

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

January 26, 2021

CALENDAR

Jan	26	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	26	immediately following	Executive Session, J.C. Rice Educational Services Center
Jan	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	9	5:30 p.m.	Public Work 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

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. CONSENT ITEMS:

- 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
- Claims
- Gift Acceptance
- Fundraisers
- Conference Leave Requests
- Personnel Report

E. NEW BUSINESS

Board Policy 3422.01S – Food Service Employees’ Compensation Plan - The Administration presents proposed revisions and asks to waive 2nd reading of Board Policy 3422.01S – Food Service Employees’ Compensation Plan.

Appointment of the Indiana School Board Association Legislative Liaison for 2021

Financial Report – January 1, 2021 – January 30, 2021

Monthly Insurance 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 12, 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:	Kevin Scott Steve Thalheimer	Doug Thorne Cheryl Waggoner
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The Board was presented a Program Proposal for Special Education and Alternative Education by Tony England, Assistant Superintendent of Exceptional Learners; Sarita Stevens, Assistant Superintendent of Student Services; and Lindsey Brander, Supervisor of Special Programs. The proposal included the recommendation to move most programs to the Bristol Elementary location.

Topics Discussed

Kevin Scott, Chief Financial Officer, and Doug Thorne, District Council/Chief of Staff, responded to Board inquiries regarding agenda items for the regular meeting.

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

Susan C. Daiber, Secretary

Troy E. Scott, Member

Douglas K. Weaver, Member

MINUTES OF THE
ORGANIZATIONAL MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

January 12, 2021

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – 7:00 p.m.			Time/Place
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Kellie L. Mullins Troy E. Scott Douglas K. Weaver	Roll Call
Via Electronic Communication:		Babette S. Boling	
Outgoing President Kellie Mullins called the meeting to order and the pledge was recited.			Call to Order/Pledge
New Board member, Dacey Davis, and re-elected Board members, Susan Daiber and Douglas Weaver were sworn in as Board members for next four years. (Codified Files 2021-93)			Oath of Office
By unanimous action by roll call, the Board elected Roscoe Enfield to serve as president, Dacey Davis to serve as vice president, and Susan Daiber to serve as secretary of the Board of School Trustees for 2021. This election is in accordance with the Board’s long standing rotation schedule.			Election of Officers
Two Board members –Roscoe Enfield and Douglas Weaver, publicly disclosed potential conflicts of interest. (Codified Files 2021-94)			Conflict of Interest
By unanimous action by roll call, the Board adopted an organizational resolution naming Kevin Scott, treasurer; Erica Purvis, deputy treasurer; copy fees; officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees; Board member compensation; cash management provider is Lake City Bank; Legal Counsel is Barnes & Thornburg; legal notices to be published in the Elkhart Truth and Goshen News; mileage rate is \$.56; and bond amounts. (Codified File 2021-95)			Resolution of Board of School Trustees

The meeting adjourned at approximately 7:07 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
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools
Elkhart, Indiana
January 12, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at approx. 7:10 p.m.			Time/Place
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Kellie L. Mullins Troy E. Scott Douglas K. Weaver	Roll Call
Via Electronic Communication:		Babette S. Boling	
Outgoing President Kellie Mullins called the annual meeting of the Board of Finance to order.			Call to Order
By unanimous action by roll call, the Board adopted a resolution authorizing the Treasurer of Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9.6.			Resolution
Board members were provided with an investment history report reflecting no investment activity during 2020 and the Investment Policy.			2020 Investment History and Policy
Per Indiana Code 5-13-7-8, Superintendent or designee needs to provide a report to the Board of Finance to assess the financial condition of the school corporation. Kevin Scott, Chief Financial Officer, presented the financial indicators report.			Financial Indicators
The meeting was adjourned at approximately 7:15 p.m.			Adjournment
APPROVED:			Signatures
	<hr/> Roscoe L. Enfield, Jr., President		
ATTESTED:			
	<hr/> Susan C. Daiber, Secretary		

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

January 12, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:12 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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As in past practice, outgoing president Kellie Mullins called the regular meeting of the Board of School Trustees to order.

Call to Order

Board member Dacey Davis recited the Elkhart Promise.

The Elkhart Promise

Mrs. Mullins discussed the invitation to speak protocol.

