

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 13, 2021

CALENDAR

July	13	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
July	13	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	27	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. SPECIAL RECOGNITION

Susan Daiber

E. APPOINTMENT OF NEW BOARD MEMBER

F. OATH OF OFFICE

G. CONSENT ITEMS:

- Minutes – June 22, 2021 – Public Work Session
- Minutes – June 22, 2021 – Regular Board Meeting
- Claims
- Grant
- Gift Acceptance
- Fundraiser
- Extra-curricular Purchase Request
- Conference Leave Request
- Personnel Report

H. OLD BUSINESS

Administrative Regulation EEA – Student Transportation Services – The Administration presents proposed revisions to Administrative Regulation EEA – Student Transportation Services, for review.

Administrative Regulation INB – Procedures for Controversial Issues and Materials – The Administration presents proposed revisions to Administrative Regulation INB – Procedures for Controversial Issues and Materials, for review.

I. NEW BUSINESS

School Technology Advance Account Petition - The Business Office seeks confirmation of the submission of a School Technology Advancement Account Petition.

Resolution Superintendent Goals

2022 Budget Timeline – A timeline for the 2022 Budget is provided for Board review.

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

June 22, 2021

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

Place/Time

Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis 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:	Tony England Mindy Higginson Brad Sheppard	Sarita Stevens Steve Thalheimer Doug Thorne Cheryl Waggoner
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The Board heard three minute introductions from the candidates (Anne VonDerVellen, Deborah Johnston, and Eric Ivory) for the open at-large trustee position.

Topics Discussed

The Board discussed clarification to the potential distribution of ESSER III stipend monies.

The meeting adjourned at approximately 6:55 p.m.

Adjournment

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Babette S. Boling, Member

Dacey S. Davis, Vice President

Kellie L. Mullins, Member

Troy E. Scott, Secretary

_____, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 22, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.			Place/Time
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Kellie L. Mullins Troy E. Scott Douglas K. Weaver	Roll Call
Via Electronic Communication		Babette S. Boling	
Board president, Rocky Enfield, called the regular meeting of the Board of School Trustees to order.			Call to Order
Board member, Doug Weaver, recited the Elkhart Promise.			The Elkhart Promise
Mr. Enfield discussed the invitation to speak protocol.			
By unanimous action by roll call, the Board approved the following consent items:			Consent Items
Minutes – June 8, 2021 – Public Work Session Minutes – June 8, 2021 – Regular Board Meeting			Minutes
Payment of claims totaling \$7,069,435.81 as shown on the June 22, 2021, claims listing. (Codified File 2021-165)			Payment of Claims
The following donations were made to Elkhart Community Schools (ECS): \$1,200.00 from Cheers to Wheels to be used for toolboxes for two graduating EACC students attending a trade school; and 25 Work Place Safety Training DVDs (with an owner estimated value of \$1,000) from Culver Duck Farms, Inc. for training at EACC.			Gift Acceptance
Grant: Submission of an ESSER III grant to the Indiana Department of Education in the amount of \$26,404,428.72. (Codified File 2021-166)			Grant
Proposed school fundraisers in accordance with Board policy. (Codified File 2021-167)			Fundraisers

An extra-curricular purchase request from West Side Middle School to purchase athletic awards in the amount of \$550.00.	Extra Curricular Purchase
	Personnel Report
A consent agreement regarding retention for a certified staff member. (Codified file 2021-168)	Consent Agreement
A separation agreement for a certified staff member. (Codified file 2021-169)	Separation Agreement
<p>Employment of the following nine (9) certified staff members for the 2021-2022 school year, effective 8/9/21:</p> <ul style="list-style-type: none"> Kelly Blough - grade 3/4 at PRIDE Academy Mary Gutshow - special education intern at EL Nicholas Kaczynski - health at West Side Lindsey Mette - social studies at Freshman Academy Jordan Musial - special education at PACE Angela Richardson - special education at EHS Shaleta West - special education intern at EL Bret Wintenheimer - band at A&E Andrea Yeager - special education at PRIDE Academy 	Certified Employment
Retirement of certified staff member, William Niederer, music at EHS East, effective 6/3/21, with 21 years of service.	Certified Retirement
<p>Resignation of the following thirteen (13) certified staff members on dates indicated:</p> <ul style="list-style-type: none"> Paige Adams - grade 4 at Beardsley, 6/3/21 Sarah Collins - grade 2 at Roosevelt, 6/3/21 Christopher DeSelm - grade 6 at Feeser, 6/3/21 Jennifer Espinosa - world language at EHS-East, 6/3/21 Benjamin Fager - math at EHS-West, 6/30/21 Tracey Gangluff - speech pathologist at PACE, 6/3/21 Abigail Gerig - grade 4 at Beardsley, 6/3/21 Kerry Leader - language arts at EHS-West, 6/25/21 Scott Liggett - academic dean at Feeser, 6/16/21 Brittany Matheison - grade 5 at Riverview, 6/3/21 Veronica McFerson - counselor at Pierre Moran, 6/10/21 Heather Rusk - grade 1 at Hawthorne, 6/3/21 Brandon Steven - language arts at EHS-West, 6/3/21 	Certified Resignations
<p>Employment of the following two (2) classified employees, effective on dates indicated:</p> <ul style="list-style-type: none"> Brittany Conrad - admin. at Food Service, 6/1/21 Michele Ernsberger - secretary at Food Service, 6/14/21 	Classified Employment

