

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

May 12, 2020

CALENDAR

May	12	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	26	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	26	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. SPECIAL PRESENTATION

Unified Music Program at Elkhart High School

E. CONSENT ITEMS:

Minutes – April 28, 2020 – Public Work Meeting
Minutes – April 28, 2020 – Regular Board Meeting
Claims
Gift Acceptance
Grant
Conference Leave Request
Personnel Report

F. OLD BUSINESS

Board Policy 9211 – Trademark Use – The administration presents proposed new Board Policy 9211 – Trademark Use, as initially presented at the April 28th regular meeting.

G. NEW BUSINESS

Board Policy 3410 – Substitute Compensation – The administration presents proposed revisions to Board Policy 3410 – Substitute Compensation, for initial consideration.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

April 28, 2020

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

Place/Time

Board Members Present:	Kellie L. Mullins Carolyn R. Morris Roscoe L. Enfield, Jr.	Susan C. Daiber Douglas K. Weaver
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Roll Call

Via Electronic Communication:	Babette S. Boling Rodney J. Dale
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ECS Personnel Present:	Kevin Scott Steven Thalheimer	Doug Thorne
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The Board was presented an economic outlook and report on the state/local government in Indiana, by Kevin Scott, chief financial officer.

Topics Discussed

The meeting adjourned at approximately 6:00 p.m.

Adjournment

APPROVED:

Signatures

Kellie L. Mullins, President

Babette S. Boling, Member

Carolyn R. Morris, Vice President

Susan C. Daiber, Member

Roscoe L. Enfield, Jr., Secretary

Rodney J. Dale, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
April 28, 2020

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:0 p.m.			Place/Time
Board Members Present:	Kellie L. Mullins Carolyn R. Morris Roscoe L. Enfield, Jr.	Susan C. Daiber Douglas K. Weaver	Roll Call
Via Electronic Communication:		Babette S. Boling Rodney J. Dale	
President Kellie Mullins called the regular meeting of the Board of School Trustees to order.			Call to Order
Board member, Susan Daiber, recited the Elkhart Promise.			The Elkhart Promise
Mrs. Mullins discussed the invitation to speak protocol.			
By unanimous action by roll call, the Board approved the following consent items:			Consent Items
April 14, 2020 – Regular Board Meeting Minutes			Minutes
Payment of claims totaling \$6,831,100.92 as shown on the April 28, 2020, claims listing. (Codified File 1920-131)			Payment of Claims
Fundraisers. (Codified File 1920-132)			Fundraisers
Employment of the following seven (7) certified staff members for the 2020-2021 school year:			Personnel Report
Loraine Benifiel, grade 2 at Woodland			Certified Employment
Alexis Carroll-Troyer, Kindergarten at Beck			
Elizabeth Fleming, special education at Woodland			
Brett Herschel, grade 6 at Cleveland			
April Kauffman, ENL at North Side			
Brooke Martin, art at Woodland			
Taylor Sotebeer, grade 2 at Eastwood			
Retirement of certified staff member, Tammy Smith, ENL at Beardsley, at the end of the 2019-2020 school year, with 16 years of service.			Certified Retirement

Change to Maternity Leave for certified staff member, Jennifer Miller, grade 2 at Cleveland, beginning 4/17/20 and ending 5/8/20.	Certified Leave
Resignation of certified staff member Maria Hite, special education at Feeser effective 6/3/20.	Certified Resignation
Employment of the following ten (10) classified employees having successfully completed their probationary period on dates indicated: Rachel Buckley, secretary at Cleveland, 4/20/20 Shawn Burton, bus driver at Transportation, 4/24/20 Mario Caicedo, support technician at Technology Services, 4/24/20 Charde Calbert, food service at Cleveland, 4/17/20 Vince Edwards, custodian at Central, 4/24/20 Tiffany Faigh, service desk coordinator at Technology Services, 4/17/20 Kiara Lee, food service at Pierre Moran, 4/17/20 Tawasha McKnight, bus helper at Transportation, 4/21/20 Sandra Mondragon Lara, secretary at Pinewood, 4/24/20 Yngry Nieves Colmenarez, paraprofessional at Memorial, 4/24/20	Classified Employment
Resignation of classified employee, Lauren Smith, food service at Commissary, 3/12/20.	Classified Resignation
The Board was presented proposed new Board Policy 9211 – Trademark Use, for initial consideration	Board Policy 9211
By unanimous action by roll call, the Board adopted a Resolution for one designation of a school number for Elkhart High School. (Codified File 1920-133)	Resolution
Kevin Scott, chief financial officer, reported claims year-to-date were 71.9% of the same period last year.	Monthly Insurance Report
The Board received a financial report from Mr. Scott for the period January 1 – March 31, 2020. The Board found the report to be in order.	Financial Report
By unanimous action by roll call, the Board awarded the bids for EHS Phase II and EACC Construction Projects to Gibson-Lewis, LLC of Mishawaka as the lowest and best, most responsive and responsible bidder for a total, with approved alternates, of \$7,969,600.	Bid Award

