

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

February 9, 2021

CALENDAR

Feb	9	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	9	immediately following	Executive Session, J.C. Rice Educational Services Center
Feb	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	23	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	25	8:00 a.m.	Executive Session, J.C. Rice Educational Services Center
Feb	25	immediately following	Board Retreat/Public Work Session, J.C. Rice Ed. Services Center
Feb	26	8:00 a.m.	Board Retreat/Public Work Session, J.C. Rice Ed. Services Center

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A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. CONSENT ITEMS:

- Minutes – January 26, 2021 – Public Work Session
- Minutes – January 26, 2021 – Regular Board Meeting
- Claims
- Gift Acceptance
- Fundraisers
- Overnight Trip Requests
- Conference Leave Requests
- Personnel Report

E. NEW BUSINESS

Board Policy 3422.07S – Executive Assistants Salary Schedule - The Administration presents proposed revisions and asks to waive 2<sup>nd</sup> reading of Board Policy 3422.07S – Executive Assistants Salary Schedule.

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

New Course Offerings – The administration presents two proposed new course offerings for Board review – Unified Music and Music & Movement.

2020-2021 School Calendars -The administration presents additional revisions to the 2020-2021 School Calendar and the 2020-2021 School Calendar for Elkhart Area Career Center students, and asks to waive second reading.

Energy Update

F. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

G. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

January 26, 2021

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

Place/Time

Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Kellie L. Mullins Troy E. Scott Douglas K. Weaver
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Roll Call

Via Electronic Communication:	Babette S. Boling
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ECS Staff Present:	Mindy Higginson Kevin Scott Brad Sheppard	Steve Thalheimer Doug Thorne Cheryl Waggoner
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The Board was presented the process for replacement of the HR Director by Superintendent Thalheimer.

Topics Discussed

The format and topics for the Board retreat on February 25 and 26 were discussed.

The Board discussed the legislative liaison appointment to the Indiana School Board Association at the regular meeting.

The meeting adjourned at approximately 6:45 p.m.

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Roscoe L. Enfield, Jr., President

\_\_\_\_\_  
Babette S. Boling, Member

\_\_\_\_\_  
Dacey S. Davis, Vice President

\_\_\_\_\_  
Kellie L. Mullins, Member

\_\_\_\_\_  
Susan C. Daiber, Secretary

\_\_\_\_\_  
Troy E. Scott, Member

\_\_\_\_\_  
Douglas K. Weaver, Member

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

January 26, 2021

<p>J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.</p>	<p>Place/Time</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members Present:</td> <td style="width: 33%;">Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber</td> <td style="width: 33%;">Kellie L. Mullins Troy E. Scott Douglas K. Weaver</td> </tr> </table>	Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Kellie L. Mullins Troy E. Scott Douglas K. Weaver	<p>Roll Call</p>
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Kellie L. Mullins Troy E. Scott Douglas K. Weaver		
<p>Via Electronic Communication:</p>	<p>Babette S. Boling</p>			
<p>Board president Rocky Enfield called the regular meeting of the Board of School Trustees to order.</p>	<p>Call to Order</p>			
<p>Mr. Enfield recited the Elkhart Promise.</p>	<p>The Elkhart Promise</p>			
<p>Mr. Enfield discussed the invitation to speak protocol.</p>				
<p>By unanimous action by roll call, the Board approved the following consent items:</p>	<p>Consent Items</p>			
<p style="padding-left: 40px;">Minutes – January 12, 2021 – Public Work Session Minutes – January 12, 2021 – Organizational Meeting Minutes – January 12, 2021 – Board of Finance Meeting Minutes – January 12, 2021 – Regular Board Meeting</p>	<p>Minutes</p>			
<p style="padding-left: 40px;">Payment of claims totaling \$4,136,784.65 as shown on the January 26, 2021, claims listing. (Codified File 2021-104)</p>	<p>Payment of Claims</p>			
<p style="padding-left: 40px;">The following donations made to Elkhart Community Schools (ECS): Donations of \$1,000 from Jones Petri Rafinski Corporation; \$500 from Naturescape Services, LLC; and \$500 from Mark &amp; Kathy Mow to purchase new music apparel for Elkhart High School (EHS) bands, choirs and orchestras; \$500 from J&amp;H Oil Company to the Education Alliance program at Bristol; \$300 from an anonymous donor to Food Services to help students with negative lunch balances; and \$500 from Legacy Heating and Air, Inc. and \$500 from John Lytell to support the EHS football program.</p>	<p>Gift Acceptance</p>			

The following donations from individuals, city government and community partners ensured students received holiday gifts, clothing and masks: 17,000 face masks from MCC Great Lakes; \$15,000 donated for presents, 10,000 masks and hand sanitizer gift bags from the City of Elkhart, Mayor's Office; \$7,000 donated for presents from the Elkhart Police Department; \$125 in gifts cards, \$85 in cash and 113 food gift baskets from Trinity Lutheran Church & School; gifts from The Salvation Army and World Harvest Church; hundreds of packing boxes from Welch Packaging; use of a box truck from McCormick Motors, Inc.; 275 coats and jackets from Crossroads United Way; cleaning of all coats and jackets from Ziker Cleaners; 400 boxes of food from Feed The Children; money raised to distribute 400 boxes of food from the Elkhart Education Foundation; thirty \$20 gift cards from Debra Bice donated in honor of her deceased son Cameron's 20<sup>th</sup> birthday; the following groups helped with wrapping and sorting 100's of gifts: River Oaks Community Church volunteers; First Baptist Church of Elkhart volunteers; J.C. Rice Educational Services Center staff; Elkhart County Student Mask Volunteer Team; Junior ROTC students; and Lifeline Ministries volunteers.

