

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

September 8, 2020

CALENDAR

Sep	8	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	22	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	13	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. CONSENT ITEMS:

- Minutes – August 25, 2020 – Public Work Session
- Minutes – August 25, 2020 – Regular Board Meeting
- Claims
- Gift Acceptance
- Fundraisers
- Extra-curricular Purchase Request
- Conference Leaves
- Grant Submissions
- Personnel Report

E. OLD BUSINESS

Board Policies - The administration presents proposed revisions to the following policies, as initially presented at the August 25th regular meeting.

Policy 0151 - Proposed Revised Organizational Meeting

Policy 0152 - Officers

Policy 0154 - Motions

Policy 0155 - Committees

Policy 0167.2 - Executive Session

Policy 0171.4 - Treasurer

2021 Board Meeting Schedule – The administration presents the proposed Board of School Trustees meeting schedule for 2021, as initially presented at the August 25th regular meeting.

F. NEW BUSINESS

Board Policy 3220.01C – Teacher Appreciation Grants – The administration presents Board Policy 3220.01C – Teacher Appreciation Grants, and asks to waive 2nd reading.

Teacher Appraisal Plan Update

SEL Program Update

Bid Award – The Business Office recommends Board approval of the Recommendation for Award for the Freshman Division construction Projects.

G. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

H. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

August 25, 2020

Elkhart High School, 2608 California Road, Elkhart – at 5:30 p.m.

Place/Time

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

The Board toured the new construction areas at Elkhart High School West and the new Engineering Technology and Innovation building.

Topics Discussed

The meeting adjourned at approximately 6:30 p.m.

Adjournment

APPROVED:

Signatures

Kellie L. Mullins, President

Babette S. Boling, Member

Carolyn R. Morris, Vice President

Susan C. Daiber, Member

Roscoe L. Enfield, Jr., Secretary

Rodney J. Dale, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana
August 25, 2020

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

Place/Time

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

President Kellie Mullins called the regular meeting of the Board of School Trustees to order.

Call to Order

Mrs. Mullins recited the Elkhart Promise.

The Elkhart Promise

Mrs. Mullins discussed the invitation to speak protocol.

By unanimous action, the Board approved the following consent items:

Consent Items

Minutes – August 11, 2020 – Public Work Session
Minutes – August 11, 2020 – Regular Board Meeting

Minutes

Payment of claims totaling \$9,347,324.57 as shown on the August 25, 2020, claims listing. (Codified File 2021-38)

Payment of Claims

The following donation made to Elkhart Community Schools (ECS): \$500 from the Brian and Amanda Jamison Charitable NE giving \$250 each to Elkhart High’s girls cross country and girls soccer programs; apparel valued at \$41,551.60 from Herff Jones representative, Rod Williams, who provided Class of 2020 tee shirts and sweatshirts to the graduating seniors of both Memorial and Central to help lift their spirits; a \$210 Amazon gift card from Cutting Edge Machine & Tool, Inc. to Amy Richardson’s kindergarten classroom for supplies; a 2004 Honda Civic LX (owner valued at \$3,000) from Richard and Loraine Fisher to the EACC for transportation training purposes; \$300 from Rob Hoffer of VALIC Financial Advisors for the new teacher orientation lunch; a \$500 anonymous donation for the United Music Program to assist with the purchase of instruments; \$50,000 from NIBCO, Inc. for the ETI Building Fund; and \$12,500 from Patrick Industries for renovations to Rice Field and North Side Gym.

