

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 10, 2021

CALENDAR

| | | | |
|-----|----|-----------|--|
| Aug | 10 | 5:30 p.m. | Executive Session, J.C. Rice Educational Services Center |
| Aug | 10 | 6:00 p.m. | Public Work Session, J.C. Rice Educational Services Center |
| Aug | 10 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Aug | 24 | 6:00 p.m. | Public Work Session, J.C. Rice Educational Services Center |
| Aug | 24 | 7:00 p.m. | Regular Board Meeting, J.C. Rice Educational Services Center |
| Sep | 14 | 6:00 p.m. | Public Work Session, J.C. Rice Educational Services Center |
| Sep | 14 | 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 – July 27, 2021 – Public Work Session
- Minutes – July 27, 2021 – Regular Board Meeting
- Claims
- Gift Acceptance
- Fundraiser
- Personnel Report

E. OLD BUSINESS

Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The Administration presents proposed revisions to Board Policy 3421.01A – Professional Staff Contracts and Compensation Plan (Administrators), as initially presented at the July 27th regular meeting.

Administrative Regulation INB – School Admissions - The Administration presents proposed revisions to Administrative Regulation INB – Procedure for Controversial Issues and Materials, as initially presented at the July 13th regular meeting.

Administrative Regulation JEA – School Admissions - The Administration presents proposed revisions to Administrative Regulation JEA – School Admissions, as initially presented at the July 27th regular meeting.

F. NEW BUSINESS

Board Policy 0164.4 – Meeting of the Board Defined – The Administration presents proposed revisions to Board Policy 0164.4 – Meeting of the Board Defined, for initial consideration.

Board Policy 0164.5 – Member Participation in Meetings through Electronic Means of Communication – The Administration presents proposed new Board Policy 0164.5 – Member Participation in Meetings through Electronic Means of Communication, for initial consideration.

Board Policy 0164.6 – Meetings During Declared Disaster Emergencies – The Administration presents proposed new Board Policy 0164.6 – Meetings During Declared Disaster Emergencies, for initial consideration.

Board Policy 0167.1 – Voting – The Administration presents proposed revisions to Board Policy 0167.1 – Voting, for initial consideration.

Board Policy 3220.01C – Teacher Appreciation Grants – The Administration presents proposed revisions to Board Policy 322.01C – Teacher Appreciation Grants, for initial consideration.

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan – The Administration presents proposed revisions and asks to waive 2nd reading of Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan.

Administrator Conflict of Interest – Elkhart Community School’s administrators disclose potential conflict of interest statements.

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

July 27, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:00 p.m.

Place/Time

| | | |
|------------------------|---|---|
| Board Members Present: | Roscoe L. Enfield, Jr. Dacey S. Davis Troy E. Scott | Babette S. Boling Kellie L. Mullins Anne M. VonDerVellen Douglas K. Weaver |
|------------------------|---|---|

Roll Call

| | | |
|--------------------|------------------|-------------|
| ECS Staff Present: | Steve Thalheimer | Doug Thorne |
|--------------------|------------------|-------------|

The Board discussed the Parents Bill of Rights provided by Indiana Attorney General Todd Rokita; future work session topics Student Services update/program, Instructional Leadership updates on Foundations, Math Expressions, and Projects Based Learning; and Human Resources updates. The Board provided direction to Mr. Thorne regarding Board policy and the live streaming and virtual attendance of Board meetings. A Board member inquired about Elkhart Community Schools signage for the Aquatics Center and the administration agreed to work on providing an update. Dr. Thalheimer shared a memo regarding EHS Student Government seeking permission to have a parade prior to the Homecoming football game. Board members were also provided information regarding the demographics and credits earned from the dual credit and early college programs. Board members requested a future executive session to discuss some ideas from a citizen regarding things they can do better.

Topics Discussed

The meeting adjourned at approximately 6:50 p.m.

Adjournment

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Babette S. Boling, Member

Dacey S. Davis, Vice President

Kellie L. Mullins, Member

Troy E. Scott, Secretary

Anne M. VonDerVellen, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

July 27, 2021

| | | | |
|---|---|---|----------------------------|
| J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m. | | | Place/Time |
| Board Members Present: | Roscoe L. Enfield, Jr. Dacey S. Davis Troy E. Scott | Babette S. Boling Kellie L. Mullins Anne M. VonDerVellen Douglas K. Weaver | Roll Call |
| Board president, Rocky Enfield, called the regular meeting of the Board of School Trustees to order. | | | Call to Order |
| Mr. Enfield recited the Elkhart Promise. | | | The Elkhart Promise |
| Mr. Enfield discussed the invitation to speak protocol. | | | |
| By unanimous action, the Board moved to separate the personnel report from the consent agenda items. The Board approved the following personnel recommendations: | | | Personnel Report |
| Administrative appointment of certified staff member, Viressa Davis, principal at Pierre Moran, effective 8/2/21. | | | Administrative Appointment |
| Employment of the following five (5) certified staff members for the 2021-2022 school year, effective 8/9/21: Megan Lemley – grade 2 at Feeser Jocelyn Padgett – grade 1 at Clevelend Austin Quick – career readiness at West Side Emily Sparks – grade 6 at Osolo Agnes Toroczka – math at Pierre Moran | | | Certified Employment |
| Retirement of certified staff member, Valerie Priller, principal at Beardsley, effective 6/16/21 with 21 years of service. | | | Certified Retirement |
| Administrative transfer of certified staff member, Keith Baker, assistant principal at the Freshman Division, effective 8/2/21. | | | Administrative Transfer |
| Leave for certified staff member, Brooke Patterson, kindergarten at Beardsley, beginning 8/9/21 and ending 5/27/22. | | | Certified Leave |

| | |
|--|-------------------------|
| <p>Resignation of the following nineteen (19) certified staff members on dates indicated:</p> <ul style="list-style-type: none"> Whitney Baird – science at EHS, 7/15/21 Kaitlyn Banks – grade 3 at Pinewood, 6/3/21 Timothy Borg – health at Pierre Moran, 6/3/21 Tricia Dailey – grade 3 at Feeser, 6/3/21 Wendy Goley – grade 4 at Beardsley, 6/3/21 Haley Hartle – intervention at Hawthorne, 6/3/21 Maria Hernandez – ENL at EHS West, 6/3/21 Megan Lewis – language arts at EHS West, 6/3/21 Alexandra Lyon – social studies at West Side, 6/3/21 Paul McClelland – science at EHS East, 6/3/21 Kris Miller – special education at EHS West, 6/3/21 Lindsey Morehouse – grade 2 at Roosevelt, 6/3/21 Kristine Nass – language arts at North Side, 6/3/21 Mark Nowak – grade 4 at Riverview, 6/3/21 Corin Sailor – language arts at EHS West, 6/3/21 Emily Sefcheck – grade 1 at Feeser, 6/3/21 Katie Smith – math at West Side, 6/3/21 Kaylee Traver – grade 4 at Hawthorne, 6/3/21 Julie Williams – grade 3 at Beardsley, 6/3/21 | Certified Resignations |
| <p>Employment of classified employee, Jakob Lazzaro, reporter and assignment editor for WVPE, effective 7/27/21.</p> | Classified Employment |
| <p>Resignation of the following six (6) classified employees, effective on dates indicated:</p> <ul style="list-style-type: none"> Maria Gonzalez – paraprofessional at Riverview, 6/3/21 Deborah Grimes – food service at Pierre Moran, 6/4/21 Haley Kidder – bus driver at Transportation, 6/3/21 Darcey Mitschelen – program manager at alternative education, 8/27/21 Kelsey Rockstroh – registered nurse at Woodland, 8/13/21 Traci Thomas – secretary at Food Service, 6/30/21 | Classified Resignations |
| <p>Resignation revision for classified employee, Lucas Shirey, custodian at EHS East effective 6/11/21.</p> | Revision of Resignation |
| <p>Amend the personnel report to remove the termination of a classified employee.</p> | Amendment |
| <p>By unanimous action, the Board approved the following consent items:</p> | Consent Items |
| <ul style="list-style-type: none"> Minutes – July 13, 2021 – Public Work Session Minutes – July 13, 2021 – Regular Board Meeting | Minutes |
| <p>Payment of claims totaling \$8,137,557.74 as shown on the July 27, 2021, claims listing. (Codified File 2122-11)</p> | Payment of Claims |