Proposed school fundraisers in accordance with Board policy. (Codified File 2021-105)

Fundraisers

Conference Leave Requests. (Codified File 2021-106)

Conference  
Leave Requests

Personnel  
Report

Employment of the following two (2) certified staff members, for the 2020-2021 school year, effective on dates indicated:

Certified  
Employment

Brett Cramer - special education at Elkhart Academy, 2/1/21

Rachel Kline - grade 4 at Cleveland (temp), 1/27/21

Retirement of certified staff member, Cynthia White, grade 1 at Daly, effective 6/2/21 with 34 years of service.

Certified  
Retirement

Resignation of the following three (3) certified staff members, effective on dates indicated:

Certified  
Resignation

Landon Grove - social studies at North Side, 1/22/21

Charlene Trotter - director of inclusion, EHS West, 6/30/21

Kurt Weimer - music at EHS West, 6/9/21

Employment of the following three (3) classified employees, effective on dates indicated:

Classified  
Employment

Sandra Davis - food service at Roosevelt, 1/19/21

Jacob Gabaree - support tech. at Tech Services, 1/25/21

Ashlee Haugh - paraprofessional at Elkhart Academy, 1/20/21

Resignation of classified employee, Jessica DuBose, food service at Woodland, effective 1/13/21.	Classified Resignations
Retirement of the following four (4) classified employees, effective on dates indicated, with years of service in parenthesis: Ann Herschberger - therapist at Elkhart Academy, 6/2/21 (30) Theresa Maier - parent support coordinator at Woodland, 1/26/21 (19) Dora Ross - secretary at ESC, 2/12/21 (10) Donna Schmucker - custodian at EACC, 7/1/21 (34)	Classified Retirement
Leave extensions for the following four (4) classified employees, for dates indicated: Terrin Allen - food service at Hawthorne, beginning 1/12/21 and ending 1/22/21 Liesl Bell - technical assistant at EHS West, beginning 1/19/21 and ending 1/29/21 Retha Miller - bus driver at Transportation, beginning 1/15/21 and ending 4/1/21 Deondra Nelson - bus driver at Transportation, beginning 1/11/21 and ending 1/22/21	Classified Leaves
Leave for the following two (2) classified employees, for dates indicated: Jan Roscoe - paraprofessional at EHS East, beginning 1/5/21 and ending 6/2/21 Sonia Thomas - food service at EHS West, beginning 1/11/21 and ending 1/29/21	
Death of the following three (3) classified employees: Darlene Ballard - secretary at EHS West, 1/7/21 Mary Himebaugh - bus driver at Transportation, 1/13/21 Robin Jolgren - secretary at EACC, 1/14/21	Classified Deaths
By unanimous action by roll call, the Board approved proposed revisions and waived second reading to Board Policy 3422.01S - Food Service Employees' in Miscellaneous Positions Compensation Plan. The revision adjusted retirement benefit plan options.	Board Policy 3422.01S
By unanimous action by roll call, the Board appointed Susan Daiber as the Indiana School Board Association legislative liaison for 2021.	Legislative Liaison
The Board received a financial report distributed by Kevin Scott, chief financial officer, for the month of December 2020 as well as the full year of January 1 through December 31, 2020, and found it to be in order.	Financial Report
Mr. Scott provided the current insurance update reporting the total claim expenses for the full year 2020 were \$554,000 lower than the previous year.	Insurance Update

An audience member spoke regarding the loss of a coworker, and additional training for transportation staff.

From the Audience

Superintendent Thalheimer spoke of the loss of three employees. A moment of silence was held in their honor.

From the Superintendent

Board member Susan Daiber reported on the high ratings WVPE has recently received.

From the Board

Board member Doug Weaver suggested donating blood

From the Board

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

Adjournment

APPROVED:

Signatures

\_\_\_\_\_  
Roscoe L. Enfield, Jr., President

\_\_\_\_\_  
Dacey S. Davis, Vice President

\_\_\_\_\_  
Susan C. Daiber, Secretary

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Babette S. Boling, Member

\_\_\_\_\_  
Kellie L. Mullins, Member

\_\_\_\_\_  
Troy E. Scott, Member

\_\_\_\_\_  
Douglas K. Weaver, Member



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** BE

**DATE: FEBRUARY 4, 2021**

**RE: DONATION APPROVAL - EACC**

Henschen Oil, Inc. has donated \$1,000.00 to Mrs. Murray's Cosmetology II class. This donation will be used for student testing as well as specialty certifications.

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:

Henschen Oil, Inc.  
201 S Jackson  
Nappanee, IN 46550





ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** BE

**DATE: FEBRUARY 4, 2021**

**RE: DONATION APPROVAL - EACC**

MORryde International, Inc. has donated a 1998 Ford Expedition, VIN #1FMPU18L6WLB69319 with an owner estimated value of \$1,100.00 to our Automotive Technology class. This vehicle will be used for training purposes for the students in our Automotive cluster.

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:

MORryde International, Inc.  
1966 Sterling Ave.  
Elkhart, IN 46516





**ELKHART HIGH SCHOOL WEST**  
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: January 20, 2021

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Cary Anderson, Principal *CA*  
Kyle Weirich, Music Coordinator

RE: Donation Approval

Elkhart High School received a donation of \$500.00 from David & Brenda Blisk. The donation is in support of the fundraising campaign to purchase new music apparel for Elkhart High School Bands, Choirs, and Orchestras.

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:

David & Brenda Blisk  
1534 Wellingham Ct.  
Vienna VA 22182

Thank you for considering this request.