Audience member, Kerry Mullet, ETA President, stated she has never been prouder of Pam Melcher and workers she was with at the Commissary earlier in the day. Many volunteers from various departments have come together to help provide meals for students.

From the Audience

Superintendent Thalheimer reported surveys have been sent out and discussions held regarding graduation; per Dr. McCormack, the end of school is June 30th, with no activities in the buildings prior to that date unless there is a change to the Executive Order.

From the Superintendent

Tony Gianesi, chief operating officer, state there will be on-site COVID testing in the parking lot of Hawthorne, Monday thru Friday from 10:00 a.m. – 4:00 p.m. Mr. Gianesi also noted that over 82,600 meals have been distributed and also acknowledged all the responsible; and when a request for volunteers was sent thru the Weekly Learning Brief, over 100 responded; and the social workers have worked in conjunction with the feeding sites to distribute supplies such as hygiene materials and diapers from Feed the Children.

From the Staff

Board President Mullins also remarked on the efforts of the District and staff to distribute meals; she also acknowledged recent retirees.

From the Board

Board member Rocky Enfield also praised those helping with food distribution, and firsthand knowledge having assisted at Woodland and Pinewood.

From the Board

Board member Susan Daiber quoted Mr. Rogers: “look for the helpers – You will always find people who are helping”.

From the Board

The meeting adjourned at approximately 7:35 p.m.

APPROVED:

Kellie L. Mullins, President

Carolyn R. Morris, Vice President

Roscoe L. Enfield, Jr., Secretary

Babette S. Boling, Member

Susan C. Daiber, Member

Rodney J. Dale, Member

Douglas K. Weaver, Member

Adjournment

Signatures



MARY DALY ELEMENTARY SCHOOL
1735 STRONG AVENUE • ELKHART, IN 46514
PHONE: 574-295-4870



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

DATE: 4/22/2020

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Josh Nice

RE: Gift Acceptance

Mary Daly has received a donation from the following businesses for the 13th Annual Mary Daly Dash, These monies will be used to fund student activities.

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

- Teachers Credit Union, 110 S Main Street, PO Box 1395 South Bend 46624 – \$250.00
- Elkhart Luncheon Optimist Club, c/o Ann Hughes, 2105 S Main St, Goshen 46526 – \$250.00



SUPERINTENDENT'S OFFICE

PHONE: 574-262-5526



ELKHART COMMUNITY SCHOOLS

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

DATE: May 5, 2020
TO: Dr. Steven Thalheimer
Board of School Trustees
FROM: Susan Ott
RE: Donation Approval

The Herendeen Family has made a donation in the amount \$1,000 to support and advance the mission of WVPE.

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

Mr. Steve Herendeen
1301 College Avenue
Goshen, IN 46526



SUPERINTENDENT'S OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MEMBERS OF THE SCHOOL BOARD OF TRUSTEES

FROM: STEVE THALHEIMER

DATE: MAY 8, 2020

SUBJECT: GRANT APPROVAL

Due to ongoing conversations and plan development, I was unable to have the following grant application approval request as part of the normal grant grid for the board packet. I ask for your approval of the following.

Grant deadline: May 15, 2020

Title of grant: STEM Acceleration Grant

Granting agency: Indiana Department of Education

Schools applying: This is a grant for district K-12 STEM development for all schools.

Individual applying for the grant: Steve Thalheimer

Amount applied for: \$100,000

Usage and oversight of funds: The grant will be used to analyze our use of STEM instructional materials in grades K-12. Particularly, we will explore the current usage and rationale for elementary inquiry kits, the appropriate course sequence for middle school, and the continued refinement of essential standards and guaranteed and viable curriculum through laboratory experiences at the secondary level. Steve Thalheimer, along with Brad Sheppard and Phil Lederach, will oversee this grant.