| | |
|---|--------------------------------------|
| <p>The following donations were made to Elkhart Community Schools (ECS): Donations of \$500.00 from Patrick Industries, Inc., care of Jason Teich, and \$500.00 from Ally Teich, in memory of Garry and Pam Feleccia, for the EHS volleyball program.</p> | <p>Gift Acceptance</p> |
| <p>Grant: Innovation grants totaling \$12,888.00 and extra-curricular grants totaling \$13,949.00 from the Elkhart Education Foundation (Codified File 2122-12)</p> | <p>Grant Acceptance</p> |
| <p>Proposed school fundraisers in accordance with Board policy. (Codified File 2122-13)</p> | <p>Fundraisers</p> |
| <p>An extra-curricular purchase request EHS purchase 4th Generation Theragun (2) and a Mobile Hydrocollator unit for the athletic training department in the amount of \$2,353.69.</p> | <p>Extra Curricular Purchase</p> |
| <p>By unanimous action, the Board approved conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 27, 2021 listings. (Codified File 2122-14)</p> | <p>Conference Leave Requests</p> |
| <p>The Board was presented proposed revisions to Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators), for initial consideration. Doug Thorne, District Counsel/Chief of Staff, stated the policy has been updated in an effort to create transparency for each individual position as well as clear guidance on the placement of employee on the salary schedule. Mr. Thorne noted language was added back in regarding the annual base salary amount, there is no build in increase for administrators, and a process has been established for Board members to have a voice.</p> | <p>Board Policy 3421.01A</p> |
| <p>The Board was presented proposed revisions to Administrative Regulation EEA – School Admissions, for initial review. Mr. Thorne stated the suggested changes modify required information parents must provide when enrolling a student. Said changes allow for more flexibility in an effort get students enrolled and in the classroom more quickly. In response to Board inquiry, Mr. Thorne said a recommendation for vision checkups could be added we should be careful not to place additional strain on families by making it a “requirement”. Mr. Thorne also informed Board members of the Lucille Wilcox and William Miller funds which are used to help students with medical and dental needs.</p> | <p>Administrative Regulation JEA</p> |
| <p>By unanimous action, the Board adopted a Resolution for Guaranteed Energy Savings to accept the proposal of Performance Services, Inc. to be the Qualified Provider. (Codified File 2122-15)</p> | <p>Resolution</p> |
| <p>The Annual Financial Report was shared with the Board and will be published as required by state law between August 1 and 15. (Codified File 2122-16)</p> | <p>Annual Financial Report</p> |

| | |
|---|---------------------------------|
| <p>The Board received a financial report from Kevin Scott, Chief Financial Officer, for the period January 1 – June 30, 2021 which showed improvement from last year but he did express concern about enrollments for 2021-2022. Nationally, in the Fall of 2020, kindergarten enrollments are reported to be down 9%. The Board found the report to be in order.</p> | <p>Financial Report</p> |
| <p>Mr. Scott presented the monthly insurance update noting claims were better than June; comparison of prior year is difficult due to COVID.</p> | <p>Monthly Insurance Update</p> |
| <p>Superintendent Thalheimer read Elkhart Community Schools’ statement about Critical Race Theory (CRT) assuring the public that ECS has not adopted nor will they endorse CRT.</p> | <p>From the Superintendent</p> |
| <p>An audience member thanked Dr. Thalheimer for making the statement for Elkhart Community Schools regarding CRT.</p> | <p>From the Audience</p> |
| <p>Carolyn Lesperance, principal at Feeser, thanked Dr. Denise Seger, Director of Human Resources, for doing such a great job. She also recognized Tracy Kelm, who was named the academic dean at Feeser.</p> | <p>From the Audience</p> |
| <p>Dr. Thalheimer thanked the Instructional Leadership team for all their hard work getting things ready for the teachers and administrators returning this fall.</p> | <p>From the Superintendent</p> |
| <p>Dr. Thalheimer also thanked Beth Williams, Director of Federal Programs, for all her hard work on the ESSER III and 21st Century Grants.</p> | <p>From the Superintendent</p> |

The meeting adjourned at approximately 8:07 p.m.

APPROVED:

Roscoe L. Enfield, Jr., President

Dacey S. Davis, Vice President

Troy E. Scott, Secretary

Babette S. Boling, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

Douglas K. Weaver, Member

Adjournment

Signatures



ELKHART 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

DATE: June 23, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley
Elkhart High School Athletic Department

RE: Donation Approval – Optimus Industries LLC

A donation in the amount of \$500.00 has been given to the Elkhart High School girls' soccer program from Optimus Industries LLC. This donation will help with the continued success of our girls' soccer program.

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:

Optimus Industries LLC
2998 Paul Dr.
Elkhart, IN 46514



ELKHART 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

DATE: July 28, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley/Jacquie Rost
Elkhart High School Athletic Department

RE: Donation Approval – Community Foundation of Elkhart County

A donation in the amount of \$900.00 has been given to the Elkhart High School football program from the Community Foundation of Elkhart County – Elkhart Blue Blazer Fund. This donation will help with the continued success of our football program.

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:

Community Foundation of Elkhart County
300 Nibco Parkway, Suite 301
Elkhart, IN 46516



ELKHART 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

DATE: June 29, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley
Elkhart High School Athletic Department

RE: Donation Approval – COE

A donation in the amount of \$1,000.00 has been given to the Elkhart High School football program from COE. This donation will help with the continued success of our football program.

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:

COE
Attn. Travon Curry
1315 Grant St
Elkhart, IN 46514



ELKHART 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

DATE: August 4, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley/Jacquie Rost
Elkhart High School Athletic Department

RE: Donation Approval – Linda Homo

A donation in the amount of \$1,500.00 has been given to the Elkhart High School boys' cross country program from Linda Homo. This donation will help with the continued success of our boys' cross country program.

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

Linda Homo
3515 Grady Blvd.
Elkhart, IN 46516



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

**TO: BOARD OF SCHOOL TRUSTEES
SUPERINTENDENT STEVE THALHEIMER**

FROM: KEVIN SCOTT

DATE: AUGUST 2, 2021

SUBJECT: GIFT ACCEPTANCE

Patrick Industries, Inc. has made a donation in the amount \$12,500 to Elkhart Community Schools for renovations to Rice Field and North Side Gym.

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. Todd Cleveland
Patrick Industries, Inc.
107 W Franklin Street
Elkhart IN 46514

| School/Organization | Fundraising Activity Description/Purpose | Date(s) of Activity | Date Submitted | Sponsor(s) |
|----------------------------|--|----------------------|----------------|---------------------------|
| Elkhart High - Boys Soccer | Players will sell mums to help purchase team hoodies as well as support the end of the season banquet and senior recognition. | 8/15/21 - 8/30/21 | 7/29/2021 | Todd Sheely |
| Elkhart High - Orchestra | The orchestra will have a mum sale to raise money for orchestra expenses and student expenses related orchestra trips, uniforms, maintenance, etc. | 8/16/21 - 8/30/21 | 7/27/2021 | Kyle Weirch & Jim Keranen |
| Elkhart High - Volleyball | The team will sell laundry soap pails in order to pay for volleyball player packages. | 8/7/2021 - 8/16/2021 | 7/26/2021 | Jacque Rost |
| | | | | |
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| | | | | |
| | Please note the following fundraisers are presented for confirmation only. | | | |
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TO: DR. STEVEN THALHEIMER
FROM: DR. DENISE SEGER
DATE: AUGUST 10, 2021

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of a consent agreement regarding unpaid time.
- b. **Agreement** – We recommend the approval of an agreement regarding retention.
- c. **New Certified Staff** – We recommend the following new certified staff for employment in the 2021-22 school year:

| | |
|---------------------------|---|
| Cory Bures | West Side/Social Studies |
| Lorie Hite | EHS Human Services/Language Arts |
| Shennendoah Hoffer | Freshman Division/Art |
| Carlie Johnson | Pinewood/Grade 1 |
| James McClain | EHS Human Services/Math |
| Patrick Misner | EHS ETI/Language Arts |
| Natalie Phillips | Exceptional Learner/Speech Pathologist |
| Joanna Rushenberg | Feeser/Grade 4 |
| Conor Sadauskas | Eastwood/Music |
| Alexander Seymour | Freshman Division/Music |
| Morgan Tepe | Beardsley/Kindergarten |
| Jennifer VanDoren | Beardsley/Grade 5 |

- d. **Retirement** – We report the retirement of the following employee effective June 3, 2021:

| | | |
|---------------------|------------------------|----------------------------|
| Matthew Howe | West Side/Media | 23 Years of Service |
|---------------------|------------------------|----------------------------|