**STUDENT SERVICES**

PHONE: 574-262-5540

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**ELKHART COMMUNITY SCHOOLS**

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

**DATE: January 22, 2021**

**TO: Dr. Steven Thalheimer  
Board of School Trustees**

**FROM: Sarita Stevens**   
**Assistant Superintendent of Student Services**

**RE: Donation**

**We recently received a donation of 39 hats for distribution to students in need.**

**They were all hand knitted by Jane Slabaugh. I am requesting an appropriate letter of appreciation be sent to:**

**Jane Slabaugh  
3606 Gordon Road  
Elkhart, IN 46516**

February 9, 2021, Meeting of Board of School Trustees

School/Organiz ation	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Mary Feeser	This fundraiser would give students the opportunity to buy chapstick as needed at a cheap cost. The funds will be put into the extra curricular account and used by Student Council, which funds any and all after school activities.	2/15/2021 - 6/2/2021	2/1/2021	Micah Lambert
Elkhart High School/Student Government	A volleyball tournament for students will be hosted for \$40 per team. Proceeds will cover prizes and the remainder will go into the Student Government account.	2/23/2021	1/28/2021	Julie Tyrakowski
West Side/Band	The band will use brochures to sell sweets, snacks and kitchen items. The proceeds will support the purchase of band supplies, music, instruments etc.	2/18/2021 - 3/4/2021	1/28/2021	Tim Carnall
Elkhart High/Cheerleading	The cheerleaders would like to raffle off a Valentine's Day gift card bundles. Proceeds will go towards competitions fees for the Competitive Nationals team.	2/3/2021 - 2/13/2021	2/3/2021	Haley Warstler
Elkhart High School West/ Student Government	Student Government members will pre-sell Dutch kennel popcorn bags for \$10 and distribute after school hours. Funds will be used towards Student Government activities.	2/16/2021 - 3/3/2021	2/3/2021	Julie Tyrakowski
	<b>Please note the following fundraisers are presented for confirmation only.</b>			
Mary Feeser/Student Council	Student Council will host a carnation sale for Valentine's Day. Proceeds will be used to build a Neighborhood lending library box, support red ribbon week, and fund other school activities.	2/2/2021 - 2/11/2021	1/28/2021	Kerry Gianesi

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart High School  
Class/Group: Wrestling  
Number of Students: 1-11 (#determined by results of try.)  
Date/Time Departing: Friday, Feb. 12, 2021 @ 6pm  
Date/Time Returning: Saturday, Feb 13, 2021 @ 9pm  
Destination: Fort Wayne Coliseum Ft. Wayne IN  
City State  
Overnight facility: Tru Hilton  
Mode of transportation: Mini bus and/or parent (depends on #)  
Reason for trip: Wrestling Semi-State

Names of chaperones: Bach Whickcar  
Bach Corpe

Cost per student: 0

Describe Plans for Raising Funds or Funding Source: N/A

Plans to defray costs for needy students: N/A

Are needy students made aware of plans? N/A

Signature of Teacher/Sponsor: J Dent

Signature of Principal: CJH Date: 2/4/21

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Send to Assistant Superintendent for Instruction for approval and for submission to Board of School Trustees

Approval of Assistant Superintendent: B. A. Heppard Date: 2/4/21

Approval by Board: \_\_\_\_\_

(All overnight trips require prior approval by Board Policy IICA.)

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart High School  
Class/Group: Wrestling  
Number of Students: 1-11 (dep. on results of try.)  
Date/Time Departing: Thurs., Feb 18, 2021 @ 6pm  
Date/Time Returning: Sat., Feb 20, 2021 @ 11pm  
Destination: Bunker's Life Indianapolis IN  
City State  
Overnight facility: Hilton Garden Inn  
Mode of Transportation: mini bus and/or parent (depends on #)  
Reason for trip: Wrestling State  
Names of chaperones: Zach Whickcar  
Zach Corp  
Cost per student: 0  
Describe Plans for Raising Funds or Funding Source: N/A  
Plans to defray costs for needy students: N/A  
Are needy students made aware of plans? N/A  
Signature of Teacher/Sponsor: J Dent  
Signature of Principal: Gard Date: 2/4/21  
\*\*\*\*\*  
Send to Assistant Superintendent for Instruction for approval and for submission to Board of School Trustees  
Approval of Assistant Superintendent: BGA stepped Date: 2/4/21  
Approval by Board: \_\_\_\_\_