By unanimous action by roll call, the Board approved the following consent items:

Consent Items

Minutes – December 15, 2020 – Regular Board Meeting

Minutes

Payment of claims totaling \$16,152,421.93 as shown on the January 12, 2021, claims listing. (Codified File 2021-96)

Payment of Claims

The following donations made to Elkhart Community Schools (ECS): \$5,000 from the Kimberlee and Scott Welch family; \$500 from Richard & Kathleen Collins; \$1,000 from Anthony & Carolyn Hunt; Randal & Lori Christophel; \$550 from an anonymous donor; \$500 from Carolyn Cook; \$2,500 from the Mulvaney Law Office; \$500 from Michael & Jennifer Nolan; \$500 from Erik & Christina Smith to purchase new music apparel for Elkhart High School (EHS) bands, choirs and orchestras; \$965 from Safe Fleet for Osolo's Angel Tree Program; \$1,000 from Genesis Products to support the EHS girls' basketball program; \$250 from the Brian & Amanda Jamison Charitable NE for misc. costs of the EHS boys' basketball program; a 2010 Ford Edge Limited (donor valued at \$6,293) from Jessica Weaver in 2020 for the automotive program at EACC; 25 basketball warm-ups (donor valued at \$1,375) from AZ Apparels to Pierre Moran's boys' and girls' basketball teams;

Gift Acceptance

and \$50,000 from the Irions Foundation and \$25,000 from David Weaver for the Engineering, Technology and Innovation building fund.

Proposed school fundraisers in accordance with Board policy. (Codified File 2021-97)

An extra-curricular purchase request from Elkhart High School's athletic department to purchase a BenQ golf projector for training purposes for the boys' and girls' golf program in the amount of \$699.

Conference Leave Requests. (Codified File 2021-98)

A consent agreement regarding unpaid time for a certified staff member. (Codified File 2021-99)

Employment of the following five (5) certified staff members, for the 2020-2021 school year, effective on dates indicated:

- Jill Brenneman - grade 6 at Hawthorne, 1/11/21
- Amanda Davis - language arts at PMMS, 1/25/21
- Audrey Gemberling - ENL at Pinewood, 1/4/21
- Kent Kauffman - science at EHS West, 1/4/21
- Mary Kwon - ENL at Pinewood, 1/4/21

Retirement of certified staff member, Kathleen Mentz, District Dean at PACE, effective 6/15/21 with 16 years of service.

Resignation of certified staff member, Elise Maller, counselor at EHS East, effective 12/18/20.

Leave for certified staff member, Shanna Robinson, social studies at EHS West, beginning 1/19/21 and ending 6/2/21.

Employment of the following five (5) classified employees, effective on dates indicated:

- Andrew Geers - custodian at Eastwood, 12/23/20
- Benjamin Hesch - custodian at Woodland, 12/21/20
- Elizabeth Osowski - food service at EHS West, 1/5/21
- Niquan Whitener - misc. truck driver at Commissary, 1/5/21
- Jacquelyn Zayas - bus driver at Transportation, 1/5/21

Resignation of the following two (2) classified employees, effective on dates indicated:

- Nathaniel Blodgett, mechanic at Transportation, 1/8/21
- Kristie Burk, bus driver at Transportation, 1/5/21

Fundraisers

Extra-curricular Request

Conference Leave Requests

Personnel Report

Consent Agreement

Certified Employment

Certified Retirement

Certified Resignation

Certified Leave

Classified Employment

Classified Resignations

Retirement of classified employee, Janet LaPlace, food service at Commissary, effective 1/21/21 with 10 years of service.

Leave extensions for the following eight (8) classified employees, for dates indicated:

Terrin Allen - food service at Hawthorne, beginning 1/4/20 and ending 1/11/21

Debra Ball - substitute teacher at Roosevelt, beginning 1/4/21 and ending 1/29/21

Alix Davis - bus driver at Transportation, beginning 1/4/21 and ending 6/2/21

Frances Eggink - food service at West Side, beginning 1/4/21 and ending 1/29/21

Tonci Haynes - food service at EHS East, beginning 1/4/21 and ending 1/29/21

Kimberly Jones - paraprofessional at EHS West, beginning 1/4/21 and ending 6/2/21

Lynne Lee - bus helper at Transportation, beginning 1/4/21 and ending 6/2/21

Christina Miller - bus driver at Transportation, beginning 1/4/21 and ending 6/2/21

Leave for the following five (5) classified employees, for dates indicated:

Liesl Bell - technical assistant at EHS West, beginning 1/4/21 and ending 1/15/21

Sherriann Gard, paraprofessional at Osolo, beginning 1/14/21 and ending 5/10/21

Vicky Kraus, technical assistant at EHS East, beginning 1/4/21 and ending 1/29/21

Kitty Lange, food service at Feeser, beginning 1/4/21 and ending 1/15/21

Cleve Shirley, bus driver at Transportation, beginning 1/4/21 and ending 2/15/21

Reassignment of classified employee, Jill Brenneman, to a certified position.