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

Heather Ashton
Began: 3/30/18

Freshman Division/Art
Resign: 6/3/21

Danielle Carlson
Began: 8/10/20

Elkhart West/Science
Resign: 6/3/21

Carrie Clark
Began: 8/15/11

Career Center/Health Occupations
Resign: 6/3/21

Brett Cramer
Began: 2/1/21

Elkhart Academy/Special Education
Resign: 8/24/21

Christine Erlacher
Began: 8/13/14

Pinewood/Grade 4
Resign: 6/3/21

Kelly Harrington
Began: 8/18/14

EHS A&C/Art
Resign: 6/3/21

Heather Heston
Began: 8/15/17

West Side/Language Arts
Resign: 8/24/21

Jeremy Hren
Began: 8/13/07

Elkhart East/Science
Resign: 6/3/21

Nicole Martinez
Began: 9/15/14

Beardsley/ENL
Resign: 6/3/21

James Meuninck
Began: 8/23/99

Osolo/Grade 6
Resign: 6/3/21

Kent Miller
Began: 8/14/18

Freshman Division/Math
Resign: 8/28/21

Lora Mulstay
Began: 8/13/14

Eastwood/Grade 5
Resign: 8/28/21

Kristina O'Donnell
Began: 8/14/18

West Side/Language Arts
Resign: 6/3/21

Lauren Schmidt
Began: 1/7/19

EHS Business Relation/Business
Resign: 8/26/21

Gregg Sims Jr.
Began: 8/13/19

Pinewood/Grade 6
Resign: 6/3/21

Taylor Sotebeer
Began: 8/10/20

Eastwood/Grade 2
Resign: 6/3/21



Trenton Snyder
Began: 8/10/20

Elkhart West/Science
Resign: 6/3/21

Barbara Starr
Began: 12/4/17

Pierre Moran/Science
Resign: 6/3/21

Tammie Thompson
Began: 8/10/20

West Side/Language Arts
Resign: 6/3/21

CLASSIFIED

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

Zaria Anderson
Began: 3/8/18

Transportation/ Bus Driver
Resign: 6/3/21

Vilma Carrocio Ortiz
Began: 11/8/18

Elkhart East/ Paraprofessional
Resign: 6/3/21

Andrew Chapman
Began: 2/5/18

Tech Services/Support Technician
Resign: 7/16/21

Alix Davis
Began: 1/6/20

Transportation/Bus Driver
Resign: 6/3/21

Lynne Lee
Began: 3/16/15

Transportation/Bus Helper
Resign: 6/3/21

Paige Link
Began: 3/25/19

Feeser/Paraprofessional
Resign: 6/3/21

Kamryn Miller
Began: 2/18/20

Riverview/Paraprofessional
Resign: 6/3/21

Raegan Minear
Began: 8/10/20

Pierre Moran/Social Worker
Resign: 6/7/21

Katie Mochamer
Began: 2/22/21

Riverview/Paraprofessional
Resign: 6/3/21

Kelly Neff
Began: 1/27/20

EHS/Paraprofessional
Resign: 6/3/21



Amanda Norman
Began: 9/17/18

Daly/Paraprofessional
Resign: 6/3/21

Chase Smith
Began: 8/19/20

Beardsley/Registered Nurse
Resign: 6/4/21

Brenda White
Began: 9/10/19

Woodland/Food Service
Resign: 6/3/21

Toya Wiley
Began: 8/23/12

Transportation/Bus Driver
Resign: 6/3/21

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

Al Haynes
Began: 9/29/08

North Side/Custodian
Retire: 8/03/21
12 Years of Service

Terri Liponoga
Began: 4/24/00

EHS/Paraprofessional
Retire: 6/3/21
21 Years of Service

Mark E. Miller
Began: 8/19/91

Building Services/Mail Truck
Retire: 1/4/22
30 Years of Service

Leticia Najar
Began: 8/22/05

West Side /Technical Assistant
Retire: 6/3/21
15 Years of Service

c. **Termination**—We report the termination of the following employee:

Latell Washington
Began: 2/3/20

Monger/Custodian
End: 8/10/21
Policy: 3139.01S

d. **Reassignment** – We recommend the approval of reassignment of the following certified employee to a classified position effective 2021-22 school year:

Carrie Clark

EHS/Registered Nurse



- e. **Reassignment** – We recommend the approval of reassignment of the following classified employee to a certified position effective 2021-22 school year:

Jennifer VanDoren

Beardsley/Paraprofessional

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

Kimberly Jones

Begin: 8/21/21

Freshman Division/Paraprofessional

End: 1/7/22

- g. **Death** - We regretfully report the death of the following employee:

Brandy Albright

Deceased: 7/27/21

Transportation/Bus Driver

4 Years of Service



Book Policy Manual

Section 3000 Personnel

Title PROPOSED REVISED PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (Administrators)

Code po3421.01A (includes recommendations from the 7/27/2021 BST meeting)

Status

Adopted December 13, 2016

Last Revised March 10, 2020

Last Reviewed August 10, 2021

3421.01A - PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)

Administrative Salary Schedule

| <u>Salary - Low</u> | <u>Salary - High</u> | <u>Position</u> |
|---------------------|----------------------|---|
| <u>106,893</u> | <u>130,647</u> | <u>Assistant Superintendent of Exceptional Learners</u> |
| <u>106,893</u> | <u>130,647</u> | <u>Assistant Superintendent of Instruction</u> |
| <u>106,893</u> | <u>130,647</u> | <u>Assistant Superintendent of Student Services</u> |
| <u>106,893</u> | <u>130,647</u> | <u>Chief Operating Officer</u> |
| <u>105,893</u> | <u>129,426</u> | <u>Chief Financial Officer</u> |
| <u>105,894</u> | <u>129,426</u> | <u>Director of Elkhart Area Career Center</u> |
| <u>105,894</u> | <u>129,426</u> | <u>District Counsel/Chief of Staff</u> |
| <u>105,894</u> | <u>129,426</u> | <u>Executive High School Principal</u> |
| <u>95,904</u> | <u>117,216</u> | <u>Director of Elementary Curriculum</u> |
| <u>95,904</u> | <u>117,216</u> | <u>Director of Human Resources</u> |
| <u>95,904</u> | <u>117,216</u> | <u>Director of Technology</u> |
| <u>95,904</u> | <u>117,216</u> | <u>Director of Federal Programs</u> |
| <u>85,914</u> | <u>105,006</u> | <u>Director of Transportation</u> |
| <u>85,914</u> | <u>105,006</u> | <u>Director of Food Services</u> |
| <u>93,906</u> | <u>114,774</u> | <u>Elkhart Area Career Center Principal</u> |
| <u>85,914</u> | <u>105,006</u> | <u>Elementary Principal</u> |
| <u>93,906</u> | <u>114,774</u> | <u>Middle School Principal</u> |
| <u>85,914</u> | <u>105,006</u> | <u>Director of Literacy</u> |
| <u>85,914</u> | <u>105,006</u> | <u>High School Principal School of Study</u> |
| <u>85,914</u> | <u>105,006</u> | <u>Supervisor of Special Programs</u> |
| <u>76,923</u> | <u>94,017</u> | <u>Alternative Programs Principal</u> |
| <u>86,913</u> | <u>106,227</u> | <u>High School Athletic Director</u> |
| <u>76,923</u> | <u>94,017</u> | <u>Assistant Director of Human Resources</u> |
| <u>76,923</u> | <u>94,017</u> | <u>Controller</u> |
| <u>76,923</u> | <u>94,017</u> | <u>Director of Counseling</u> |
| <u>76,923</u> | <u>94,017</u> | <u>High School Assistant Principal</u> |
| <u>76,923</u> | <u>94,017</u> | <u>Middle School Assistant Principal</u> |
| <u>76,923</u> | <u>94,017</u> | <u>Supervisor of Accounting, Audits, and Investments</u> |
| <u>68,931</u> | <u>84,249</u> | <u>Director of Communication</u> |
| <u>68,931</u> | <u>84,249</u> | <u>Director of Inclusion</u> |
| <u>68,931</u> | <u>84,249</u> | <u>Elementary Assistant Principal</u> |
| <u>68,931</u> | <u>84,249</u> | <u>Principal of School Without Walls/Elementary Academy</u> |
| <u>68,931</u> | <u>84,249</u> | <u>Supervisor of Student Services/Attendance Officer</u> |
| <u>68,931</u> | <u>84,249</u> | <u>Director of School Safety, Security, and Risk Assessment</u> |
| <u>60,769</u> | <u>75,496</u> | <u>High School Assistant Athletic Director</u> |

The Superintendent or his/her designee is directed by the Board to conduct a bi-annual analysis of administrative salaries to ensure pay equity exists for those administrators subject to the provisions of this policy.