Gift Acceptance

Proposed school fundraisers in accordance with Board policy. (Codified File 2021-39)	Fundraisers
Extra-curricular purchase request from West Side's athletic department to purchase trophies in the amount of \$716.50.	Extra-Curricular Purchase
	Personnel Report
A consent agreement regarding unpaid time for a certified staff member. (Codified File 2021-40)	Consent Agreement
Employment of the following (12) certified staff members for the 2020-2021 school year, effective on dates indicated: Sarah Bertsch - science at EHS East, 8/20/20 Patrick Brownell - commercial photography at EACC, 8/18/20 Riley Devenney - math at North Side, 8/10/20 Shannon Duley - grade 4 at Osolo, 8/19/20 Sharon Durkin - ENL at EHS East, 8/17/20 Kama Hardy - grade 3 at Pinewood, 8/20/20 Melissa Hertsel - computer operations at EACC, 8/10/20 Katherine Hewett - special education at Beck, 8/17/20 Maria Hite - special education at Daly, 8/17/20 Stephen Jones - auto technology at EACC, 8/21/20 Kathleen Kelly - special education intern at ESC, 8/10/20 Jennifer Wolfe - special education intern at ESC, 8/11/20	Certified Employment
Resignation of the following seven (7) certified staff members, effective on dates indicated: Aliya Caldwell - grade 2 at Woodland, 6/3/20 Kristin Dutton - diagnostician at Daly, 6/3/20 Kasey Lutrell - language arts at EHS West, 6/3/20 Kristin Milton-Watt - science at EHS East, 6/3/20 Emily Piggott - language arts at EHS West, 8/12/20 Caitlin Rappelli - social studies EHS West, 8/12/20 Terry Smith - social studies at EHS East, 6/3/20	Certified Resignations
Retirement of certified staff member, Kristin Weaver, special education at Bristol, effective 8/28/20, with 34 years of service.	Certified Retirement
Employment of classified employee, Tammy Oldenburg, effective 8/17/20.	Classified Employment
Retirement of classified employee, Elizabeth Elkins, food service at North Side, effective 12/18/20 with 15 years of service	Classified Retirement

Resignation of the following eighteen (18) classified employees, effective on dates indicated:

- Deron Anderson, bus helper at Transportation, 6/3/20
- Barry Beyer, paraprofessional at Cleveland, 6/3/20
- Tiffany Bice, food service at Daly, 6/3/20
- Caddabra Brown Nee Bernard, psychologist intern at Exceptional Learners, 6/5/20
- Tracy Fisher, social worker at Daly, 8/12/20
- Megan Hartman, paraprofessional at Eastwood, , 6/3/20
- Katrina Healy, paraprofessional at Cleveland, 8/28/20
- Crystal Howard, food service at Beardsley, 6/3/20
- Latonya Jennings, food service at West Side, 6/3/20
- Karen Mackowiak, paraprofessional at Osolo, 6/3/20
- Rosa Manay, bus helper at Transportation, 6/3/20
- Briana McKenzie, paraprofessional at Monger, 6/3/20
- Terri Neely, substitute teacher at Hawthorne, 6/3/20
- Kathleen Nussbaum, food service at Daly, 6/3/20
- Beth Porter, food service at Feeser, 6/3/20
- Shawn Powell, food service truck driver at Commissary, 6/3/20
- Rachelle Roberts, food service at West Side, 6/3/20
- Amber White, food service at EHS West, 6/3/20

Classified Resignations

Leave request for the following (2) classified employees on dates indicated: Alix Davis, bus driver at Transportation, beginning 8/17/20 and ending 1/1/21; and Sharmonique McDaniel, secretary at West Side beginning 8/19/20 and ending 1/1/21.

Classified Leave

Reassignment of the following two (2) classified employees to certified positions: Melissa Hertsel, computer operations at EACC; and Kathleen Kelly, special ed intern at Exceptional Learners.

Reassignments

By unanimous action, the Board approved revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan, as initially presented at the August 11th regular meeting. Doug Thorne, district counsel/chief of staff, reviewed the revisions add a farm technician position to assist at the Agricultural Community Center for Environmental Learning Lab (ACCELL).

Board Policy 3422.12S

By a vote of six to one (Weaver opposed), the Board approved new Board Policy 8450.01 – Protective Face Coverings During a Pandemic, as initially presented at the August 11th regular meeting. In response to Board inquiry, Mr. Thorne stated the policy does not obligate the wearing of face masks by either employees or students. The Re-entry Plan, approved by the Board, based on mandates issued by the County Health Department and guidance from both the Indiana Department of Health and CDC sets the requirement. The policy is only in effect when the school Board requires the wearing of face masks. The policy allows the school district to meet its due process requirement.