<p>Elkhart, Indiana (attendance is virtual) February 23 - 26, 2021 (0 day's absence)</p> <p>CADDABRA BROWN - EXCEPTIONAL LEARNERS (0-0) MARSHA DURRANT-WALKER - EXCEPTIONAL LEARNERS (0-0) CARRIE FISH - EXCEPTIONAL LEARNERS (0-0) REBECCA KMITTA - EXCEPTIONAL LEARNERS (0-0) LAURA KRAUSE - EXCEPTIONAL LEARNERS (0-0) CHRISTINA A. MORRIS - EXCEPTIONAL LEARNERS (0-0) GINA PIRACCINI - EXCEPTIONAL LEARNERS (0-0)</p>	<p><i>Education Fund</i> <i>Education Fund</i> <i>Education Fund</i> <i>Education Fund</i> <i>Education Fund</i> <i>Education Fund</i> <i>Education Fund</i></p>	<p><i>N/A</i> <i>N/A</i> <i>N/A</i> <i>N/A</i> <i>N/A</i> <i>N/A</i> <i>N/A</i></p>
<p><b>AP TIP-IN MOCK EXAM READING</b></p> <p>AP Mock Exams administered in March will be placed in a pool of exams with other AP TIP-IN schools (up to 30 total) and be scored by teachers under the training and guidance of College Board Exam Readers, simulating the conditions of the actual AP Exam Reading. This will ensure inter-rater reliability and provide accurate, actionable feedback on student strengths and weaknesses in the two months remaining before AP exams. Teachers will also receive training on instructional strategies, test-taking strategies, and tech mechanics as well as information on the most recent AP exam questions. All of this will take place two months prior to the AP exam administration allowing for adequate time to share with the students taking this course for maximum benefits on the exam.</p> <p>I will serve as a Table Reader to assist teachers from Indiana in learning how to grade the essays from the Mock Exam, with the intent of helping them to better understand the rubric and score their own student work accurately. In the process, it helps me hone my skills with my own students.</p> <p>Elkhart, Indiana (attendance is virtual) March 12, 2021 (0 day's absence)</p> <p>AMY SEMANCIK - ELKHART HIGH SCHOOL WEST (0-0) LESLIE SMITH - ELKHART HIGH SCHOOL EAST (0-0)</p>	<p>\$99.00</p> <p><i>Title II, Part A, FY20</i> <i>Title II, Part A, FY20</i></p>	<p>\$0.00</p> <p><i>N/A</i> <i>N/A</i></p>
<p><b>COALITION FOR ADULT BASIC EDUCATION ANNUAL CONFERENCE</b></p> <p>Information gathered on development of community partnerships, apprenticeships, as well as best practices on adult learner engagement will be shared with staff at subsequent scheduled professional development sessions in April, May, and June 2021.</p> <p>Elkhart, Indiana (attendance is virtual) March 22 - 24, 2021 (0 day's absence)</p> <p>BRENDA EMERSON - EACC (0-0) DARCEY MITSCHELEN - COMMUNITY EDUCATION (0-0)</p>	<p>\$880.00</p> <p><i>Ad Ed Work One 20-21</i> <i>Ad Ed Work One 20-21</i></p>	<p>\$0.00</p> <p><i>N/A</i> <i>N/A</i></p>
<p><b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b></p>	<p><b>EXPENSES</b></p>	<p><b>SUBSTITUTE</b></p>
<p><b>ICASE SPRING VIRTUAL CONFERENCE 2021</b></p> <p>This conference will be a refresher in CC Law, dispute resolution, IEPRC resources, IDOE SPED updates, teletherapy and more.</p> <p>Elkhart, Indiana (attendance is virtual) February 8 - 12, 2021 (0 day's absence)</p> <p>LINDSEY BRANDER - ESC (0-0) LINDSEY COX - ESC (0-0) ANTHONY ENGLAND - ESC (0-0)</p>	<p>\$447.00</p> <p><i>Education Fund</i> <i>Education Fund</i> <i>Education Fund</i></p>	<p>\$0.00</p> <p><i>N/A</i> <i>N/A</i> <i>N/A</i></p>
	<p><b>\$9,194.00</b></p>	<p><b>\$285.00</b></p>
<p>2020 YEAR-TO-DATE EDUCATION FUNDS</p>	<p>\$9,841.88</p>	<p>\$1,330.00</p>
<p>2021 YEAR-TO-DATE EDUCATION FUNDS</p>	<p>\$3,415.00</p>	<p>\$0.00</p>

2020 YEAR-TO-DATE OTHER FUNDS	\$56,021.47	\$4,465.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2021 YEAR-TO-DATE OTHER FUNDS	\$7,592.00	\$0.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$76,870.35</b>	<b>\$5,795.00</b>

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



**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: FEBRUARY 9, 2021**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

**Traci Henn** **Private Schools/Special Education**

- b. **Retirement** – We report the retirement of the following employees at the end of the 2020-21 school year:

**Patricia Pletcher** **Elkhart East/Business** **40 Years of Service**

**Alyce Saal-Buszkiewicz** **Daly/Interventions** **32 Years of Service**

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

**Sarah Flagg** **Elkhart East/Counselor**  
Began: 8/23/04 Resign: 2/26/21

**Mariann Zmudzinski** **Daly/Grade 1**  
Began: 8/15/17 Resign: 6/2/21

**CLASSIFIED**

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

**Carmen Macon** **Roosevelt/Parent/Community Liaison**  
Began: 11/30/20 PE: 2/8/21

**Michael McMahon** **Riverview/Paraprofessional**  
Began: 11/23/20 PE: 2/1/21

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

**Tunisia Calhoun**  
Began: 8/15/14

**Transportation/Bus Driver**  
Resign: 2/25/21

**Letha Marshall**  
Began: 8/17/20

**Eastwood/Paraprofessional**  
Resign: 1/29/21

**Amber Smith**  
Began: 10/17/17

**Beardsley/Paraprofessional**  
Resign: 1/22/21

**Pauletta Turpin**  
Began: 1/23/19

**Hawthorne/Food Service**  
Resign: 2/2/21

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

**Paul Albrecht**  
Began: 1/24/11

**Cleveland/Custodian**  
Retire: 2/5/21  
10 Years of Service

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

**Debra Ball**  
Begin: 2/1/21

**Roosevelt/Permanent Substitute Teacher**  
End: 2/19/21

**Jocelyn Gordon**  
Begin: 1/19/21

**Elkhart West/Food Service**  
End: 2/19/21

**Tonci Haynes**  
Begin: 2/1/21

**Elkhart East/Food Service**  
End: 3/2/21

**Vicky Kraus**  
Begin: 2/1/21

**Elkhart East/Technical Assistant**  
End: 3/31/21

e. **Unpaid Leave** - We recommend an unpaid leave for the following employee:

**Brandon Fossett**  
Begin: 2/12/21

**Transportation/Bus Helper**  
End: 3/26/21



- f. **Revision** - We recommend the revision of leave of absence reported on the January 12, 2021, Board Report of the following employee:

**Cleve Shirley**

Began: 1/4/21

**Transportation/Bus Driver**

**West Side/Food Service**

End: 1/29/21

- g. **Revision** - We recommend the revision of an intent to retire reported on the January 26, 2021, Board Report of the following employee:

**Theresa Maier**

Began: 8/21/01

**Woodland/Parent Support Coordinator**

End: 1/29/21

19 Years of Service



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EXECUTIVE ASSISTANTS' SALARY SCHEDULE
Code	po3422.07S
Status	
Adopted	December 20, 2016
Last Revised	November 24, 2020
Last Reviewed	February 9, 2021

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

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

#### **Annual Base Salary Amount**

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

#### **Salary Factor Range and Review**

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

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

\* Apply factor to base amount of \$57,455

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

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

decision to the appellant, then an appeal may be made to the Superintendent. The Superintendent's decision shall be final.