Placement of Newly Employed Administrators on the Administrator Salary Schedule

The Superintendent shall place newly employed administrators on the salary schedule by application of the rubric set forth in the table below:

| Hiring Rubric | | Column A Times Factor | Column B Possible Points |
|----------------------------------|--------|----------------------------------|-------------------------------------|
| Education | max 12 | 2 | 24 |
| BA with Licensure | 5 | | |
| MA with Licensure | 8 | | |
| Ed.S with Licensure | 10 | | |
| Ph.D with Licensure | 12 | | |
| Experience | | | |
| 3-5 years | 5 | | |
| 6-10 years | 10 | | |
| 10+ years | 15 | | |
| Environment | max 13 | 2 | 26 |
| Coming from District Unlike ECS | 4 | | |
| Coming from District Like ECS | 8 | | |
| Coming From ECS | 13 | | |
| Superintendent Discretion | max 10 | 2 | 20 |
| Total Points | | | 100 |

The points awarded to the incoming administrator in Column B translate to the percentage of the range which would be applied. For example:

The range of salaries for elementary principals may vary by \$19,000 from the lowest possible salary to the highest possible salary for administrators in this category. A newly employed principal may have the following characteristics:

| | | |
|---------------------|------------------------------|------------------|
| Education | MA = 8 points x 2 | 16 points |
| Experience | 5 years = 5 points x 2 | 10 points |
| Environment | Like Elkhart Schools = 8 x 2 | 16 points |
| Discretion | Using no discretion | 0 points |
| Total Points | | 42 points |

For the purpose of this rubric, environment shall be defined as urban districts with demographics similar to Elkhart Community Schools.

The incoming administrator would then receive a percentage of the total variance between the lowest and highest possible salary equivalent to the points earned. In the example described above, the incoming administrator's initial salary would be \$7,980 above the lowest possible salary for an administrator in that category.

Position Value Matrix

A committee of three (3) administrators appointed by the Superintendent shall utilize the position value matrix, set forth below, in order to make a recommendation to the Superintendent regarding the appropriate placement of any newly created administrative position on the Corporation's Administrative Salary Schedule, and for the reclassification of any currently existing administrative position whenever there has been a substantial change in responsibilities for such position.

| Component | Minimal | Low | Medium | High |
|---|--|--|---|---|
| Expertise and Education (Total Points Available 40) | Position involves complicated procedures, skills, or equipment that are integrated within the overall departmental operation, but does | Position requires a college level education in a professional or technical field, advanced skills, and a vocational level knowledge of a professional field. | Position requires college level education in a professional or technical field, broadened by extensive related work experience. | Position requires professional, technical, or managerial expertise in at least one field, developed through extensive experience. |

| | | | | |
|---|--|--|---|---|
| | <p><u>not require much experience.</u></p> <p><u>Position description indicates a Bachelor's Degree is preferred.</u></p> | <p><u>Position description indicates a Bachelor's Degree is required but might also require further credentials or certifications.</u></p> | <p><u>Position description indicates a Master's Degree is required.</u></p> | <p><u>training and education to the point of being an authority in the Corporation.</u></p> <p><u>Position description indicates a requirement for education beyond a Master's Degree.</u></p> |
| <p>Decision-Making Discretion and Impact (Total points Available 60)</p> | <p><u>Decisions made by this position usually directly affect the quality, quantity, and timeliness of work produced by this position itself, those closely engaged in related work (work unit), or, at times, by those in different work units. The majority of decisions made by this position relate to how the work should be done (work execution), but some relate to work planning.</u></p> | <p><u>Decisions made by this position usually directly affect the success of a major department or school in meeting its objectives. Decisions are roughly balanced between planning and execution.</u></p> | <p><u>Decisions made by this position usually directly affect the success of the District in meeting its objectives and mission. The majority of decisions are related to program and resource planning, allocation, and adjustment.</u></p> | <p><u>Decisions made in these positions regularly affect the short- and long-term success of the District. Decisions are balanced between those related to strategic plans and program/resource planning and allocation. Effects of decisions are characterized by a high visibility inside and outside the organization.</u></p> |
| <p>Interpersonal Relations (Total Points Available 20)</p> | <p><u>Position requires the normal courtesy and respect for others expected of any employee. Contact is primarily with coworkers and supervisors.</u></p> | <p><u>Position requires the normal courtesy and respect for others expected of any employee, plus a moderate degree of tact. Contact is with employees, students, and the public on primarily routine requests or inquiries.</u></p> | <p><u>Position requires more than normal courtesy and respect for others. Position requires sufficient tact and diplomacy to effectively handle regular contact outside of the organization on difficult or sensitive matters; job might alternatively require extensive interaction with students.</u></p> | <p><u>Position requires, in addition to tact and diplomacy, the ability to persuade and motivate others, both inside and outside the organization, to take desired action. Position is characterized by regular interaction with the Board of Education and the public on complex and highly sensitive matters.</u></p> |
| <p>Supervision (Total Points Available 20)</p> | <p><u>Directly supervises non-administrative positions, does not have any direct reports, and/or completes limited work on cross-departmental projects.</u></p> | <p><u>Directly supervises employees and administrators mainly with "Minimal" Expertise and Education and/or Supervision requirements. Position maintains supervisory</u></p> | <p><u>Directly supervises employees and administrators mainly with "Low" Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities</u></p> | <p><u>Directly supervises administrators, especially those with 1) "Medium" Expertise and Education and/or Supervision requirements, and 2) responsibility for large and complex</u></p> |

| | | | | |
|--|--|---|---|--|
| | | <u>capacities consistent with those of Asst. Principals at the Elementary or Middle School Level.</u> | <u>consistent with those of Elementary/Middle School Principals, or School of Study Principals.</u> | <u>departments or facilities. Position maintains supervisory capacities consistent to or greater than those of High School Principals.</u> |
| Fiscal Responsibilities (Total Points Available 20). | <u>Position monitors a minimal budget, at most.</u> | <u>Position may monitor a small-to-moderate budget.</u> | <u>Position monitors a budget comparable to that of an Elementary or Middle School.</u> | <u>Position monitors a budget comparable to that of a High School or of a District.</u> |
| Complexity (Total Points Available 40). | <u>Job tasks and conditions are diverse and considerable discretion is allowed and required to accomplish them utilizing a variety of procedures within a framework of general instructions.</u> | <u>The work objective and the fundamental principles of the job's discipline (teaching, accounting, social work, personnel, etc.) are the framework within which decisions are made and tasks are accomplished. The job tasks focus on the objective rather than the procedures used.</u> | <u>Goals, policies, and Board directives are fairly specific; however, this position must use considerable judgment in determining how to get work done or solve the problem. Job is characterized by rapidly changing issues, problems, and requirements dealing with the matters of significant and strategic importance to the district.</u> | <u>Within the framework of general Board policy, strategic planning, and long-range goals, this position is responsible for "pointing the way" by establishing more specific goals and objectives. This position is responsible for initiating changes in Board policy, district priorities, etc. in response to a variety of input from both inside and outside the organization.</u> |

Newly Created Administrative Position

The Superintendent shall obtain approval from the Board of School Trustees prior to creating new administrative positions. Any newly created administrative positions shall be placed onto the administrative salary schedule using the position value matrix developed by enFocus, subject to formal approval by the Board of School Trustees.

Administrative Salary Schedule

Annually, the Superintendent shall recommend and the Board of School Trustees shall set the salaries of administrators employed by the corporation. To determine salary, the Superintendent may assign each administrator to one of the salary ranges set forth below:

Class

| | | |
|------------|------------------|------------------|
| <u>I</u> | <u>\$51,894</u> | <u>\$62,273</u> |
| <u>II</u> | <u>\$62,273</u> | <u>\$83,030</u> |
| <u>III</u> | <u>\$83,030</u> | <u>\$94,300</u> |
| <u>IV</u> | <u>\$93,409</u> | <u>\$108,977</u> |
| <u>V</u> | <u>\$108,977</u> | <u>\$129,735</u> |

The Administrative Salary Schedule shall be reviewed periodically by three (3) representatives appointed by the Elkhart Principal's Association, three (3) members appointed by the Board of School Trustees, and the Superintendent. Placement in the salary classification shall be based on the following considerations:

- A. Other professional salaries in education
- B. Other management salaries in public and private sectors
- C. Changes in responsibility for specific assignments
- D. Community expectations
- E. Available corporation resources

- F. ~~Amount of money under the administrator's direction~~
- G. ~~Level of decision making~~
- H. ~~Expertise required~~
- I. ~~Amount of public contact~~
-
- J. ~~Time commitment~~
- K. ~~Prerequisites~~
- L. ~~Number of days on contract during the school year~~
- M. ~~Compensation rate of administrators in similar positions within the district~~
- N. ~~Other appropriate factors~~

Annual Base Salary Amount

Each year, two (2) representatives of the Board, two (2) representatives of the administrative staff, ~~and~~ the Superintendent, and Chief Financial Officer shall meet and determine a recommendation to the Board regarding ~~1) annual base salary, 2) formula for~~ allocation of funds toward ~~base salary,~~ salary range, ~~and~~ fringe benefits, and ~~3) the~~ funds for performance awards. A school year shall be July 1 through June 30.

Salary Ranges, Placement, and Appeal

Annually, the Superintendent, utilizing input from various sources where applicable, will establish a salary for each administrator. Such salary shall be established within the salary ~~range for each position~~ classes on the Administrative Salary Schedule. After establishing such salaries, the Superintendent shall report such recommended salaries to the Board.