Board Policy 8450.01

The Board was presented the following policies for initial consideration: Policy 0151 - Proposed Revised Organizational Meeting; Policy 0152 - Officers; Policy 0154 - Motions; Policy 0155 - Committees; Policy 0167.2 - Executive Session; and Policy 0171.4 - Treasurer. Mr. Thorne reported the changes for each policy as follows: Policy 0151 - Proposed Revised Organizational Meeting: formalizes the current practice of having the Board president from the prior year presides over the organizational meeting in January, and updates changes under Indiana Code; Policy 0152 - Officers: adds statutory references; Policy 0154 - Motions: formalizes current practice and adds statutory references; Policy 0155 - Committees: clarifies committees are appointed by the Board; Policy 0167.2 - Executive Session: clarified what can be discussed related to real estate transactions during an Executive Session; and 0171.4 - Treasurer: companion to 0154 - Motions.

Bylaw Policies

The Board was presented the proposed 2021 Board of School Trustees' meeting calendar, for initial consideration.

2021 School Board Meeting Schedule

The Board received a financial report from Kevin Scott, chief financial officer for the period January 1 - July 31, 2020. The Board found the report to be in order. Mr. Scott also reported the Tax Anticipation Warrants (loans) from the Indiana Bond Bank were paid back today from the delayed spring property tax collection recently received. In addition, Mr. Scott responded to Board questions around the topic of school funding per student as it relates to eLearning. More discussion on this topic will occur at a future work session.

Financial Report

Mr. Scott, chief financial officer, stated claims are still performing at last year's levels.

Monthly Insurance Report

Superintendent Thalheimer provided a review of the COVID Dashboard.

From the Superintendent

Board member Rocky Enfield sharing public concerns regarding quality of food and the status of the high ability program.

From the Board

The meeting adjourned at approximately 8:00 p.m.

APPROVED:

Kellie L. Mullins, President

Carolyn R. Morris, Vice President

Roscoe L. Enfield, Jr., Secretary

Babette S. Boling, Member

Susan C. Daiber, Member

Rodney J. Dale, Member

Douglas K. Weaver, Member

Adjournment

Signatures



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: AUGUST 28, 2020

RE: DONATION APPROVAL - EACC

Steve Watts has donated a custom built computer with owner estimated value of \$1,500.00. This computer will be used in our Computer Networking class.

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

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

Steve Watts
4317 Douthart Place
Mishawaka, IN 46544



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: SEPTEMBER 3, 2020

RE: DONATION APPROVAL - EACC

MSC Inc. has donated a 1x Rigid Power Drive 300 pipe threader with an owner estimated value of \$3,660.00. This threader will be used in our Precision Machining class.

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

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

Michael Boyer
MSC Industrial Supply Co.
20921 Lahser Rd.
Southfield, MI 48033

September 8, 2020, Meeting of Board of School Trustees

School/Organiz ation	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High School/Tennis	Company sponsored banners to hang on tennis court fence. Coach will solicit. Proceeds will be used for uniforms, senior banners and senior night dinner.	9/1/2020 - 11/1/2020	8/21/2020	Ric Wiskotoni
Mary Feeser/Extra Curricular Fund	Continue selling fruit slushies to students during lunch. Students will order from their table and a slushie will be delivered to their seat. These funds will help raise money for after school activities, All Pro Dad's and Mom's breakfasts, etc.	9/14/2020 - 5/30/2021	9/2/2020	Micah Lambert
May Feeser/Extra Curricular Fund	Spirit wear will be sold to help raise funds for after school activities, All Pro Dad's and Mom's breakfasts. etc.	9/14/2020 - 10/2/2020	9/2/2020	Micah Lambert
	Please note the following fundraisers are presented for confirmation only.			
Mary Daly/Mary Daly PTO	The Mary Daly 5K Run was previously approved in the spring, but the event will be changing to a virtual run this October. Location will vary, but packet/shirt pick up will be a drive-thru at Mary Daly. Proceeds collected will be used for athletic uniforms, student learning nights, field trips, playground equipment, student awards, athletic and academic celebrations, and mom/dad breakfasts.	10/18/2020 - 10/31/2020	8/25/2020	Mary Daly School/ PTO Lisa Regan & Carolyn Lesperance