## **Performance Award**

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

## **Insurance**

### **A. Health**

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

### **B. Life**

All Executive Assistants shall be provided a group term life insurance policy with a face value equal to the annual salary of each staff member rounded up to the next thousand dollars multiplied by two (2). The Board will pay ninety percent (90%) of the annual cost of the insurance.

The retiring Executive Assistants may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in a face amount as indicated in the preceding paragraph by paying one hundred percent (100%) of the group rate premium in excess of that provided in Section 4, Retirement Benefits, paragraph B, Life Insurance.

### **C. Disability**

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

### **D. Liability - Automobile**

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

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

### **A. Definitions**

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

### **B. Eligibility Requirements**

#### **1. Retirement**

Any Executive Assistant who had ten (10) years or more of recognized service and has reached the age of fifty-five (55), or has twenty (20) years or more of recognized service and has reached the age of fifty (50) years, and who is

serving in such capacity at the time of retirement, will be eligible for retirement benefits provided the following conditions are met:

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

## 2. Severance

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

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

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

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

## Retirement Benefits

### A. Health Insurance

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

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

### B. Life Insurance

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



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

#### C. Additional Benefits

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

### **Disability Benefits**

#### A. Health Insurance

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

#### B. Life Insurance

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

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

#### C. Financial Benefits

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

1. Executive Assistants shall be compensated for 1) unused personal business days in the current year of employment, 2) unused vacation days in the current year of employment, and 3) unused vacation days from the previous year of employment.

2. One-half percent (.5%) of the highest salary received times the number of years of recognized service in Elkhart Community Schools prior to becoming an Executive Assistant, and
3. Two percent (2.0%) of the highest salary times the number of years employed as an Executive Assistant.

#### **Death Benefits**

##### **A. Health Insurance**

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

##### **B. Financial Benefits**

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

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

#### **VEBA (Voluntary Employee Benefit Account)**

- A. The Board of School Trustees has established a VEBA (Voluntary Employee Benefit Accounts) pursuant to § 501(c)(9) of the Internal Revenue Code. An Executive Assistant must meet the requirements of Section 3-B-1 and retire from employment with Elkhart Community Schools to be vested in the VEBA account.
- B. Executive Assistants employed by Elkhart Community Schools shall be entitled to a contribution equal to one and a half percent (1.5%) of each Executive Assistant's salary. This one and a half percent (1.5%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid.

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

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

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

4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may use the amounts held in his/her separate VEBA account, for example, to pay health insurance premiums, term life insurance premiums, and to be reimbursed for unreimbursed medical expenses of the Executive Assistant, spouse, and dependents. Furthermore, following the death of an Executive Assistant who had otherwise satisfied the requirements of this policy, any amounts remaining in the deceased administrator's VEBA account may continue to be used to pay these premiums and expenses of the Executive Assistant's spouse and dependents. At no time may the VEBA make loans to an employee, his/her spouse, or his/her dependents.

### **Physical Examination and Reports**

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

### **Absences**

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one hour's notice. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an available benefit.

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

### **Illness Absence and Leaves**

Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

### **Personal Leave**

Executive Assistants are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

If an employee retains all three (3) personal leave days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal leave days. The remaining unused personal leave day shall accumulate for retirement. In the event the employee intends to use five (5) consecutive days, the executive assistant must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

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

### **Support Staff Personal Leave - Procedures**

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. 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.

Executive Assistants may take personal business leave at any time upon the approval of the supervisor or authorized designee.

### **Bereavement**

Each Executive Assistant 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 teacher 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 teacher'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 s/he shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

### **Health Leave**

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

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

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

### **Health Leave – Procedure**

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

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

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

The cost of any such examination will be paid by the employer. In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

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

## **Jury and Witness Duty Pay**

### **A. Jury Duty**

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

### **B. Witness Duty**

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of wages. For cases involving extended absence to witness, the Superintendent may grant additional days. 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 forgoing prohibition.

## **Parental Leave**

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

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

## **Adoptive Leave**

An employee who legally adopts a child whose age is less than 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 Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date the child is physically turned over to the employee for the employee's care and legal custody.

## **Vacations and Holidays**

Executive Assistants shall be eligible for fifteen (15) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools as an Executive Assistant, or when previous employment provided relatively comparable or executive secretarial experience, an Executive Assistant shall be eligible for twenty-five (25) days of vacation each year.

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

## **Holidays**

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

### **A. Executive Assistants shall be paid for the following holidays:**

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day - two (2) days

Labor Day

Thanksgiving

Friday immediately following Thanksgiving Day

Christmas - two (2) days

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

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

Revised 3/28/17

Revised 12/12/17

Revised 8/14/18

Revised 12/18/18

Revised 12/10/19

Revised 1/14/20

MISCELLANEOUS POSITION PAY SCHEDULE

Classification	Position	Amount	Source of Payment
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HIGH SCHOOL FOOTBALL

	Event Supervisor	\$50 per event	ECS Ed Fund
	Tournament Supervisor	\$ 100 per event	ECS Ed Fund

Adult

	Firemen	\$30 per hour	ECS Ed Fund
	Usher/Security	\$50 per game	HS Athletic Dept.
	Ticket Sellers/Takers	\$10 per hour	HS Athletic Dept.
	Public Address Announcer	\$25 per game	HS Athletic Dept.
*	Crowd Supervision Manager	½ of Master Contract rate	ECS Ed Fund
	Fan Bus Supervision	\$15 + 2 tickets per trip	HS Athletic Dept.
	Parking Director	\$17 per hour	ECS Ed Fund
	Parking Attendant	\$15 per hour	ECS Ed Fund