An administrator who is not satisfied with their salary placement may schedule a meeting with the Superintendent to discuss his or her concerns.

An administrator employed on a less than a twelve (12) month contract shall be eligible to be reimbursed for up to five (5) days for time worked beyond the term of his or her contract. The rate of pay shall be \$100 per day so long as the reason for working is shown on the list below.

1. Required conference/training attendance
2. Interviewing prospective employees
3. Curriculum work
4. Other, with prior approval of the Superintendent

To receive reimbursement, the administrator must prepare a properly completed payroll form and submit it to the Superintendent for approval. Additional days beyond five (5) may be utilized only with prior approval of the Superintendent.

Length of Administrative Contract

Each administrator who is to continue to be employed shall be recommended by the Superintendent for re-employment. The length of contract may be for a period not to exceed three (3) years with compensation review to be made on an annual basis.

Revised 12/12/17

PROCEDURE FOR CONTROVERSIAL ISSUES AND MATERIALS

Mission

The school libraries of Elkhart Community Schools empower all patrons to be lifelong critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information and technology.

Support for Intellectual Freedom

The school libraries of Elkhart Community Schools are guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including “Access to Resources and Services in the School Library Program” and The Students’ Right to Read statement of the National Council of Teachers of English.

Objectives

Through collaborative curation, the library staff of Elkhart Community Schools seeks to

- provide faculty and students with materials that enrich and support the curriculum and meet the needs of the students and faculty served;
- provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view;
- select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions; and
- select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

Responsibility for Selection

The Board of Trustees of Elkhart Community Schools will be legally responsible for the selection of instructional materials; however, the Board shall delegate, to the Director of Literacy, the operational authority and responsibility for selection of library materials in all formats. Responsibility for actual selection rests with professionally trained library personnel using the Board’s adopted selection criteria and procedures.

Selection Criteria

The following guidelines will be used when selecting materials and resources for the school libraries of Elkhart Community Schools:

GENERAL CRITERIA:

- Support and enrich the curriculum and/or students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources.
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- Exhibit a high degree of potential user appeal and interest.
- Represent differing viewpoints on controversial issues.
- Provide a global perspective and promote diversity by including materials by authors and illustrators from a wide variety of cultures.
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies).
- Demonstrate physical format, appearance, and durability suitable to their intended use.
- Balance cost with need.

Acquisition Procedures

The following guidelines will be used when acquiring materials and resources for the school libraries of Elkhart Community Schools:

- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally

prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.

- Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by such criteria.
- Selection is an ongoing process which should include removing materials no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Selecting Controversial Materials

The ECS Board of Trustees subscribes to the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school district to provide a wide range of materials on different levels of difficulty and representing different points of view. ECS school library staff will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills so they can be knowledgeable users of information and productive members of society.

Gifts and Donations

Gifts and donations to the ECS school libraries are accepted with the understanding the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

Collection Maintenance and Weeding

Annually, the ECS school library staff will conduct an inventory of the school library collections and resources. The inventory will be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory will also be used to deselect and remove materials no longer relevant to the curriculum or of interest to students. Additionally, ECS school library staff will regularly and systematically inspect materials which may result in weeding outdated, damaged, or irrelevant materials from the collection.

Reconsideration

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any resident, employee, or student of the school district may express an informal concern

or formal request for reconsideration of a library resource.

Whether during an informal complaint or a formal reconsideration of a library resource, library staff, administrators, trustees, and Reconsideration Committee members will complete their work using the following principles:

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- All library users have a First Amendment right to read, view, and listen to library resources.
- The Library Bill of Rights and the Freedom to Read Statement of the American Library Association will be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during the reconsideration process.
- The reconsideration process should be completed in its entirety and not subverted or ended prematurely, leaving the library open to legal challenge.

Informal Complaint

Persons with a complaint about library print or digital resources should state their concerns to the school library staff member or principal. The library staff member or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families and resources.

If the complaint is not resolved informally, the library staff member or principal will explain the formal reconsideration process and provide the individual with a copy of the school district's library selection policy with reconsideration procedures and a request for reconsideration of

library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, or in personal conversation. **No library resources should be removed or restricted from use as a result of the informal complaint.**

If the completed and signed formal request for reconsideration form has not been received by the principal within two weeks, the matter shall be considered closed.

Request for Formal Reconsideration

The following procedures should be followed if, after discussing the questioned resource, no resolution is determined.

1. The complainant should be referred to the Director of Literacy.
2. A concerned citizen who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection policy, request for reconsideration of instructional resources form, and the Library Bill of Rights.
3. The complainant is required to complete and submit the reconsideration form to the Director of Literacy within ten business days.
4. If a completed reconsideration form is not submitted within ten business days, the matter is considered closed.
5. Upon receipt of the form, the Director of Literacy should notify and provide a copy of the reconsideration form to the following individuals:
 - a. Assistant Superintendent of Instruction
 - b. Building Principal
 - c. School Library Reconsideration Committee
 - d. School librarian
 - e. District Counsel/Chief of Staff
6. The work in question will remain on library shelves and in circulation until a formal decision is made.
7. The Reconsideration Committee will be appointed by the Director of Literacy and consist of a teacher, a building level administrator, a school librarian, a reading specialist or language arts teacher, and a member of the community.

8. The Director of Literacy will secure copies of the resource for the committee to review.
9. The Director of Literacy will provide the reviewing committee with a short formal Intellectual Freedom training explaining a packet of materials which includes the library's mission statement, selection policy, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any.
10. The Reconsideration Committee will schedule a formal reconsideration meeting within 15 school days after the Director of Literacy receives the written request for reconsideration. The Director of Literacy will notify the Assistant Superintendent of Instruction and District Counsel/Chief of Staff of this schedule.
11. The Reconsideration Committee will follow the procedures listed below:
 - a. At the initial meeting, the Director of Literacy and committee will review reconsideration committee guidelines and procedures. The Director of Literacy will serve as the chair of the committee. A member of the committee will keep minutes.
 - b. All committee members will fully review the resource (read or view the entire work) before voting.
 - c. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
 - d. The complainant may make an initial verbal presentation about the resource under reconsideration or may choose to share the written form. The complainant is asked to provide sources for quotes used during this presentation.
 - e. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee. The Director of Literacy may choose to give committee members time to ask questions.
 - f. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
 - g. The committee's written decision (including a minority report if needed) shall be presented to the complainant, the Superintendent, Assistant Superintendent of Instruction, and District Counsel/Chief of Staff.

- h. If the complainant is not satisfied with the decision at the district level, a written appeal can may be made within 10 school days, to through the Superintendent, to the Board for a final decision.
- i. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

Reconsideration Committee Guidelines

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the library's materials selection policy. Listed below are some best practices for Reconsideration Committee members:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials. Rooted in the First Amendment, the freedom to read is essential to our democracy.
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the library mission statement, materials selection and reconsideration policies, and professional guides such as the Intellectual Freedom Manual.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and the ECS selection policies.
- Challenged materials should not be removed from the collection while under reconsideration.
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The reconsideration committee meeting may be closed depending on state law and local practice. While public comments may be useful, these comments should be directed to the Director of Literacy.
- The committee's recommendation is to be an objective evaluation of the material within the scope of the district's selection policy.

Request for Reconsideration of Material Form

The Board of Trustees of Elkhart Community Schools will be legally responsible for the selection of the instructional materials; however, the Board has delegated the operational authority and responsibility for selection and evaluation of library materials and resources to the Director of Literacy and the school library staff, and has Reconsideration procedures have been established reconsideration procedures to address concerns regarding such about those resources. Completion of this form is the first step in the request for reconsideration process those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the Director of Literacy.

Elkhart Community Schools
J.C. Rice Educational Services Center
2720 California Rd.
Elkhart, IN 46514

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting:

_____ Book (e-book) _____ Movie _____ Magazine _____ Database _____ Audio _____ Recording _____

Digital Resource _____ Textbook _____ App _____ Newspaper _____ Game _____ Streaming Media _____

Other _____

Title _____

Author/Producer _____

Is the resource part of the curriculum, library collection, or other?

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

-
-

Reconsideration Committee Report Form

Title _____

Author/Producer _____

Has every member of the committee read the material entirely? If not, why?

Resources consulted: (include policies, articles, reviews etc.)