Revision of resignation for classified employee, Martha Brown, food service at Beck, effective 1/5/21.

Revision of retirement of classified employee, Donna Gildea, social worker at Elkhart Academy, effective 1/5/21 with 23 years of service.

Termination of the following three (3) classified employees under Board Policy 3139.01S effective dates as indicated:

Robert Gray – food service at Pierre Moran, 1/12/21

Nicole Sparr – food service at Commissary, 12/15/20

Debra Watson – food service at Roosevelt, 9/22/20

Classified Retirement
Classified Leaves

Reassignment

Resignation
Revision

Retirement
Revision

Classified
Terminations

By unanimous action by roll call, the Board approved new Board Policy 2266 – Title IX, as initially presented at the December 8th regular meeting.

Board Policy
2266

By unanimous action by roll call, the Board was approved proposed revisions Board Policy 7455 – Accounting System for Fixed Assets, as initially presented at the December 8th regular meeting.

Board Policy
7455

By unanimous action by roll call, the Board approved proposed revisions and waived second reading to Board Policy 3422.06S – Secretarial/Business Compensation Plan. Doug Thorne, District Counsel/Chief of Staff, noted the revisions contained a reclassification of one secretarial position and corrections to job titles, etc.

Board Policy
3422.06S

By unanimous action by roll call, the Board approved proposed revision and waived second reading to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan. The revision adjusted the hourly wage range for a position.

Board Policy
3422.12S

By unanimous action by roll call, the Board approved proposed revisions and waived second reading to Board Policy 3422.14S – Employees in Technology Services Positions Compensation Plan. The revisions adjusted the salary range of three positions.

Board Policy
3422.14S

By unanimous action by roll call, the Board approved a Memorandum of Understanding between Elkhart Community Schools and the Elkhart Teachers Association regarding student loads and stipends. (Codified File 2021-100)

Memorandum of
Understanding

By unanimous action by roll call, the Board authorized the administration to enter into a Cooperation Agreement with Elkhart County through the Health Department with Elkhart Community Schools regarding emergency services. In response to Board inquiry, Mr. Thorne stated there is a clause allowing ECS to refuse a request or a specific location and the Agreement indemnifies ECS. Mr. Thorne also noted this Agreement replaces various previous agreements with the County. (Codified File 2021-101)

Cooperation
Agreement

By unanimous action by roll call, the Board adopted a Resolution authorizing the Chief Financial Officer or his designee to make retroactive contributions to VEBA accounts of employees not in alignment with Board Policy and to correct current contribution rates to also align with policy. (Codified File 2021-102)

VEBA Resolution

By unanimous action by roll call, the Board adopted a Referendum Tax Levy Resolution to (a) place a referendum under Indiana Code 20-46-1, as amended, on the ballot with the information set forth in this resolution for the 2022 Referendum Tax Levy Fund, and (b) request the public question be placed on the ballot of a special election to be held on the first Tuesday after the first Monday in May, 2021.

Resolution

Upon introduction of the Resolution, Superintendent Thalheimer presented the three key areas: 1) Increase pay for all employees to ensure competitiveness with neighboring districts, help recruit and retain exceptional employees to provide the educational excellence our community demands and the compensation required in a competitive market; 2) Reduce out-of-pocket health insurance costs for ECS employees. Skyrocketing health insurance costs in our country requires the need for ECS to modernize their benefits package to ease the undue burden on employees; and 3) Continue to provide safe transportation for our students at current levels. The transportation funding passed in the 2014 Referendum expires this year, so a significant portion of this referendum will be used to keep transportation practices in place. (Codified File 2021-103)

Board member Susan Daiber thanked Mrs. Mullins for her Board presidency in a most challenging year.

From the Board

Outgoing Board president, Kellie Mullins, thanked the community and staff for their support for the last year.

From the Board

The meeting adjourned at approximately 7:40 p.m.