HIGH SCHOOL BASKETBALL

(Games at North Side and Tournaments)

	Event Supervisor	\$50 per event	ECS Ed Fund
	Tournament Supervisor	\$100 per event	ECS Ed Fund

Adult

	Firemen	\$30 per hour	ECS Ed Fund
	Usher/Security	\$50 per game	HS Athletic Dept
	Ticket Sellers/Takers	\$10 per hour	HS Athletic Dept
	Timers/Scorers	\$25 per game	HS Athletic Dept
	PA Announcer	\$25 per game	HS Athletic Dept
*	Crowd Supervision Manager	½ of Master Contract rate	ECS Ed Fund
	Fan Bus Supervision	\$15 + 2 tickets per trip	HS Athletic Dept
	Parking Director	\$17 per hour	ECS Ed Fund
	Parking Attendant	\$15 per hour	ECS Ed Fund

Student

	Usher/Security	\$10 per hour	HS Athletic Dept
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HIGH SCHOOL ATHLETICS

	Event Supervisor		
	Volleyball		ECS Ed Fund
	Varsity/JV/freshman	\$50 per event	ECS Ed Fund
	Freshmen 3-way	\$50 per event	ECS Ed Fund
	4 teams or less tourney	\$50 per event	ECS Ed Fund
	5 teams or more tourney	\$100 per event	ECS Ed Fund
	Soccer		
	Regular season varsity/JV	\$50 per event	ECS Ed Fund
	Tournament	\$100 per event	ECS Ed Fund

Classification	Position	Amount	Source of Payment
	Swimming		
	Regular season meet	\$50 per event	ECS Ed Fund
	All day tournament	\$100 per event	ECS Ed Fund
	Diving only	\$50 per event	ECS Ed Fund
	Wrestling		
	Varsity/JV	\$50 per event	ECS Ed Fund
	Super dual meet	\$100 per event	ECS Ed Fund
	Gymnastics		
	Varsity/JV	\$50 per event	ECS Ed Fund
	Invitational	\$100 per event	ECS Ed Fund
	Baseball/Softball		
	Varsity/JV/freshman	\$50 per event	ECS Ed Fund
	Tournament	\$100 per event	ECS Ed Fund
	Track		
	Dual or triangular meet	\$50 per event	ECS Ed Fund
	Invitational	\$100 per event	ECS Ed Fund

NON-ATHLETIC EVENTS (ECS RENTALS, MISCELLANEOUS ASSIGNMENTS)

Adult

	Electronic Technical Services Mgr.	\$14.50 per hour	ECS Ed Fund
*	Building Rental Manager	\$14.50 per hour ( <i>per teachers contract</i> )	ECS Ed Fund
	Police/Firemen	\$30 per hour	ECS Ed Fund
	Tipton Police	\$40 per hour	ECS Ed Fund
	Security	\$10 per hour	ECS Ed Fund
	Usher	\$8 per event	ECS Ed Fund
	Ticket Seller/Taker	\$12 per event	ECS Ed Fund
	Parking Director	\$17 per hour	ECS Ed Fund
	Parking Attendant	\$15 per hour	ECS Ed Fund
	Substitute Custodian	\$12.19 per hour	ECS Ed Fund
*	Intramurals	\$7.25 per hour	ECS Ed Fund
	Food Service Sub	<del>\$10.00</del> <u>10.30</u> per hour	Food Service Fund
	Food Service Sub (retired Food Service employee)	Rate pursuant to Board Policy 3120.03S	Food Service Fund
	Food Service Driver Sub	<del>\$15.75 per hour</del> <u>Base rate pursuant to Board Policy 3422.12S</u>	Food Service Fund

Student

	Stage Hand/Music Helper	\$7.25 per hour	ECS Ed Fund
	Usher	\$7.25 per event	ECS Ed Fund
	Ticket Taker	\$8 per event	ECS Ed Fund
	Cloakroom Attendant	\$7.25 per event	ECS Ed Fund

In the event the federally established minimum wage exceeds the hourly rate set forth under this regulation, the minimum wage shall apply.

\* Negotiated Rates



| ~~February 25, 2020~~ February 9, 2021

**Elkhart Community Schools  
New Course Proposal for 2021-2022**

## Music and Movement

<b>State Title</b>	<p><b>4206 Music History and Appreciation (MUS HIST)</b>  Music History and Appreciation is based on the Indiana Academic Standards for Music and standards for this specific course. Students receive instruction designed to explore music and major musical styles and periods through understanding music in relation to both Western and Non-Western history and culture. Activities include analyzing and describing music; evaluating music and music performances; and understanding relationships between music and the other arts, as well as disciplines outside of the arts.</p> <ul style="list-style-type: none"> <li>● Recommended Grade: 9, 10, 11, 12</li> <li>● Required Prerequisites: none</li> <li>● Recommended Prerequisites: none</li> <li>● Credits: 1 or 2 semester course, 1 credit per semester. The nature of this course allows for two successive semesters of instruction at an advanced level provided that defined proficiencies and standards are utilized.</li> <li>● Counts as a directed elective or elective for all diplomas</li> <li>● Fulfills a Fine Arts requirement for the Core 40 Academic Honors Diploma</li> </ul>
<b>Course Description</b>	<p><b>Music and Movement</b> is a course that will provide musical experiences for students with special needs through peer mentorship. Music and Movement will join students with and without disabilities to learn together in a general music setting. Students who participate in Music and Movement will experience music through singing, moving, and playing percussion instruments. Making music together is a powerful force for learning, growth, friendship and understanding. Music is an art that transcends disability and the relationships formed in this way will truly resonate for all students involved.</p>
<b>Grade Levels</b>	9-12
<b>Pathways</b>	<p><b>School of Arts &amp; Communication</b></p> <ul style="list-style-type: none"> <li>● Civic Arts: Band</li> <li>● Civic Arts: Choir</li> <li>● Civic Arts: Orchestra</li> <li>● Music Therapy? (future)</li> </ul> <p><b>School of Human Services</b></p> <ul style="list-style-type: none"> <li>● Education</li> <li>● Human &amp; Social Services</li> </ul>
<b>Length of Course</b>	Full Year
<b>Prerequisites</b>	None