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

August 21, 2020

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Elkhart High East Athletic Dept./Extra Curricular	Recondition the JV and Varsity softball infields	\$4,200.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: September 3, 2020
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
September 8, 2020 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2020 - 2021 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA VISION CONFERENCE	\$0.00	\$0.00
This conference will cover topics to improve instructional quality, promote academic achievement, and improve the educational outcomes for students who are blind, have low vision, or who are Deaf-Blind. National presenters along with local speakers will provide engaging hands-on sessions that will provide tips and tricks that can easily be incorporated into the school setting. This information will get shared with teams of teachers working with students in our district that have visual impairments. This conference will be held virtually and there are no expenses. Elkhart, Indiana (attendance is virtual) October 26 - 27, 2020 (2 day's absence) JULENE FITCH - ELKHART ACADEMY (0-0) ASH-LEE TOWNSEND - ELKHART ACADEMY (0-0)		
	N/A	N/A
	\$0.00	\$0.00
2020 YEAR-TO-DATE EDUCATION FUNDS	\$9,391.88	\$1,330.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$0.00	\$0.00
2020 YEAR-TO-DATE OTHER FUNDS	\$54,652.13	\$4,465.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2021 YEAR-TO-DATE OTHER FUNDS	\$0.00	\$0.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$64,044.01	\$5,795.00

(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: September 3, 2020
 TO: Dr. Steve Thalheimer
 FROM: Brandon Eakins *BE*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 September 08, 2020 - Board of School Trustees Meeting**

2020-2021 CONFERENCES	EXPENSES	SUBSTITUTE
SREB Engaging Students Virtually: New Workshop Online/Zoom The SREB is offering three-session workshops for combining CTE instruction and PBL with virtual learning. Technology for supporting CTE content and PBL resources and instructional methods in virtual or hybrid settings. The more we can support and improve our virtual instruction can only benefit students and teachers. I will share the information I learn through after school PD sessions for teachers and self-created documents or videos for self-paced learning. Virtual Sept. 11,18 & 25 Oct. 7,14,21 2020 Traci Pankratz (0-0) Instructional Leadership	\$500.00	\$0.00
ACTE 2020 Conference It will allow me to have a workplace provisional license Virtual Sept. 19, 2020 Seth Barnett (0-0) Beth Davis (0-0) Melissa Hertsel (0-0) Stephen Jones (0-0) Laura Martin (0-0) Martin Mullins (0-0) Loreena Storer (0-0) Patrick Brownwell (0-0) Leadership	\$0.00 \$750.00	\$0.00
TOTAL	\$1,250.00	\$0.00
2020-21 YEAR-TO-DATE PERKINS FUNDS	\$0.00	\$0.00
GRAND TOTAL	\$1,250.00	\$0.00