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members _____

Date: _____

~~The following principles and procedures have been established by the Elkhart Community Schools' librarians and are included here as procedure to be followed:~~

~~A. Principles~~

~~———— We shall adhere firmly to the Library Bill of Rights as endorsed by the American Library Association and the responsibilities outlined by the American Association of School Librarians unless they conflict with state law, federal law, or the policies adopted by Elkhart Community Schools.~~

~~———— School libraries are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the library is:~~

- ~~———— 1. ——— To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served~~
- ~~———— 2. ——— To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards~~
- ~~———— 3. ——— To provide a background of information which will enable pupils to make intelligent judgments in their daily lives~~
- ~~———— 4. ——— To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking~~
- ~~———— 5. ——— To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage~~
- ~~———— 6. ——— To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.~~

~~B. Policies~~

~~———— In interpreting the foregoing principles, we shall observe the following policies:~~

- ~~———— 1. ——— The Elkhart School Board will be legally responsible for selection of instructional materials~~
- ~~———— 2. ——— Actual selection will be made by librarians with input from teacher/parent committees and individual staff members~~
- ~~———— 3. ——— Approved evaluation aids, such as standard catalogues and book review digests, will be regularly consulted~~
- ~~———— 4. ——— Two basic criteria, truth (factual accuracy, balance, authoritativeness, integrity) and art (vision, creative imagination, distinctive style, vitality, aesthetic honesty, good taste) will guide the selection of all materials, including controversial areas such as~~

~~religion, ideology, sex, and science.~~

~~C. Material Selection:~~

~~Textbooks, supplementary instructional materials, library resources, and audio-visual materials shall be selected to provide for representation of all points of view on the problems and issues of our times. In no case shall instructional or recreational reading materials be excluded or removed from the schools because of race or nationality, or the political or religious views of the writer, nor because of local partisan or doctrinal disapproval.~~

~~School librarians (or paraprofessionals), teacher/parent committees, and individual staff members should use but are not limited to the following considerations:~~

- ~~1. Relevance to curriculum~~
- ~~2. Usefulness in encouraging analytical skill development, critical thinking, and judgment~~
- ~~3. Maturity level of students using the material~~
- ~~4. Factual accuracy~~
- ~~5. Value in presenting elements of a controversial issue not sufficiently presented in existing materials~~
- ~~6. Overall theme of material rather than isolated identifications~~
- ~~7. Use of recognized evaluations by authorities, reviews, and catalogues~~
- ~~8. Recommendations and suggestions of other staff members and students.~~

~~D. Handling Controversial Issues~~

~~The role of the teacher in the presentation of controversial issues is delicate but neither dangerous nor impossible. The words issue and controversial suggest more than one side to a question. The teacher has an obligation to aid in collecting pertinent data, in evaluating its accuracy and completeness and relevance to the question, in recognizing prejudices, in examining arguments and in evaluating conclusions. Teachers have an obligation to preserve an attitude of intellectual honesty.~~

~~In guiding learning on controversial issues staff members should attempt to:~~

- ~~1. Develop informed, responsible citizenship~~
- ~~2. Provide relevant and factually supported material on both sides of the issue~~
- ~~3. Give, but openly identify, personal opinions~~
- ~~4. Encourage development of skills in critical analysis~~
- ~~5. Explore issues completely, but not feel obligated to reach conclusions~~
- ~~6. Keep in mind the general educational goals of the schools as well as more specific goals of the particular class.~~

~~E. Use of Controversial Materials~~

~~Textbooks, library resources and other supplementary materials should be selected to provide the fullest range of material presenting all points of view on the problems and issues of our times. In no case shall books or other materials be excluded or removed from the list because of race or nationality or the political or religious views of the writer nor because of local partisan or doctrinal disapproval. Teachers wishing to use movies, DVDs, CDs, and video tapes outside of the media collection maintained by the Elkhart Community Schools must receive prior approval from the teacher's department chair (where applicable), and the Building Principal.~~

~~The following considerations should be used by school libraries, teacher/parent committees or individual staff members in determining the appropriateness of materials being selected for use:~~

- ~~1. Relevance to curriculum~~
- ~~2. Maturity level of students using material~~
- ~~3. Usefulness in encouraging analytical skill development, critical thinking, and judgment~~
- ~~4. Factual accuracy and/or artistic sincerity~~
- ~~5. Value in presenting elements of a controversial issue not sufficiently presented in existing materials~~
- ~~6. Recommendations and suggestions of fellow staff members~~
- ~~7. Overall theme of material rather than isolated identifications~~
- ~~8. Use of recognized evaluations such as reviews, catalogues and authorities.~~

~~F. Criticism~~

- ~~1. Any citizen who objects to any materials selected must submit his or her objection in writing to the Superintendent/Designee by completing the prescribed form.~~
- ~~2. The material in question will be reviewed by an evaluating committee appointed by the superintendent.~~
- ~~3. The material in question will be considered only in entirety, not in part.~~
- ~~4. The material involved may be withdrawn temporarily by the Director of Curriculum and Instruction/Designee, pending a written decision of the evaluating committee.~~
- ~~5. Appeals of this written decision by the evaluating committee may be made through the superintendent to the School Board for a final decision.~~

SCHOOL ADMISSIONS

A. All Students

Any student enrolling for the first time in any school in the Elkhart Community Schools must submit

1. ~~a report of a physical examination by a physician licensed to practice medicine~~ information regarding the student's primary healthcare provider-physician, and the date when the student's most recent physical examination took place;
2. a disease history;
3. a certified copy of the birth certificate, or if the copy of the birth certificate is unobtainable, other reliable proof of the student's name and date of birth. Such other reliable proof may include hospital records and baptismal and circumcision certificates;
4. the name and address of the school last attended, if any; and
5. a record of immunizations in compliance with Indiana's School Immunization Law and any rules or regulations promulgated by the Indiana Department of Health. The Assistant Superintendent of Student Services or Designee shall be responsible for the maintenance and dissemination of current immunization requirements in all school buildings.

The immunization history is required by the first day of school attendance and the other documents within twenty (20) days of enrollment. Should a student be enrolled without an immunization history, the enrollment shall be conditional; the student shall not be allowed to continue attending if an immunization history is not provided to the school within twenty (20) days of enrollment. The school nurse will attempt to help parents or legal guardians have the student in compliance before the twenty (20) days have passed. Proof of these records may be accepted from the previously attended school.

Elkhart Community Schools also recommends that the dental and vision examination forms be completed.

B. In General

1. When a physician licensed to practice medicine certifies that a required immunization may be detrimental to the child's health or when the parent indicates in writing a religious objection to such immunization, the requirement will be waived.
2. If any parent, guardian, or person having custody and control of a student is unable to secure the required immunizations the local health department will provide them. Contact the school nurse for assistance with this service.
3. As specified by state law (I.C. 20-33-2-10), if the birth certificate is not provided within 30 days of the student's enrollment or if it appears to be inaccurate or fraudulent, the school shall notify the Indiana clearinghouse for information on missing children.

4. The Elkhart Community Schools requires that the rules of the Indiana High School Athletic Association concerning physical examination of students participating in inter-scholastic athletics be adhered to without exception.
5. The Assistant Superintendent of Student Services shall file a written report with the State Board of Health and the local health officer each school year on all students, grades K through 12, who have and have not completed their immunizations. This report shall be made within sixty (60) days after the enrollment of the children for the first time.

C. Kindergarten

The initial registration of children in kindergarten is held in the spring of each year. The date and place for this annual ~~round-up~~ **kick-off** is announced by the Department of Student Services.

Materials in the form of enrollment cards, information sheets for cumulative records, physical examination forms, medical information sheets and enumeration survey are available from the Department of Student Services to supplement information developed by individual schools.

Children who have reached the age of five (5) on or before August 1 may register for kindergarten.

Parents of children who reach the age of five (5) on or after August 2 through and including September 1 may seek early kindergarten entrance by contacting the Department of Student Services and completing an application on or before the beginning of the school year. **A child who has not enrolled in a school, but would have been eligible to enter kindergarten at the beginning of the school year, may be enrolled at any time.**

D. Grade One

Children who have reached the age of six before August 1 (see policy 5112) or who have completed one full year of public school kindergarten or NCATE (North Central Association Teacher Education) accredited kindergarten may be admitted. The parents of children who attended kindergarten outside the Elkhart Community Schools need to report to the building principal the name and address of the school previously attended and other data which will aid in transferring to Elkhart.

E. Other Grades

A physical, **dental, and vision** examination is recommended prior to the beginning of grade 7 and grade 9 for all students.

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|---------------|---|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | PROPOSED REVISED MEETING OF THE BOARD DEFINED |
| Code | po0164.4 |
| Status | |
| Adopted | November 22, 2016 |
| Last Reviewed | August 10, 2021 |

0164.4 - **MEETING OF THE BOARD DEFINED**

As used in these by-laws, "meeting" means a gathering of a majority of Board members for the purpose of taking "official action" as defined at I.C. 5-14-1.5-2(d) on public business. The term "meeting" does not include the following:

- A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in I.C. 5-14-1.5-1.
- B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.
- C. Traveling to and attending meetings of organizations devoted to betterment of government.
- D. A caucus as defined at I.C. 5-14-1.5-2(h).
- E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.
- F. An orientation of members of the Board on their role and responsibilities as public officials, but not for any other official action.
- G. A gathering of Board members for the sole purpose of administering the oath of office specified in I. C. 20-26-4-2 to a Board member or members.