## Elkhart Community Schools New Course Proposal for 2021-2022

### Additional Required Information:

Resources	<p>The Music Together Registration Fee of \$56.25 covers the book and CD for the students with special needs.</p> <ul style="list-style-type: none"> <li>• Will try to get download codes for the peer mentors, who are helping with the "parental" role.</li> <li>• Divide fee by all students in the class, including peer mentors.</li> </ul>
Additional cost?	None - we already have some drums, and we could try to find more throughout the district. ECS special education department could also help if needed.
Rationale for the course	Elkhart HS currently has a gap in our music course offerings for students with special needs. A Music and Movement course will allow students with and without disabilities to work together to experience music. Making music together is a powerful force for learning, growth, friendship and understanding. Music is an art that transcends disability and the relationships formed in this way will truly resonate for all students involved.
How does this course fit into your department's and your school's total program?	Music and Movement will be a stand alone course that can be taken multiple years.
Anticipated number of students	We anticipate approximately 30 students will participate in Music and Movement. <b>All students, including peers, will receive credit.</b>
What courses might this replace in their schedules?	None
Name of person on staff licensed to teach this course	Tracey Weirich

Teacher Signature    Tracey Weirich

Date: December 4, 2020

Department Chair    Kyle Weirich

Date: December 4, 2020

Director of Counseling    Gail Draper

Date: January 26, 2021

Principal or Assistant Principal    Kelly Berheide

Date: December 4, 2020

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**Checklist and Timeline:** These dates are the “ideal” and

Task	Completed?	
<b>STEP 1:</b> By the middle of October, the teacher(s) will draft an informal course proposal and discuss the new course with his or her department chair. The teacher and department chair will make contact with their counterparts at the sister school and with building administrators. The administrators will discuss the proposed course with the Director of Secondary Instruction. <b>By the last Friday in October</b> , the teacher will be informed as to whether or not he or she should move forward with further development of the proposed course and with the formal submission of the new course proposal using the form above.	Yes	No
<b>STEP 2:</b> The teacher will submit the full course proposal to the building administrator and his or her department chair <b>by the middle of November</b> .	Yes	No
<b>STEP 3:</b> The building principal or his/her designee will submit the full course proposal to the Director of Secondary Instruction <b>by the last Friday in November</b> for discussion and decision-making.	Yes	No
<b>STEP 4:</b> <b>By the first Friday in December</b> , the Director of Secondary Instruction will inform secondary administrators whether or not the new course proposal has been recommended for submission to the Board of School Trustees for inclusion in the course offerings. Principals will notify building administrative staff and the submitting teacher whether or not the proposal is moving to the next step.	Yes	No
<b>STEP 5:</b> The Director of Secondary Instruction will take the recommended new course proposals to the Superintendent <b>no later than the end of December</b> .	Yes	No
<b>STEP 6:</b> If the Superintendent approves the recommendations, the course proposals will be shared with the Board of School Trustees during the next scheduled board meeting. The Director of Secondary Instruction will work with the department chairpersons and building administrators to coordinate the writing of the curriculum and ordering of resources for implementation during the next school year.	Yes	No

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## Unified Music

<b>State Title</b>	<p><b>4200 Applied Music (L) (APPL MUS)</b> Applied Music is based on the Indiana Academic Standards for High School Choral or Instrumental Music. Applied Music offers high school students the opportunity to receive small group or private instrucon designed to develop and refine performance skills. A variety of music methods and repertoire is utilized to refine students' abilities in performing, creating, and responding to music.</p> <ul style="list-style-type: none"> <li>• Recommended Grade: 10, 11, 12</li> <li>• Required Prerequisites: none</li> <li>• Recommended Prerequisites: none</li> <li>• Credits: 1 semester course, 1 credit per semester. The nature of this course allows for successive semesters of instrucon at an advanced level provided that defined proficiencies and content standards are utilized.</li> <li>• Counts as a directed elective or elective for all diplomas</li> <li>• Fulfills a Fine Arts requirement for the Core 40 Academic Honors Diploma</li> <li>• Laboratory course</li> </ul>
<b>Course Description</b>	<p><b>Unified Music</b> is a course that will provide musical performance experiences for students with special needs through peer mentorship. Unified Music will join students with and without disabilities to learn and perform in the band and/or orchestra together. Students who participate in Unified Music will learn to be musicians. Making music together is a powerful force for learning, growth, friendship and understanding. Music is an art that transcends disability and the relationships formed in this way will truly resonate for all students involved.</p>
<b>Grade Levels</b>	9-12
<b>Pathways</b>	<p><b>School of Arts &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Civic Arts: Band</li> <li>• Civic Arts: Choir</li> <li>• Civic Arts: Orchestra</li> </ul> <p><b>School of Human Services</b></p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Human &amp; Social Services</li> </ul>
<b>Length of Course</b>	Full Year
<b>Prerequisites</b>	Peer mentors: concurrent enrollment in band, choir or orchestra.