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?
Digital Learning Capacity Building Grant	IDOE	ECS Instructional Technology	Brian Bennett	\$100,000	<p>There are three components to the grant:</p> <ol style="list-style-type: none"> 1. Software licenses to manage a micro-credential platform across the district 2. Training for instructional coaches and administrators on designing and implementing learning pathways for teacher professional development 3. Funds for teachers who participate in a training pathway to compensate their level of achievement and time spent developing. 	<p>ECS is facing an evolving challenge of effectively teaching students at home as well as in school. This grant from the IDOE is specifically targeted at building teacher capacity in digital instruction so students, whether at home or in person, are supported emotionally and academically while being challenged with a vibrant, engaging curriculum at all ages.</p> <p>These funds will allow Instructional Technology, in conjunction with Instructional Leadership, building leadership, SEL, SIOP, Sped, and other support roles in the district to develop training pathways teachers can complete to improve their own digital instruction. As a result, instructional staff will have building-based experts who can coach peers in the PLC process. Instructional Leadership and building leadership will have a view of which teachers in the district have reached proficiency in different areas of student support, allowing us to tap into local expertise for other training needs in the future.</p>	<p>We are requesting \$100,000 from the IDOE to augment work we are already doing with Title IV monies in the Technology Ambassador program. Our application identifies five areas of spending:</p> <ol style="list-style-type: none"> 1. Software and integration: \$12,275 - This includes all contracted services for technical work done by Concentric Sky, Inc. 2. Program leadership training: \$9,600 - An external PD led by Concentric Sky micro-credential experts for district and building leadership to identify areas for growth, set goals for the program, and enact systems for accountability. 3. Software platform training: \$4,391 - Two two-hour workshops led by Instructional Technology and Concentric Sky implementation specialists. These workshops train building leaders on how to use the micro-credential pathways for their staff growth goals. 4. PD pathway curriculum writing: \$18,200 - Funds for teachers to construct and roll out new micro-credential Pathways for staff to use in their professional development based on emerging needs. 5. Teacher PD stipends: \$55,534 - Funds to compensate teachers for time spent working through professional development pathways. 	8/28/2020



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: SEPTEMBER 8, 2020

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Travon Curry	Exceptional Learners/Special Ed Intern
David Heineman	Career Center/Automotive
Dolly Lozano	Exceptional Learners/Special Ed Intern
Benjamin McClintic	West Side/Health
Anna Miller	North Side/Science
Allison Schrock	Daly/Grade 6 (temporary contract)
Tammie Thompson	West Side/Language Arts

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

Katherine Bueter	Hawthorne/Grade 2	38 Years of Service	Eff: 12/18/20
Cheryl Waggoner	Director of HR	34 Years of Service	Eff: 6/30/21

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

Mary Brown Began: 8/15/17	Monger/Special Education Resign: 6/3/20
Crystal Davis Began: 8/14/18	Pinewood/Physical Education Resign: 9/18/20
Brenda Estrada Began: 8/10/20	Monger/Intervention Resign: 8/20/20

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

CLASSIFIED

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

Nathaniel Blodgett	Transportation/Mechanic
Began: 7/7/20	PE: 8/25/20

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

Floyd Meherg	Transportation/Bus Helper
Began: 4/2/12	Resign: 8/25/20

Georgiana Miller	Transportation/Bus Helper
Begin: 2/18/20	Resign: 9/1/20

Mara Scott	Bristol/Paraprofessional
Began: 8/13/19	Resign: 8/11/20

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

Jacques Black	Roosevelt/Social Worker
Begin: 9/17/20	End: 6/4/21

Irenna Coleman	Elkhart West/Food Service
Begin: 9/1/20	End: 10/1/20

Jocelyn Gordon	Elkhart West/Food Service
Begin: 8/26/20	End: 9/18/20

Robert Gray	Pierre Moran/Food Service
Begin: 8/24/20	End: 9/29/20

Haley Kidder	Transportation/Bus Driver
Begin: 9/2/20	End: 9/18/20

Cheyenne Magyar	Transportation/Bus Driver
Begin: 8/27/20	End: 1/4/21

Christina Miller	Transportation/Bus Driver
Begin: 8/25/20	End: 10/1/20



Kelsey Rockstroh
Begin: 10/12/20

Feeser/ Registered Nurse
End: 10/21/20

- d. **Re-assignment** – We recommend the approval of reassignment of the following classified employees to certified positions:

Travon Curry

Exceptional Learners/Special Ed Intern

Dolly Lozano

Exceptional Learners/Special Ed Intern

- e. **Rescission of a Resignation** – We recommend acceptance of the rescission of a resignation for the following employees:

Beth Porter

Feeser/Food Service

Crystal Howard

Beardsley/Paraprofessional

- f. **Resignation Revision** – We recommend the revision of the resignation date reported on August 25, 2020, Board Report of the following employee:

Shawn Powell
Began: 8/12/19

Commissary/Food Svc Truck Driver
Resign: 9/4/20



Book	Policy Manual
Section	0000 Bylaws
Title	Technical Correction Bylaw - Proposed Revised ORGANIZATIONAL MEETING (as presented during the 8/25/20 BST Meeting)
Code	po0151
Status	
Adopted	November 22, 2016
Last Revised	September 8, 2020
Last Reviewed	September 8, 2020

0151 - ORGANIZATIONAL MEETING

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

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I.C. 20-26-4-1

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

Legal	I.C. 20-26-4-1
	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C 5-14-3 Access to Public Records Act

Book	Policy Manual
Section	0000 Bylaws
Title	Technical Correction Bylaw - Proposed Revised - OFFICERS (as presented during the 8/25/20 BST meeting)
Code	po0152
Status	
Adopted	November 22, 2016
Last Revised	September 8, 2020
Last Reviewed	September 8, 2020

0152 - **OFFICERS**

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

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

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

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

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I.C. 20-26-4-1

Legal	I.C. 20-26-4-1
	I.C. 5-14-1.5-2(b) Definition of "governing body"
	I.C. 5-14-3 Access to Public Records Act

Book	Policy Manual
Section	0000 Bylaws
Title	Proposed Revised MOTIONS (as presented during the 8/25/20 BST meeting)
Code	po0154
Status	
Adopted	November 22, 2016
Last Revised	September 8, 2020
Last Reviewed	September 8, 2020

0154 - **MOTIONS**

The Board shall, at the organizational meeting:

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

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

Book	Policy Manual
Section	0000 Bylaws
Title	Proposed Revised COMMITTEES (as presented during the 8/25/20 BST meeting)
Code	po0155
Status	
Adopted	November 22, 2016
Last Revised	September 8, 2020
Last Reviewed	September 8, 2020

0155 - **COMMITTEES**

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

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

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

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

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

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

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

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

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

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

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

Book	Policy Manual
Section	0000 Bylaws
Title	Proposed Revised EXECUTIVE SESSION (as presented in the 8/25/20 BST meeting)
Code	po0167.2
Status	
Adopted	November 22, 2016
Last Revised	September 8, 2020
Last Reviewed	September 8, 2020

0167.2 - **EXECUTIVE SESSION**

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

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

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

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

Legal

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

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

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

Book	Policy Manual
Section	0000 Bylaws
Title	Proposed Revised TREASURER (as presented during the 8/25/20 BST meeting)
Code	po0171.4
Status	
Adopted	November 22, 2016
Last Revised	September 8, 2020
Last Reviewed	September 8, 2020

0171.4 - **TREASURER**

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

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

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

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

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

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Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED TEACHER APPRECIATION GRANTS
Code	po3220.01C
Status	
Adopted	September 12, 2017
Last Revised	September 10, 2019
Last Reviewed	September 8, 2020

3220.01C - **TEACHER APPRECIATION GRANTS**

The Board of School Trustees adopts this policy for the purpose of determining the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September ~~15th~~, 2020~~19~~.

Definitions:

For purposes of this policy, the following definitions apply:

The term "teacher" means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

The Corporation shall distribute the teacher appreciation grant funds it receives as follows:

- A. The Corporation shall not allocate a percentage of the Teacher Appreciation Grant funds received to provide a supplemental award to each teacher with less than five (5) years of service who is rated as highly effective or effective on the most recent performance evaluation;
- B. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- C. A cash stipend in an amount that is twenty-five percent (25%) more than the stipend given the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

Revised 9/11/18

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Legal	I.C. 20-18-2-22
	I.C. 20-28-1-7
	I.C. 20-43-10-3.5

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2021

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

A public work session is held at 5:30 p.m. preceding each regular meeting in the J. C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

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

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

The annual Board retreat/public work session is scheduled February 25 and 26, 2021, time and location to be determined.