Collective bargaining discussions that the Board engages in directly with the exclusive representative of a bargaining unit consisting of Board employees. This exception from the definition of a "meeting" of the Board applies only when the Board has not appointed an agent or agents to conduct collective bargaining on behalf of the Board. A committee appointed by the Board or the Board President to conduct collective bargaining shall not constitute a "governing body" subject to the Open Door Law (I.C. 5-14-1.5-2((b)(3) and (c)(8)).

The Board's meetings normally shall be held at a location within the School Corporation boundaries which may accommodate public attendance. In such meetings, some members may participate through electronic communication in accordance with Bylaw 0164.5. However, the Board authorizes the Superintendent to determine it is necessary or appropriate to hold a regular, special or emergency Board meeting by means of remote or virtual participation by all Board members and remote or virtual public access, considering whether and how public comment will be allowed and in compliance with the Open Door Law to the extent required by the Governor and/or the Public Access Counselor or pursuant to Bylaw 0164.6, only in the event circumstances justify such a meeting. Notice of such meetings shall be made as required by the Open Door Law or as modified by the Governor or the Public Access Counselor and include information regarding public access to the remote or virtual Board meeting. Any meeting held under this provision may include voting by Board members (see Policy 0167.1 - Voting), and such votes shall not be invalid merely because of the remote or virtual nature of the meeting if a legal exception exists to requirements under the Open Door law regarding remote voting, for example, by Executive Order of the Governor or guidance provided by the Public Access Counselor or pursuant to Bylaw 0164.6.

The Board President shall conduct the meeting so as to facilitate public understanding, including requiring Board members to identify themselves before speaking and limiting instances of multiple Board members speaking at the same time, to the extent possible.

In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be

made through electronic means, e.g., on the Corporation website or social media site, rather than by posting and publication as required by Policy 0165 - Notice of Board Meeting.

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Legal I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings
I.C. 20-26-4-3 Notice of meetings to Board members

| | |
|---------------|---|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | PROPOSED NEW MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION |
| Code | po0164.5 |
| Status | |
| Last Reviewed | August 10, 2021 |

0164.5 - MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION

Subject to the limitations listed below, the School Board shall permit Board members to participate in a meeting by an electronic means of communication if it allows all Board members participating in the meeting to simultaneously communicate with each other and allows the public to simultaneously attend and observe the meeting if it is not an executive session.

A Board member participating by an electronic means of communication shall be considered present for purposes of establishing a quorum but may participate in any final action taken at the meeting only if the Board member can be seen and heard. At least fifty percent (50%) of the Board members must be physically present at a meeting.

A Board member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A Board member must physically attend at least one (1) meeting between sets of meetings the Board member attends by electronic communication unless the Board member's absence is due to:

- A. military service;
- B. illness or other medical condition;
- C. death of a relative; or
- D. an emergency involving actual or threatened injury to persons or property.

A Board member may not attend more than fifty percent (50%) of the Board meetings in a calendar year by an electronic means of communication unless the Board member's electronic participation is due to:

- A. military service;
- B. illness or other medical condition;
- C. death of a relative; or
- D. an emergency involving actual or threatened injury to persons or property.

All votes taken during a meeting conducted with at least one Board member participating through an electronic means of communication shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication must state the name of each Board member who:

- A. was physically present at the place where the meeting was conducted;
- B. participated in the meeting by using any electronic means of communication; and
- C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

- A. Board members participated in the meeting; and
- B. the public attended and observed the meeting if it was not an executive session.

Board members may not participate in a Board meeting by electronic communication if the Board is attempting to take final action to:

- A. adopt a budget;
- B. make a reduction in personnel;
- C. initiate a referendum;
- D. establish or increase a fee;
- E. establish or increase a penalty;
- F. use the Board's power of eminent domain authority; or
- G. establish, raise, or renew a tax.

A technological failure in an electronic means of communication which disrupts or prevents:

- A. the simultaneous communication between a Board member who is not physically present at the meeting and the Board; or
- B. a member of the public who is not present at the meeting from attending and observing the meeting does not prevent the Board from conducting the meeting or affect the validity of an action taken by the Board at the meeting if the sum of the Board members physically present at the meeting and the Board members participating by electronic communication without technological failure satisfies the quorum and, if a final action is taken, the Board's voting requirements.

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I.C. 5-14-1.5-3.5

Book Policy Manual
Section 0000 Bylaws
Title PROPOSED NEW MEETINGS DURING DECLARED DISASTER EMERGENCIES
Code po0164.6
Status

0164.6 - MEETINGS DURING DECLARED DISASTER EMERGENCIES

This Bylaw applies only if:

- A. the Governor declares a disaster emergency under I.C. 10-14-3-12; or
- B. the executive (as defined in I.C. 36-1-2-5) of a political subdivision declares a local disaster emergency under I.C. 10-14-3-29.

Until the disaster emergency or local disaster emergency is terminated, School Board members are not required to be physically present at a Board meeting. During the disaster emergency or local disaster emergency, Board members may meet by any means of electronic communication, if the following are satisfied:

- A. At least a quorum of the Board members participate in the meeting by means of electronic communication or in person.
- B. The public is able to simultaneously attend and observe the meeting, unless held in executive session.

All votes taken in a meeting conducted with at least one Board member participating through an electronic means of communication during a declared disaster emergency or local disaster emergency shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication during a declared disaster emergency or local disaster emergency must state the name of each Board member who:

- A. was physically present at the place where the meeting was conducted;
- B. participated in the meeting by using any electronic means of communication; and
- C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

- A. Board members participated in the meeting; and
- B. the public attended and observed the meeting if it was not an executive session.

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Legal I.C. 5-14-1.5-3.7

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|---------------|-------------------------|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | PROPOSED REVISED VOTING |
| Code | po0167.1 |
| Status | |
| Adopted | November 22, 2016 |
| Last Reviewed | August 10, 2021 |

0167.1 - **VOTING**

All regular and those special meetings of the Board at which the Board is authorized to take official action shall be conducted in compliance with the Indiana Open Door Law (I.C. 5-14-1.5). Except with respect to the approval or modification of a contract, no action shall be valid unless approved at a public meeting of the Board by a majority vote of a quorum of the Board and a proper record made of the vote. Board action to approve or modify a contract shall require an affirmative vote of a majority of all members of the Board. A Board member must be physically present in order to cast a valid vote unless otherwise permitted to participate in and vote during Board meetings remotely or virtually pursuant to an Executive Order ('EO') of the Governor or guidance issued by the Public Access Counselor ('PAC') or as provided in Bylaw 0164.5 or Bylaw 0164.6.

A Board member who is not physically present at a meeting of the Board, may participate in the meeting through electronic communications in accordance with Bylaw 0164.5. A member participating electronically shall be considered present for purposes of establishing a quorum, but may participate in any final action taken at the meeting only if the member can be seen and heard, except for meetings authorized by Bylaw 0164.6. All votes taken during a meeting conducted with at least one member participating through electronic communication shall be by roll call. ~~but who communicates with members of the Board during the meeting by telephone, computer, videoconferencing, or any other electronic means of communication that permits the member to hear and be heard by the Board members and public present at the meeting, may participate in any Board discussion, but may not participate in a vote taken at the meeting and may not be considered to be present at the meeting for purposes of the existence of a quorum.~~

The minutes of a meeting must state each member who was physically present, each member who participated by using electronic means of communication, and each member who was absent.

Abstentions shall not be counted as votes, but shall be recorded in the minutes of a meeting and are deemed to acquiesce in the outcome of the vote. In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In the case of a tie vote in which a member abstains, the motion shall fail for lack of a majority.

All actions requiring a vote shall be conducted by roll call ~~may be conducted by voice~~ provided ~~that~~ the vote of each member be recorded; however, when Board members are permitted to participate in and vote during Board meetings remotely or virtually pursuant to an EO of the Governor or guidance issued by the PAC, voting shall be conducted as required by the Governor's EO or PAC's Guidance. Additionally, voting must comply with Bylaw 0164.5 or Bylaw 0164.6 if one of those bylaws is implicated. Proxy voting shall not be permitted. Any member may request that the Board be polled.

Neola ~~2013~~ 2021

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| Legal | I.C. 20-26-4-3 Notice of meetings to Board members |
| | I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings |
| | I.C. 20-26-4-8 |

| | |
|---------------------|--|
| Book | Policy Manual |
| Section | 3000 Personnel |
| Title | PROPOSED REVISED TEACHER APPRECIATION GRANTS |
| Code | po3220.01C |
| Status | |
| Adopted | September 12, 2017 |
| Last Revised | September 8, 2020 |
| Last Reviewed | August 10, 2021 |
| Prior Revised Dates | 9/11/2018; 9/10/2019 |

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 15, ~~2021~~2020.

