00
FOR CONFIRMATION ONLY		
ETC-1 Emergency Telecommunications This conference is a train the trainer so that we will be able to teach and certify EACC students in Emergency Telecommunications Fort Wayne, IN January 14 - 16, 2020 Nicole Dyer (0-0) 3 days absence Marty Mullins (0-0) 3 days absence Certification	\$1,114.00	\$0.00
TOTAL	\$1,364.00	\$0.00
2019-20 YEAR-TO-DATE PERKINS FUNDS	\$7,729.47	\$0.00
GRAND TOTAL	\$9,093.47	\$0.00



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: JANUARY 14, 2020

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Aaron Elias	Pierre Moran/Language Arts
Dustin Fairchild	West Side/Computer Technology
Rebecca Herington	Woodland/Grade 6
Steven Robinson	Hawthorne/Special Education Intern

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

Elaine Jarvis	PACE/Special Education	28 Years of Service
Robin Sutton	Woodland/Special Education	20 Years of Service

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

Kristina O'Donnell	West Side/Language Arts
Begin: 1/13/20	End: 1/17/20

- d. **Personal Leave** – We recommend a personal leave for the following employee:

Elizabeth Keiling	Beck/Grade 4
Begin: 8/10/20	End: 6/2/21

CLASSIFIED

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

Leann Buss
Began: 10/30/19

Memorial/Food Service
PE: 1/8/20

Debra Cook
Began: 11/5/19

Pierre Moran/Food Service
PE: 1/14/20

Ashley Fehlberg
Began: 10/29/19

Eastwood/Social Worker
PE: 1/7/20

Clacy Heston
Began: 11/4/19

West Side/Paraprofessional
PE: 1/13/20

Demia Johnson
Began: 10/29/19

West Side/Food Service
PE: 1/7/20

Sharron Lewis
Began: 11/4/19

Transportation/Bus Helper
PE: 1/13/20

Jeanette Martin
Began: 10/31/19

Riverview/Food Service
PE: 1/9/20

Eduardo Morales Cardenas
Began: 10/29/19

Transportation/Bus Driver
PE: 1/7/20

Sarah Nelson
Began: 11/6/19

Education Services Center/Secretary
PE: 12/31/19

Derria Pratcher
Began: 11/4/19

Memorial/Paraprofessional
PE: 1/13/20

Gayle Sotelo-Martin
Began: 10/30/19

Transportation/Bus Helper
PE: 1/8/20

Tynetta Warren
Began: 11/4/19

Beardsley/Cleveland/Food Service
PE: 1/13/20



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

Christine Banta

Began: 11/1/18

Transportation/Bus Helper

Resign: 1/6/20

Kayla Brookshire

Began: 2/11/19

Memorial/Paraprofessional

Resign: 12/13/19

Debra Cook

Began: 11/5/19

Pierre Moran/Food Service

Resign: 1/17/20

Megan Haas

Began: 10/20/14

Daly/Secretary

Resign: 12/12/19

Beverly Harris

Began: 9/8/17

Cleveland/Paraprofessional

Resign: 1/6/20

Donna Johnson

Began: 9/11/13

Riverview/Paraprofessional

Resign: 1/31/20

Matthew Manley

Began: 4/8/19

Memorial/Paraprofessional

Resign: 12/20/19

Melisa Machowiak

Began: 3/25/19

Eastwood/Paraprofessional

Resign: 12/30/19

LeAnn Mehl

Began: 1/11/16

Daly/Food Service

Resign: 1/17/20

Cathaleen Phillipson

Began: 9/16/19

North Side/Food Service

Resign: 1/6/20

Vanessa Scott

Began: 3/2/15

WVPE/Secretary

Resign: 4/3/20

Jena Swain

Began: 8/27/19

Pierre Moran/Technical Assistant

Resign: 1/6/20

Zachary Wilfert

Began: 8/3/15

Tech Services/Deployment Administrator

Resign: 1/2/20



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

Sarah Drabyn

Begin: 1/31/20

Cleveland/Therapist

End: 6/3/20

Yvonne Gefri

Began: 8/12/19

North Side/Food Service

End: 1/17/20

Lavinia Jones-Goodman

Began: 8/26/19

Cleveland/Secretary

End: 1/31/20

Kayla Magyar

Began: 1/21/20

Transportation/Bus Driver

End: 6/3/20

Elsa Verde Zamudio

Began: 12/6/19

Career Center/Paraprofessional

End: 3/2/20