Use of funds to support district focus and goals: With the importance of science and the presence of STEM careers in many of the pathways in the Schools of Study, the district needs to provide rich science learning experiences for students that promote critical thinking, scientific literacy, reading, and writing.

Outline of budget: Funds from this grant will be used to pay teachers stipends for summer work, to provide substitutes for work during the school year, to contract with science curriculum specialists, and to pay for materials in order to return kits to service, to refurbish kits, and/or to purchase new materials.

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: May 7, 2020
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
May 12, 2020 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2019 - 2020 CONFERENCES	EXPENSES	SUBSTITUTE
PLTW CORE TRAINING - ENGINEERING DESIGN AND DEVELOPMENT	\$2,400.00	\$0.00
This would give me the credential to offer the official PLTW version of the fourth year PLTW course. We have offered this course as Capstone for several years, but offering the official PLTW course would be an improved PBL experience for the students and can lead to credits at some colleges.		
Online training		
July 13 - August 7, 2020 (0 day's absence)		
NICK SEIDL - MEMORIAL (0-0)	<i>Title IV, A- 19-21</i>	<i>N/A</i>
	\$2,400.00	\$0.00
2019 YEAR-TO-DATE EDUCATION FUNDS	\$18,616.80	\$1,425.00
2020 YEAR-TO-DATE EDUCATION FUNDS	\$6,491.90	\$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	\$43,263.33	\$4,465.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$307,648.48	\$26,695.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: MAY 12, 2020

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Brenda Estrada	Monger/Intervention
Matthew Garber	Hawthorne/Dean of Behavior
Bridget Huffman DeFaum	Riverview/Special Education
Joshua Yankey	EHS West/Math
Megan Yoder	Eastwood/Grade 1

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

Tamara Hibshman	Feeser/Grade 2	34 Years of Service
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- c. **Resignation** – We report the resignation of the following employees:

Carla Biro Began: 8/26/19	Pierre Moran/Career Readiness Resign: 6/3/20
Kendall Boyd Began: 8/14/18	Roosevelt/Grade 1 Resign: 6/3/20
James Davisson Began : 8/14/18	Hawthorne/Grade 4 Resign : 6/3/20
Kaleigh Estrup Began: 8/13/14	Riverview/Grade 1 Resign: 6/3/20

CLASSIFIED

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

Holly Banks
Began: 3/4/20

North Side/Food Service
PE: 4/29/20

Nathaniel Brokamp
Began: 3/4/20

Technology Services/Support Technician
PE: 4/29/20

Lauren Ford
Began: 3/12/20

Hawthorne/Paraprofessional
PE: 5/7/20

Dawn Fuqua
Began: 3/16/20

Memorial/Secretary
PE: 5/11/20

Charlene Masten
Began: 3/16/20

Technology Services/Support Technician
PE: 5/11/20

Jessica Mattke
Began: 3/16/20

Pierre Moran/Therapist
PE: 5/11/20

Brianna McKenzie
Began: 3/16/20

Monger/Paraprofessional
PE: 5/11/20

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

Courtney Curry
Began: 9/12/16

Central/Secretary
End: 5/12/20

Natalie Murphey
Began: 11/30/16

Eastwood/Social Worker
End: 4/27/20

Susan Roberts
Began: 11/13/17

Riverview/Paraprofessional
End: 5/8/20



Book	Policy Manual
Section	9000 Relations Templates
Title	PROPOSED NEW - TRADEMARK USE
Code	po9211 (as presented during the 4/28/2020 BST meeting)
Status	
Last Revised	May 12, 2020
Last Reviewed	May 12, 2020

9211 - TRADEMARK USE

Elkhart Community Schools ("ECS") has adopted certain trademarks for use in connection with officially sanctioned activities of Elkhart High School ("EHS"). The trademarks are shown on the attached Exhibit A ("Marks"). The Marks constitute valuable intellectual property of ECS. It is the intention of ECS to protect the goodwill associated with the Marks and to ensure consistency of use and consistency of the quality of goods and services offered in connection with the Marks. To that end, ECS has adopted this Elkhart Community Schools Trademark Use Policy ("Policy").