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

Revised 9/10/19

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

| | |
|---------------------|---|
| Book | Policy Manual |
| Section | 3000 Personnel |
| Title | PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN |
| Code | po3422.12S |
| Status | |
| Adopted | December 20, 2016 |
| Last Revised | March 9, 2021 |
| Last Reviewed | August 10, 2021 |
| Prior Revised Dates | 1/12/2021; 2/11/2020 |

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for January 1, 2021. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

| POSITION | HOURLY WAGE RANGE |
|--|--------------------------|
| Assistant Supervisor of Transportation | 24.29 - 29.92 |
| Transportation Trainer/Dispatcher | 20.28 - 23.66 |
| Food Service Truck Driver | 16.35 - 19.37 |
| Food Service Receiving/Supply | 16.35 - 19.37 |
| Supervisor of Building Services | 21.33 - 26.19 |
| Food Service Support Specialist | 18.48 - 25.76 |
| Assistant to the Food Service Director for Secondary Schools | 18.48 - 25.76 |
| Food Service Bids & Commodity Coordinator | 17.61 - 27.35 |
| Executive Chef & Culinary Event Coordinator | 17.61 - 27.35 |
| Assistant to the Food Service Director for Elementary Schools | 18.48 - 25.76 |
| Production Coordinator | 20.28 - 23.66 |
| Transportation Route/Driver Coordinator | 20.28 - 23.66 |
| Transportation Clerk | 15.59 - 17.11 |
| Adult/Community Education Non-Contract Teachers | 32.06 * |
| Building Community Education Coordinator | 28.23 - 35.22 |
| Radio Station Staff Announcer | 9.72 - 13.69 |
| Radio Station Development Assistant | 11.25 - 17.82 |
| School Security Officer | 30.87 |
| Federally Title I /Funded Pupil/Program/Parent Support Person | 20.25 - 29.36 |
| Federally Funded Title I /Building Translator/Interpreter | 20.25 - 29.36 |
| Federally Funded Title I /Building Translator/Parent Liaison | 15.94 - 19.92 |
| School Parent/Community Liaison | 20.25 - 29.36 |
| District Translator | 20.25 - 29.65 |
| Evening Events Supervisor | 15.40 |
| Asst. Site Coordinator - 21st Century Community Learning Center | 14.00 |
| After-School Community Education Organized Activities Leader | 14.00 |
| After-School Community Education Organized Activities Assistant | 9.39 |
| Deaf/Hard of Hearing Educational Interpreter | 16.73 - 30.97 |
| Early College Data Specialist | 25.00 - 28.53 |
| EACC Testing Specialist | 25.00 - 28.53 |
| 21st Century Community Education Program Manager | 28.83 - 36.98 |
| Campus Security - I | 12.53 - 20.68 |
| Campus Security - II | 14.57 - 22.72 |
| Farm Technician | 15.30 - 20.30 |

* Hourly rate based on .001 of the certified teacher's base salary set forth in Appendix B of the 2020-2021 Master Contract

POSITION**YEARLY SALARY RANGE**

| | |
|--|----------------------|
| Radio Station Manager | 51,517 - 90,900 |
| Radio Station Development Director | 48,536 - 72,982 |
| Radio Station Business Account Manager | 38,497 - 71,784 |
| Radio Station Program Director | 38,497 - 58,745 |
| Radio Station Senior Reporter and Assignment Editor | 33,381 - 48,459 |
| Radio Station Operations Manager | 26,930 - 43,560 |
| Radio Station Morning Edition Host | 30,442 - 47,403 |
| Radio Station Promotions Manager | 31,285 - 46,110 |
| Radio Station Membership Manager | 40,377 - 54,279 |
| Radio Station Business/Workforce Development Reporter - IPB News | 31,470 - 46,080 |
| Olweus Bullying Prevention Program Coordinator | 46,475 - 58,820 |
| Adult and Community Education Program Manager | 65,525 - 76,313 |
| Campus Life Coordinator | 65,625 - 76,413 |
| Building Services Manager | 67,135 - 87,515 |
| Energy and Risk Management Specialist | 51,850 - 72,230 |
| Data and Assessment Manager | 65,625 - 76,413 |
| Data Specialist | 39,234 - 61,139 |
| Digital Communication Specialist | 39,234 - 61,139 |
| Staff Accountant | 41,660 - 53,888 |
| School Psychologist Intern | 37,650 |
| 21st Century Community Learning Center Coordinator | 2,500 (per semester) |

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

Performance Awards for Radio Station Employees

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

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

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

Fringe Benefits**A. Income Protection and Annuities**

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

B. Insurance

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

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

C. Severance Benefits

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

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Vacation days earned

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

2. Retirement, Death, or Disability

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

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

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

D. Change in Classification

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

Absences

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

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the School Corporation will be considered.

Personal Illness/Family Illness Absence

As used in this section, "immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

Full-time classified personnel will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 200 days as personal illness.

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

Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

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

Attendance Incentive Program

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

Job-Related Injury

An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death. Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

When requested, additional bereavement day(s) with or without pay may be granted by the Superintendent or designee.

Military Leave

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

Through the Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

Health Leave - Procedure

An employee with at least one (1) year's service, who has used all of his/her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.

- A. After all available benefit days have been exhausted, or
- B. When a physician's statement indicating inability to perform regular duties for an extended period of time has been provided, or
- C. Upon receipt of a request for placement on such leave by the Director of Personnel from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer.

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

Personal Leave

Full-time and regular school year classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. If an employee retains all three (3) personal business days at the end of the year, s/he can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

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

Personal Leave - Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break, or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.

- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his or her assigned duties.

Jury and Witness Duty Pay

Jury Duty

All Employees in Miscellaneous Positions will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days. 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 litigation in which the employee is a party, or employee relations related litigation involving the employer of any other school employer, unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

Adoptive Leave

An employee who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave, the employee must notify the Director of Personnel and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

Holidays and Vacations Definitions

- A. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve-month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term "school year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

Holidays

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

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

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

- a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.
- b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.

2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.

3. Thanksgiving Day and the day following will be paid holidays.

4. Presidents' Day will be a paid holiday.

B. School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King, Jr. Day

Presidents Day

Memorial Day

Labor Day

Thanksgiving Day and the following Friday (two (2) days)

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

Vacations

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.

- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. *NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a twelve (12) month position. The total number of equivalent years will be rounded up to the nearest whole number.

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. Only twelve (12) month employees will be entitled to paid vacation days.
- K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools in such position, or when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

Vacation days will be available to the said managers during the twelve (12) months of the calendar year and for six (6) months beyond. Unused vacation days will not be cumulative after the expiration of the eighteen (18) month period and shall at that time be transferred to sick leave and be available for use as sick leave days, provided at no time may more than the number of hours equal to the number of scheduled workdays in the current year accumulate for use as sick leave.

Revised 1/24/17
 Revised 6/27/17
 Revised 10/24/17
 Revised 12/12/17
 Revised 5/8/18
 Revised 8/14/18
 Revised 11/13/18
 Revised 12/11/18
 Revised 12/18/18
 Revised 2/12/19
 Revised 3/12/19
 Revised 6/25/19
 Revised 8/13/19
 Revised 10/7/19
 Revised 12/10/19
 Revised 2/11/20
 Revised 8/25/20
 Revised 11/24/20
 Revised 1/12/21



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:** Brian A. Buckley
3484 Fox Chase; Bristol, IN 46507
2. **Title or Position with Governmental Entity:** Athletic Director - Elkhart High School
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):** Kelly Buckley (spouse)
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):
Kelly Buckley (spouse) is employed by Elkhart Community Schools as a teacher

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.):

The compensation earned by my spouse, Kelly Buckley, as a teacher with Elkhart Community Schools, 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 Board of School Trustees of
(Title of Officer or Name of Governing Body)

Elkhart Community Schools 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.

Roscoe L. Enfield, Jr., Board President

Dacey S. Davis, Board Vice President

Troy E. Scott, Board Secretary

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):

August 10, 2021

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.



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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:** Anthony J. Gianesi
53360 Corwin Drive Granger, IN 46530
2. **Title or Position with Governmental Entity:** Chief Operating Officer
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):** Kerry Gianesi (spouse)
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):
Kerry Gianesi (spouse) is employed by Elkhart Community Schools as a teacher.



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

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Indiana Code 35-44-1-3

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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:** Jacqueline R. Rost
51890 Copperfield Ct., Granger, IN 46530
2. **Title or Position with Governmental Entity:** Athletic Director - Elkhart High School
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):** Scott Rost (spouse)
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):
Scott Rost (spouse) is employed by Elkhart Community Schools as a teacher