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Administrative Assistant to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.

Approved by Board – _____



BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

Date: September 3, 2020

To: Board of School Trustees

From: Anthony J. Gianesi

RE: Recommendation for Award: Elkhart High School Freshman Division

On September 3, 2020 bids were received for the Elkhart High School Freshman Division project.

All bids have been reviewed by Elkhart Community Schools and the J. Lake Architecture/JPR/Primary Engineering design team for compliance with plans and specifications prepared by J. Lake Architecture/JPR/Primary Engineering.

The Business Office recommends award of a contract in the amount enumerated below to Ziolkowski Construction, Inc., of South Bend, Indiana as the lowest and best, most responsive and most responsible bidder. The Business Office also recommends, as part of the contract, award of the alternates listed below that conform to the budgetary constraints of the projects.

Base Bid:	\$3,029,000.00
Alternate No. R1 (additional roofing):	\$ 324,000.00
Alternate No. R2 (additional roofing):	\$ 405,000.00
Alternate No. R3 (additional roofing)	\$ 348,000.00
Alternate No. R4 (additional roofing)	\$ 398,000.00
TOTAL:	\$4,504,000.00

The project includes the renovation of several areas in the current Elkhart High School East building to prepare the building for the opening of the Elkhart High School Freshman Division for school year 2021-2022, which is part of Elkhart High School. Construction will include a new Intense Interventions area, a new Young Adult Program area, a new Adult Education area, a new elevator, and replacement of 50% of the existing roofing.

Funding for this project will come from the bond for the Elkhart High School Freshman Division project.



Anthony J. Ganesi
Chief Operating Officer

encl





J. Lake Architecture & Design
 129 Quartermaster Court
 Jeffersonville, IN 47130

502.802.8797
 www.jlakearch.com
 jamie.lake@jlakearch.com

Project: 2020 IMPROVEMENT PROJECTS
PROJECT NO. 3 - ELKHART HIGH SCHOOL-FRESHMAN DIVISION
 Elkhart Community Schools
 Elkhart, Indiana

Project No: 19-01-04
 Date: Thursday, September 3, 2020
 Time: 10:00 AM EDT
 Location: J.C. Rice Educational Services Center

BID TABULATION FORM

BIDDER	BASE BID	ALTERNATE L1 INTERIOR LIGHTING REPLACEMENT	ALTERNATE L2 INTERIOR LIGHTING REPLACEMENT	ALTERNATE L3 INTERIOR LIGHTING REPLACEMENT	ALTERNATE L4 INTERIOR LIGHTING REPLACEMENT	ALTERNATE L5 INTERIOR LIGHTING REPLACEMENT	ALTERNATE L6 INTERIOR LIGHTING REPLACEMENT	ALTERNATE L7 INTERIOR LIGHTING REPLACEMENT	ALTERNATE L8 EXTERIOR LIGHTING REPLACEMENT	ALTERNATE R1 ROOF REPLACEMENT	ALTERNATE R2 ROOF REPLACEMENT	ALTERNATE R3 ROOF REPLACEMENT	ALTERNATE R4 ROOF REPLACEMENT	ALTERNATE W1 WINDOW REPLACEMENT
Ziolkowski Construction, Inc.	3,029,000.00	278,000.00	123,000.00	274,000.00	164,000.00	343,000.00	42,000.00	61,000.00	20,000.00	324,000.00	405,000.00	348,000.00	398,000.00	84,000.00
		Base Bid + All Roofing Alternates =										\$4,504,000.00		
Larson-Danielson Construction Co. Inc.	3,121,318.00	282,570.00	124,973.00	310,051.00	167,332.00	349,078.00	43,249.00	61,904.00	20,787.00	330,865.00	413,347.00	355,489.00	407,008.00	88,903.00
		Base Bid + All Roofing Alternates =										\$4,628,027.00		
Gibson-Lewis, LLC	3,021,100.00	282,000.00	124,000.00	95,000.00	167,000.00	348,000.00	43,000.00	62,000.00	21,000.00	328,000.00	410,000.00	353,000.00	404,000.00	90,000.00
		Base Bid + All Roofing Alternates =										\$4,516,100.00		
Brown and Brown General Contractors, Inc.	2,997,000.00	268,400.00	147,000.00	265,000.00	174,500.00	367,000.00	25,700.00	58,600.00	15,500.00	347,000.00	434,000.00	373,000.00	388,000.00	93,600.00
		Base Bid + All Roofing Alternates =										\$4,539,000.00		
Michiana Contracting, Inc.	3,346,400.00	246,000.00	134,900.00	243,400.00	160,100.00	336,600.00	23,400.00	53,600.00	14,200.00	336,200.00	420,400.00	361,600.00	413,900.00	89,600.00
		Base Bid + All Roofing Alternates =										\$4,878,500.00		