Additional Required Information:

<b>Resources</b>	The United Sound Registration Fee of \$25 covers the book. unitedsound.org
<b>Additional cost?</b>	None



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informed as to whether or not he or she should move forward with further development of the proposed course and with the formal submission of the new course proposal using the form above.		
<b>STEP 2:</b> The teacher will submit the full course proposal to the building administrator and his or her department chair <b>by the middle of November.</b>	Yes	No
<b>STEP 3:</b> The building principal or his/her designee will submit the full course proposal to the Director of Secondary Instruction <b>by the last Friday in November</b> for discussion and decision-making.	Yes	No
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<b>STEP 5:</b> The Director of Secondary Instruction will take the recommended new course proposals to the Superintendent <b>no later than the end of December.</b>	Yes	No
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SCHOOL CALENDAR: JULY 2020 – JUNE 2021

EACC students ONLY

Calendar for July 2020 showing days of the week and dates.

Calendar for January 2021 showing days of the week and dates with school status indicators.

Calendar for August 2020 showing days of the week and dates with school status indicators.

Calendar for February 2021 showing days of the week and dates with school status indicators.

Calendar for September 2020 showing days of the week and dates with school status indicators.

Table comparing Group A and Group B schedules for August 2020, listing schools and their corresponding days.

Calendar for March 2021 showing days of the week and dates with school status indicators.

Calendar for October 2020 showing days of the week and dates with school status indicators.

Table comparing Group A and Group B schedules for September 2020, listing schools and their corresponding days.

Calendar for April 2021 showing days of the week and dates with school status indicators.

Calendar for November 2020 showing days of the week and dates with school status indicators.

Key:   
 Professional Day for teachers (non-student day)   
 **M** No School (may be used as emergency make-up day, if necessary)   
 **X** School Out of Session (during the Instructional school year)   
 **K** Kindergarten Kick-off   
 **O** Parent/Teacher Conferences   
 **eLearning Day**

Calendar for May 2021 showing days of the week and dates with school status indicators.

Calendar for December 2020 showing days of the week and dates with school status indicators.

2/9/21 Revision:   
 • 3/3/21 will NOT be an in-person instruction day for Group A EACC students, all EACC students will attend virtually   
 • 3/5/21 will be an in-person instruction day for all Group B students   
 • 4/23/21 will be an in-person instruction day for all Group A students   
 • 5/21/21 will be an in-person instruction day for all Group A students   
 • With the exception of 3/5/21, 4/23/21 and 5/21/21 Fridays will remain eLearning Days (EACC students will continue to follow their approved calendar)   
 • Elkhart High School West Graduation will be on 6/12/21   
 • Elkhart High School East Graduation will be on 6/13/21   
 8/10/20 Revision:   
 • 8/17/20 will be the first day of in-person instruction for Group A students   
 • 8/18/20 will be the first day of in-person instruction for Group B students   
 • School will be in session on Friday, 2/26/21 and Friday, 3/19/21   
 7/16/20 Revision:   
 • 9/23/20 will no longer be a district-wide eLearning day. This will be an in-school day for Group A students and an eLearning day for Group B students.   
 • 10/21/20 will be a district-wide eLearning day for Group A students and Group B students. This will remain a Parent/Teacher Conference day.

Calendar for June 2021 showing days of the week and dates with school status indicators.





SCHOOL CALENDAR: JULY 2020 – JUNE 2021

→Group A students will attend classes in school on Monday and Wednesday with eLearning on Tuesday, Thursday and Friday
→Group B students will attend classes in school on Tuesday and Thursday with eLearning on Monday, Wednesday and Friday

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

Calendar grid for January 2021 with days of the week and dates.

Calendar grid for August 2020 with days of the week and dates.

Calendar grid for February 2021 with days of the week and dates.

Calendar grid for September 2020 with days of the week and dates.

Calendar grid for March 2021 with days of the week and dates.

Calendar grid for October 2020 with days of the week and dates.

Calendar grid for April 2021 with days of the week and dates.

Calendar grid for November 2020 with days of the week and dates.

Calendar grid for May 2021 with days of the week and dates.

Calendar grid for December 2020 with days of the week and dates.

Calendar grid for June 2021 with days of the week and dates.

August
10 Full day pre-session for teachers – non-student day
11 Full day pre-session for teachers – non-student day
12 Full day pre-session for teachers – non-student day
17 Hybrid schedule begins with in-person classes for Group A students

September
7 Labor Day – All Schools Closed

October
9 End of 1st grading period/midterm – all schools
19 Elementary and Secondary Parent/Teacher Conferences in the evening hours (Full day for all school students)
20 Elementary and Secondary Parent/Teacher Conferences in the evening hours (Full day for all school for all students)
21 Elementary and Secondary Parent/Teacher Conferences and eLearning day for Group A students and Group B students
22-23 Fall Recess – All Schools Closed
26 Fall Recess – All Schools Closed

November
25-27 Thanksgiving Recess – All Schools Closed

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

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

February
12 Presidents' Day Recess – All Schools Closed
15 Presidents' Day Recess – All Schools Closed

March
3 Scheduled eLearning Day (K-12th grade students will not attend school but will be required to complete digital learning assignments from home)
12 End of 3rd grading period/midterm – all schools

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

May
31 Memorial Day – All Schools Closed

June
2 Last Day of School – full day for all students\*\*
2 Last Day for Teachers\*\*
12 Elkhart High School West Graduation
13 Elkhart High School East Graduation

Key:
underlined = Professional Day for teachers (non-student day)
M No School (may be used as emergency make-up day, if necessary)

X School Out of Session (during the instructional school year)
K Kindergarten Kick-off

O Parent/Teacher Conferences

□ eLearning Day

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

2/9/21 Revision:

- 3/3/21 will NOT be an in-person instruction day for Group A EACC students, all EACC students will attend virtually
3/5/21 will be an in-person instruction day for all Group B students
4/23/21 will be an in-person instruction day for all Group A students
5/21/21 will be an in-person instruction day for all Group A students
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