Adjournment

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Dacey S. Davis, Vice President

Susan C. Daiber, Secretary

Babette S. Boling, Member

Kellie L. Mullins, Member

Troy E. Scott, Member

Douglas K. Weaver, Member

Junior ROTC students

Attention: FRANK J. ROSSI, Colonel, USAF (retired)

Senior Aerospace Science Instructor

AFJROTC IN-20161

Elkhart High School – East

1 Blazer Blvd

Elkhart, IN 46516

Lifeline Ministries-wrapped gifts

Attention: Darrell and Leslie Peterson

174 State St

Elkhart, IN 46516





STUDENT SERVICES

PHONE: 574-262-5540

ELKHART COMMUNITY SCHOOLS

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

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

**FROM: Sarita Stevens, Assistant Superintendent of Student Services
Natalie Bickel, Supervisor Student Services/Attendance Officer**

DATE: January 8, 2021

Over the holidays, we received numerous donations from individuals, city government and community partners to ensure our students received gifts, clothing and masks.

Please send letters of acknowledgement and appreciation to:

Donation of 17,000 face masks:

**Kelly Shenk Koontz
Program Director
MCC Great Lakes
1013 Division St
Goshen, IN 46526**

City of Elkhart-Mayor's Office-\$15,000 donated for presents to our students, 10,000 masks and hand sanitizer gift bags

**Attention: Mayor Rod Robinson
229 S 2nd St
Elkhart, IN 46516**

Elkhart Police Department-\$7,000 donated for presents to our students

**Attention: Chris Snyder
175 Waterfall Dr
Elkhart, IN 46516**

The money donations made it possible to give over 130 families and 400 students gifts for the holiday season.

Trinity Lutheran Church & School-\$85.00 cash, \$125.00 in Kroger gift cards and 113 food gift baskets to students and families

**Attention: Sue Emmack
30888 Co Rd 6
Elkhart, IN 46516**

The Salvation Army-donated gifts

Attention: Lt. Wayne

300 N Main St

Elkhart, IN 46516

World Harvest Church-donated gifts

Attention: Pastor Parsley

1610 S Nappanee St

Elkhart, IN 46516

Welch Packaging Group-donated hundreds of boxes

1130 Herman St

Elkhart, IN 46516

McCormick Motors, Inc.-donated a box truck to use for the week

Attention: Thomas Nunemaker

1255 W Market St

Nappanee, IN 46550

Crossroads United Way of Elkhart- 275 coats and jackets

Attention: Mona Livingston

601 County Rd 17

Elkhart, IN 46516

Ziker Cleaners-cleaned all of the coats and jackets

1808 E Bristol St

Elkhart, IN 46514

Feed The Children-400 boxes of food

Attention: Darlene Anderson

22365 Elkhart E Blvd

Elkhart, IN 46514

Elkhart Education Foundation-raised money to distribute 400 boxes of food

Attention: Ashley Molyneaux and Stephanie Coleman

2746 Old U.S. 20

Elkhart, IN 46514

Debra Bice- Donated (30) \$20 gift cards in honor of her deceased son, Cameron's 20th birthday. The gift cards were given to ECS families

55477 Labrador Pointe Court

Osceola, IN 46561





ELKHART HIGH SCHOOL EAST
ONE BLAZER BOULEVARD • ELKHART, IN 46516
PHONE: 574-295-4700



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

DATE: January 12, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley
Elkhart High School Athletic Department

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart High School Athletic Department. This donation was given by John Lytell to support the high school 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:

John Lytell
7924 W US 52
New Palestine, IN 46163



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 14, 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 Naturescape Services, LLC. 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:

Mike Knepper
Naturescape Services, LLC
PO Box 1671
Elkhart, IN 46515

Thank you for considering this request.



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 13, 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 Mark & Kathy Mow. 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:

Mark & Kathy Mow
18075 CR 2
Bristol, IN 46507

Thank you for considering this request.