The following terms and conditions shall govern all use of the Marks:

1. The Marks may only be used in a manner which complies with this Policy.
2. The Marks may only be used in the fonts, colors, forms and formats shown on Exhibit A and in compliance with all other branding guidelines, rules and requirements imposed from time to time by ECS.
3. The Marks may only be used in a manner which complies with all state, federal and local laws and regulations.
4. Any and all commercial use of the Marks, including use for fundraising purposes, requires the advance written approval of ECS in the form of a trademark license agreement. Requests to license the Marks may be submitted to the Office of the Superintendent of ECS.
5. Officially sanctioned EHS athletic teams, student clubs, and student organizations may use the Marks without seeking further approval so long as such use is (a) for noncommercial purposes, (b) solely in connection with activities officially sanctioned by ECS or EHS that directly relate to the purpose of the team, club or organization, and (c) otherwise in compliance with this Policy. All other use of the Marks by teams, clubs and organizations, as well as all use by other persons and entities, must be approved by ECS in writing prior to such use.
6. Under no circumstances shall the Marks be used in any manner which:
 - a. Is obscene, vulgar or offensive or likely to disrupt the learning environment;
 - b. Endorses or advocates for actions endangering the physical, mental or emotional health, safety or well-being of students, faculty, staff or others participating in ECS or EHS activities;
 - c. Promotes illegal use of drugs, alcohol, or other controlled substances;
 - d. Violates the intellectual property rights, privacy rights, rights of publicity, or other rights of any person or entity;
 - e. Is defamatory of any person or entity;
 - f. Endorses or advocates violent, illegal, or disruptive activity;
 - g. Threatens, discriminates against, or otherwise attacks any person or entity on the basis of religion, race, ethnicity, gender, gender identity, sexual orientation, disability, age, national origin, immigrant status, or veteran status;
 - h. Constitutes hate speech under applicable law;
 - i. Is likely to or actually interferes with the educational and other activities of ECS and EHS or of any student or person participating in such activities;
 - j. Promotes, endorses, or opposes any political candidate, political party, legislation, or ballot proposition; and/or
 - k. Promotes, endorses, or opposes the activities, commercial or otherwise, of any third person or entity.

ECS reserves the right to revise this Policy in its sole discretion, and any such revisions shall become effective immediately. Any unauthorized use of the Marks may constitute trademark infringement, unfair competition, trademark dilution and/or false advertising, which may entitle ECS to injunctive relief and monetary damages. ECS reserves the right to take all actions it deems necessary to protect its interests in the Marks.



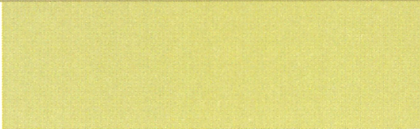


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Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED - SUBSTITUTE COMPENSATION
 Code po3410.04CS
 Status
 Adopted November 22, 2016
 Last Revised February 27, 2018
 Last Reviewed May 12, 2020

3410.04CS - SUBSTITUTE COMPENSATION

The Board of School Trustees hereby adopts the following wage rates for substitute teachers commencing on August 10, 2020 ~~February 23, 2016~~.

	Substitute Permit or Certified Teacher Working as a Substitute	Substitute Permit or Regular Teaching License (after 45 days serving as an ECS substitute during each school year)	Retired Certified Teacher with Proof of Retirement
Full day	\$95.00	\$100.00	\$125.00
One-half (1/2) day	\$50.00	\$55.00	\$70.00

*Individuals who held a license issued by the Indiana Professional Standards Board or the Division of Professional Standards of the Indiana Department of Education who were employed by Elkhart Community Schools or another district, and who retired from Elkhart Community Schools or another district, are eligible to be compensated according to the wage specified above for "Retired Certified Teacher with Proof of Retirement."

Any substitute who holds an Indiana Professional, Provisional, Emergency, or an equivalent license issued by the Division of Teacher Training and Licensing of the Department of Public Instruction and who serves as a long-term substitute teacher in the same teaching position beyond fifteen (15) consecutive school days, shall be compensated in accordance with the Career Pathway Schedule for teachers of the school corporation. Compensation shall be as follows:

Teacher License	Level on Schedule	Daily Rate
Teacher License with Bachelors Degree	BS +5	\$ <u>216.00</u> 210.00
Teachers License with Masters Degree	MS +5	\$ <u>235.00</u> 230.00
Teacher License/Retired from ECS	Level at time of retirement	

When a substitute is employed to substitute for a special education paraprofessional, the employee shall be paid \$95.00 for each full day of employment in that position.

When a substitute is employed as a school nurse, the employee shall be paid \$100.00 per day for each full day of employment as a substitute school nurse.

The Director of Human Resources will review this policy annually with the Board of School Trustees prior to its last regular meeting in May.