J. Lake Architecture & Design
129 Quartermaster Court
Jeffersonville, IN 47130
502.802.8797

www.jlakearch.com
jamie.lake@jlakearch.com

September 3, 2020

Tony Giansi, Chief Operating Officer
Elkhart Community Schools

JC Rice Educational Services Center
2720 California Road
Elkhart, IN 46514
574-262-5563 phone
574-320-5415 mobile
tgiansi@elkhart.k12.in.us

RE: **2020 IMPROVEMENT PROJECTS**
PROJECT NO. 3 - ELKHART HIGH SCHOOL-FRESHMAN DIVISION
Elkhart Community Schools
Elkhart, Indiana

Dear Tony,

Bids were received at the JC Rice Educational Services Center at 10:00 AM on Thursday, September 3, 2020 for the above-referenced project. Once received, the bidders were asked to leave the premises and join the bid opening conducted via online conference, during which time the bids were publicly opened and read aloud.

Proposals from Five (5) bidders were received.

All bids submitted were received and logged in prior to the required bid opening time.

A hard copy of all original bid information received was given to you at the bid opening for your official project files and records, including the financial statements.

I retained the duplicate copy of the proposal forms and information for further review.

No financial statements or financial records have been scanned or retained by our office.

I have reviewed the bid information submitted and the proposal requirements for bidding.

To the best of my knowledge and abilities, all bids appear to be responsive, complete, and free from irregularities.

In review of the budget with you, Bill Drehmel, and Kevin Scott, it appears we can award the Base Bid and all four (4) of the Alternate Bids for Roofing Replacement.

We would not accept any of the eight (8) Alternate Bids for the Lighting Replacement or the one (1) Alternate Bid for window Replacement at this time.

Registered Architect:

Registered Interior Designer:

Professional Affiliations:

Indiana #19900007 • Kentucky #5066 • NCARB #51592

Indiana #00411

American Institute of Architects #30121121

Design-Build Institute of America #1132378 • Construction Specifications Institute #2051104



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It is my recommendation to award the Contract for Construction to **Ziolkowski Construction, Inc.** as the lowest and best, most responsive, and most responsible bid for Project No. 3-Elkhart High School-Freshman Division in the total amount of \$4,504,000.00 as follows:

\$3,029,000	Base Bid
\$ 324,000	Alternate R1
\$ 405,000	Alternate R2
\$ 348,000	Alternate R3
\$ 398,000	Alternate R4
\$4,504,000.00	Total Contract Sum

Sincerely,

A handwritten signature in black ink that reads 'j.lake' in a cursive style, matching the company logo.

Jamie Lake, AIA, RID, NCARB, CSI
Architect, President, CEO

Enclosed: (1) Bid Tabulation

Cc: Bill Drehmel, Director of Building Services
Kevin Scott, Chief Financial Officer
Ed Kowalczyk, Jones Petrie Rafinski
Michael Lubbehusen, Primary Engineering
Logan Dant, Primary Engineering

File: 19-01-04/P3-E