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: January 21, 2021

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard *Bradley Sheppard*

RE: **Conference Leave Requests**
January 26, 2021 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2020 - 2021 CONFERENCES	EXPENSES	SUBSTITUTE
<p>THE ECONOMICS OF DISASTERS & ECONOMICS ONLINE FOR TEACHERS: FUNDAMENTAL PRINCIPLES AND MARKETS</p> <p>These workshops are aimed at giving instructors additional skill, theory and practice in teaching topics in Economics, particularly, dual credit Micro and Macro Economics. The dual credit Micro and Macro courses place emphasis on real world problem solving and application of theory that is demonstrated in this workshop. In addition, participating in these online workshops will qualify me to go one step further and take graduate credit in economics through the University of Colorado, Colorado Springs. The potential graduate credits have already been approved by Indiana University toward maintaining my certification to each Advance College Project (dual credit) Macro and Micro Economics. The focus of the request are the fees for the online workshops. While the workshops qualify me to move toward graduate credit, those credits will be undertaken at a different time, at my own expense, and are not the focus of this request.</p> <p>Elkhart, Indiana (attendance is virtual)</p> <p>January 12 - April 6, 2021 (0 day's absence)</p> <p>ERIN HARTMAN - ELKHART HIGH SCHOOL WEST (0-0)</p>	<p align="center">\$400.00</p> <p align="center"><i>Title II, Part A, FY2020</i></p>	<p align="center">\$0.00</p> <p align="center">N/A</p>
<p>AMERICAN STRING TEACHER'S ASSOCIATION NATIONAL CONFERENCE</p> <p>This conference, focused specifically on teaching string techniques, will enhance my ability to help my orchestra students. The things learned at this conference will allow me to better prepare my studnets for ISSMA contest, High School, and if they are interested, college.</p> <p>Elkhart, Indiana (attendance is virtual)</p> <p>March 3 - 6, 2021 (0 day's absence)</p> <p>SEAN DILLER - NORTH SIDE (0-0)</p> <p>REBECCA YODER - ELKHART HIGH SCHOOL WEST (0-0)</p>	<p align="center">\$350.00</p> <p align="center"><i>Title II, Part A, FY2020</i></p>	<p align="center">\$0.00</p> <p align="center">N/A</p>
<p>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</p>	<p align="center">EXPENSES</p>	<p align="center">SUBSTITUTE</p>
<p>INDIANA MUSIC EDUCATORS ASSOCIATION PD CONFERENCE</p>	<p align="center">\$257.00</p>	<p align="center">\$0.00</p>

Plan to gain new insight into virtual teaching strategies and utilize in the upcoming semester.

The IMEA is the "go to" for elementary school teachers. Sessions are user friendly, with lots of ideas that can be immediately implemented in the classroom.

This conference will provide information on best practice and instructional strategies in the music classroom, including techniques to increase student engagement, understanding, and achievement, both within a musical and a cross-curricular context. This year's conference in particular will cover effective strategies for the inclusion of technology in music ensembles, especially as it applies to virtual learning. I will share this information with others in my PLC during our meeting times, and with those in my buildings through online documents and summaries.

Elkhart, Indiana (attendance is virtual)

January 14 - 16, 2021 (0 day's absence)

ROBERT BRANNOCK - ELKHART HIGH SCHOOL EAST (0-0)

Title II, Part A, FY2020

N/A

JEANETTE SAGARSEE - RIVERVIEW (0-0)

Title II, Part A, FY2020

N/A

JOSHUA TYSON - PIERRE MORAN (0-0)

Title II, Part A, FY2020

N/A

	\$1,007.00	\$0.00
2020 YEAR-TO-DATE EDUCATION FUNDS	\$9,841.88	\$1,330.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$450.00	\$0.00
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	\$1,363.00	\$0.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$67,676.35	\$5,795.00

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

Ashlee Haugh
Began: 11/11/20

Elkhart Academy/Paraprofessional
PE: 1/20/21

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

Jessica DuBose
Began: 2/3/20

Woodland/Food Service
Resign: 1/13/21

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

Ann Herschberger
Began: 10/1/90

Elkhart Academy/Therapist
Retire: 6/2/21
30 Years of Service

Theresa Maier
Began: 8/21/01

Woodland/Parent Support Coordinator
Retire: 1/26/21
19 Years of Service

Dora Ross
Began: 11/1/10

ESC/Secretary
Retire: 2/12/21
10 Years of Service

Donna Schmucker
Began: 4/6/87

Career Center/Custodian
Retire: 7/1/21
34 Years of Service

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

Terrin Allen
Begin: 1/12/21

Hawthorne/Food Service
End: 1/22/21

Liesl Bell
Begin: 1/19/21

Elkhart West/Technical Assistant
End: 1/29/21

Retha Miller
Begin: 1/15/21

Transportation/Bus Driver
End: 4/1/21

Deondra Nelson
Begin: 1/11/21

Transportation/Bus Driver
End: 1/22/21



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

Jan Roscoe
Begin: 1/5/21

Elkhart East/Paraprofessional
End: 6/2/21

Sonia Thomas
Begin: 1/11/21

Elkhart West/Food Service
End: 1/29/21

f. **Death** - We regretfully report the death of the following employees:

Darlene Ballard
Deceased: 1/7/21

Elkhart West/Secretary
12 Years of Service

Mary Himebaugh
Deceased: 1/13/21

Transportation/Bus Driver
12 Years of Service

Robin Jolgren
Deceased: 1/14/21

Career Center/Secretary
27 Years of Service



Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED FOOD SERVICE EMPLOYEES' COMPENSATION PLAN
 Code po3422.01S
 Status
 Adopted December 13, 2016
 Last Revised November 24, 2020
 Last Reviewed January 26, 2021

3422.01S - FOOD SERVICE EMPLOYEES' COMPENSATION PLAN

Salary Schedule

The Board of School Trustees hereby adopts the following wage and career increment schedule for food service personnel to be effective beginning January 1, 2021.

WAGE SCHEDULE								
STEP	I		II		II.5	III	IV	V
	A	B	A	B	B	B	B	B
Probationary	8.75	8.56	9.09	8.90	10.03	14.36	15.15	15.68
55 days - 1 year	9.53	9.34	9.91	9.70	10.80	15.25	16.00	16.53
1 year - 2 years	10.39	10.14	10.74	10.50	11.61	15.68	16.84	17.38
2 years - 3 years	11.35	11.06	11.72	11.42	12.52	16.86	17.77	18.36
Over 3 years	11.91	11.61	12.28	11.95	14.14	17.62	18.57	19.09

- Key: Column A = Less than four (4) hours/day employees
 Column B = Four (4) or more hours/day employees (In addition the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools)
- I - Less than six and one-half (6.5) hour Satellite Employees, Elementary Lunch Paraprofessionals
 - II - Commissary and Cafeteria Employees, Secondary Lunch Paraprofessionals
 - II.5 - Commissary Line Leader, Elementary Managers, Tipton Manager, Catering Staff/Sub Food Service Truck Driver
 - III - Middle School Managers, Assistant Managers
 - IV - Allergy Specialist
 - V - High School Managers, Summer Feeding Supervisor

- A. The career increment applies to all food-service personnel.
- B. The career increment takes effect for each regular employee on the anniversary date (5-10-15-20 years). The career increment is not cumulative, but the scheduled amount is added to the employee's regular rate set forth on the Wage Schedule.
- C. Years of employment will be determined by using the date the employee became regularly employed by the Elkhart Community Schools.

Career Increment Schedule

- \$.20 five (5) years, but less than ten (10)
- \$.30 ten (10) years, but less than fifteen (15)
- \$.50 fifteen (15) years, but less than twenty (20)
- \$.70 twenty (20) years and over

Lunch Paraprofessionals, who were hired as a lunch paraprofessional prior to February 11, 2014, will be paid under the paraprofessional wage schedule as outlined below.

Step	ECS Experience as Paraprofessional	Hourly Rate	
		A	B
1	0 days or more, but less than 55 days (Probationary Rate)	10.54	9.99
2	55 days or more, but less than 1 year	10.66	10.36
3	1 year or more, but less than 2 years	11.17	10.89
4	2 years or more, but less than 3 years	11.73	11.40
5	3 years or more, but less than 4 years	12.26	11.90
6	4 years or more, but less than 5 years	12.70	12.33
7	5 years or more, but less than 6 years	13.26	12.85
8	6 years or more, but less than 7 years	13.74	13.34
9	7 years or more	14.30	13.87

Key: Column A = Less than four (4) hours/day employees
 Column B = Four (4) or more hours/day employees (In addition the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.)

Lunch Paraprofessional Career Increment Schedule

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career Increments
five (5) or more, but less than ten (10)	.20
ten (10) or more, but less than fifteen (15)	.30
fifteen (15) or more, but less than seventeen (17)	.40
seventeen (17) or more, but less than twenty (20)	.50
twenty (20) or more	.60

Additional Pay for Banquets and Special Functions

Employees will receive time and one-half for all hours worked for special serving requests, banquets and special functions.

Overtime

Food Service employees who are assigned to work more than forty (40) hours in a week will be paid overtime compensation for time and a half for any hours worked in excess of forty (40) hours.

Food Service Employees' Fringe Benefits

Income Protection and Annuities

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

Insurance

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

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

Severance Benefits

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

A. Resignation

Food Service employees shall receive pay for any unused personal business leave in the current year of employment, provided the following conditions are met by the employee:

1. The employee has completed at least six (6) months of active employment with the Elkhart Community Schools.
2. The employee has submitted a written resignation to the Director of Human Resources, and
3. The resignation shall specify the last date of employment and shall be received by the Director of Human Resources at least ten (10) working days prior to the last date of employment; or during the summer months at least twenty-one (21) calendar days prior to the scheduled working day.

B. Retirement, Death, or Disability

1. 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 months service requirement must be met to be eligible for the disability or death benefit.
2. 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.
3. At the time of retirement, a Food Service employee may select one of the following benefits based on the employee's daily rate at the time of retirement:
 - One (1) day's pay for each full year employed by the Elkhart Community Schools or
 - ~~shall receive Pay~~ pay for accumulated illness leave, not to exceed two (2) days per year. Pay shall be for the greater of thirty (30) days or forty-five percent (45%) of accumulated illness leave.

In the event of the death of a Food Service employee, while in the active employ of Elkhart Community Schools, said payment should be made to the employee's beneficiary.

4. 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 one hundred percent (100%) of the premiums in advance at the business office.

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 3413S.

Food Service Employees' Absences

In order to operate each kitchen effectively and efficiently, punctuality and regular attendance are of utmost importance.

All Food Service employees employed four (4) or more hours are entitled to personal leave and personal illness days. Absences for all Food Service personnel, in addition to the days to which they are entitled, shall be considered to be unexcused. Three (3) days' unexcused absences in any one school year shall be considered excessive and shall be grounds for suspension or termination. 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 at least one-half (1/2) hour before starting time, and upon return, file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. Absence before or after a holiday must be approved in advance to be eligible for the salary allowed for the holiday. (No absence report is necessary on emergency closing days when pay is not to be received.) Upon written request received by the Director of Food Services 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.

Food Service Employees' Illness Absences and Leaves

Personal/Family Illness Absence

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

Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 110 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.

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

Job-Related Injury

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

Personal Illness Leave/Family Illness Leave Incentive Plan

Beginning January 1, 1999, the following Personal Illness Leave/Family Illness Leave incentive plan will be effective for all food-service employees. The use of personal leave days will not affect the calculation of benefits under this incentive program. For the purpose of the incentive program, the year will run from January 1st through December 31st.

- A. If a food service employee who is assigned to work four (4) or more hours does not use any of his/her Personal Illness, Family Illness, or unpaid days during the year, s/he will be given a payment of \$400. A food service employee who is assigned to work less than four (4) hours will be given a payment of \$200 if s/he has no absences excluding any absences covered by applicable personal leave days.
- B. If a food service employee who is assigned to work four (4) or more hours uses only one of his/her Personal Illness, Family Illness, or unpaid days during the year, s/he will be given a payment of \$200. A food service employee who is assigned to work less than four (4) hours will be given a payment of \$100 if s/he has only one (1) absence, excluding any absences covered by applicable personal leave days.
- C. If a food service employee who is assigned to work four (4) or more hours uses only two (2) of his/her Personal Illness, Family Illness, or unpaid days during the year, s/he will be given a payment of \$100. A food service employee who is assigned to work less than four (4) hours will be given a payment of \$50 if s/he has only two (2) absences, excluding any absences covered by applicable personal leave days.
- D. In order to be eligible for the incentive pay set out in A, B or C above, the food-service employee must have been employed as of January 1st. If a food service employee is hired after January 1st, the incentive payment will be pro-rated on a percentage of the workdays after the food service employee was employed.
- E. For the purpose of the incentive program, Personal Illness, Family Illness, or unpaid days will be when a food service employee who is assigned to work four (4) or more hours is absent for three (3) or more hours, or when a food service employee who is assigned to work for less than four (4) hours is absent for any period of time. For food-service employees who are assigned to work four (4) hours or more, absence of less than three (3) hours will be considered a half day. Food-service employees who are absent one-half (1/2) day will receive \$300; one and one-half (1-1/2) days will receive \$150; or two and one-half (2-1/2) days will receive \$50.

Bereavement

Employees who are assigned to work four (4) or more hours 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" is defined as employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparent, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement 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 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 – Administrative Regulation

An employee with at least one (1) year's service, who has used all of his or 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.

Personal Leave

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

School year Food Service employees who work less than four (4) hours per day and less than twenty (20) hours per week, after satisfactorily completing one (1) year of employment, as of January 1st of any year, the employee shall be entitled to personal leave and the retirement benefit based on accumulated days of unused personal leave.

If a Food Service employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor. If a Food Service 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 (2) 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 which prohibits the employee from attending to his/her assigned duties.

Jury and Witness Duty Pay

A. Jury Duty

All Food Service employees 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 (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 Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date the child is physically turned over to the employee for the employee's care and legal custody.

Holidays and Vacations

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. School Year Employees

Food Service employees who work the school year and four (4) hours or more daily, but less than full time, shall be entitled to the following legal or recognized holidays without loss of any pay when they occur on days which they would have worked if it were not for that special day, subject to the provisions below:

Labor Day

Thanksgiving Day – two (2) days

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

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

Thanksgiving Day and the day following will be paid holidays.

Presidents' Day will be a paid holiday.

Christmas Day will be a paid holiday.

Any employee who does not work during a two-week pay period will not receive pay for that pay period, including days normally paid as holidays. Exceptions include:

1. When the use of absence or leave benefits is exhausted during the pay period.
2. When all days in the pay period are covered by available paid leaves, vacation and/or holidays.
3. Christmas Day.

B. Twelve (12) Month Employees

Twelve (12) month Food Services employees shall be paid for the following holidays, when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's two (2) days (see B-1-a)

Martin Luther King Jr. Day

Presidents Day (see B-4)

Memorial Day

Independence Day – two (2) days (see B-2)

Labor Day

Thanksgiving two (2) days (see B-3)

Christmas two (2) days (see B-1-a)

1. During the winter break (when schools are closed) four (4) days will be allowed as follows:
 - a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.
 - b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one of these days, in which case an alternate day will be

determined.

2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.
3. Thanksgiving Day and the day following will be paid holidays.
4. Presidents' Day will be a paid holiday.

Vacations

- A. A twelve (12) month Food Services 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 no more than ten (10) vacation days may be accrued.
- B. A twelve (12) month Food Services 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 twelve (12) month Food Services 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 twelve (12) month Food Services 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 twelve (12) month Food Services employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE:** the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.

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

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

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor. When vacation days have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. Only twelve (12) month employees will be entitled to paid vacation days.

Revised 1/1/17
Revised 11/14/17
Revised 12/12/17
Revised 12/18/18
Revised 12/10/19

Medical Plan Experience

December 2020

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 948,223	\$ 1,246,690	\$ (298,467)	\$ 7,035,144	\$ 7,925,930	\$ (890,786)
UMR Rx	\$ 227,680	\$ 202,077	\$ 25,603	\$ 2,170,827	\$ 1,868,409	\$ 302,418
Rx Rebate	\$ (167,083)	\$ (126,624)	\$ (40,459)	\$ (590,678)	\$ (419,035)	\$ (171,643)
Less Amt Above Stop Loss	\$ (43,685)	\$ (381,977)	\$ 338,292	\$ (65,577)	\$ (517,106)	\$ 451,529
Claim Cost Total	\$ 965,135	\$ 940,166	\$ 24,969	\$ 8,549,716	\$ 8,858,198	\$ (308,482)
Expected Claim Cost	\$ 870,468	\$ 875,307	\$ (4,839)	\$ 10,367,130	\$ 10,696,446	\$ (329,316)
Claims vs. Expected	\$ 94,667	\$ 64,859	\$ (1,817,414)	\$ (1,817,414)	\$ (1,838,248)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 201,643	\$ 207,345	\$ (5,702)	\$ 2,333,665	\$ 2,579,571	\$ (245,906)
Total Cost (Claim + Non-claim)	\$ 1,166,778	\$ 1,147,511	\$ 10,883,381	\$ 10,883,381	\$ 11,437,770	
Enrollment	1,033	999	12,376	12,376	12,208	
Cost Per Employee Per Month (PEPM)	\$ 1,129.50	\$ 1,148.66	\$ 879.39	\$ 879.39	\$ 936.91	-6.1%
Paid Claims Per Employee			\$ 690.83	\$ 690.83	\$ 725.61	-4.8%