<p>Resignation of the following five (5) classified employees, effective on dates indicated: Cordelia Brown - food service at Hawthorne, 6/3/21 Charde Calbert - food service at Cleveland, 6/1/21 Michael McMahon - paraprofessional at Riverview, 6/3/21 Anthony Strom - support tech at Technology, 6/4/21 Kiara Lee, custodian at Pierre Moran, 6/3/21</p>	<p>Classified Resignations</p>
<p>Retirement of classified employee, Denis Egert, bus driver at Transportation, effective 6/3/21, with 13 years of service.</p>	<p>Classified Retirement</p>
<p>Reassignment of the following three (3) classified employees to certified positions: Mary Gutschow, Kristina Roberts and Andrea Yeager.</p>	<p>Classified Reassignment</p>
<p>By unanimous action by roll call, the Board adopted a Resolution to transfer funds from the Rainy Day Fund to balance the School Lunch Fund as of June 30, 2021. A \$4,000,000 appropriation was approved. Kevin Scott, Chief Financial Officer, will report the actual amount of transfers to the Board in July. (Codified file 2021-170)</p>	<p>Rainy Day Fund Resolution</p>
<p>The Board received a financial report from Mr. Scott for the period January 1 – May 31, 2021. The Board found the report to be in order.</p>	<p>Financial Report</p>
<p>Mr. Scott also provided the current insurance update noting the downward trend in previous years, the lower claims last year due to COVID-19, and an expected increase this year.</p>	<p>Monthly Insurance Update</p>
<p>The Board was presented proposed revisions to Administrative Regulation EEA – Student Transportation Services, for initial review. Doug Thorne, District Counsel/Chief of Staff, noted the revision changes the secondary students’ walk zone from one and one half miles to two miles as approved at the June 8th regular meeting.</p>	<p>Administrative Regulation EEA</p>
<p>The Board was presented proposed revisions to Administrative Regulation INB – Procedures for Controversial Issues and Materials, for initial review. Per multiple Board members’ suggestions, the legal accountability statement will be revised to note appeals will go before the Board for a final decision.</p>	<p>Administrative Regulation INB</p>
<p>The Board was presented a draft of Board Policy 3421.01A – Professional Staff Contracts and Compensation Plan (Administrators), for consideration. Mr. Thorne presented the draft noting further revisions will be made with regards to responsibilities and job descriptions. Revisions will be presented at a future Board meeting.</p>	<p>Board Policy 3421.01A</p>
<p>By unanimous action by roll call, the Board adopted a revised Resolution related to payment of a stipend to district employees as a result of additional duties performed by school employees due to the state of national public health emergency for COVID-19. (Codified File 2021-171)</p>	<p>Resolution</p>

By unanimous action by roll call, the Board approved the Safe Schools, Safe Community Re-Entry Plan for Fall as presented by Dr. Thalheimer. The Plan will be posted on the website. (Codified File 2021-172)

Re-Entry Plan for Fall

An audience spoke regarding bus drivers' hours with regard to the stipend and possible change in mask requirements on busses.

From the Audience

An audience member stated she is excited about next year and thanked Susan Daiber for dedication to the District.

From the Audience

An audience member thanked the Board and administration for all their efforts through the pandemic and work on the ESSER III grant. She also thanked Susan Daiber for her time on the Board

From the Audience

By a vote of 5 (Mullins, Weaver, Daiber, Davis, Enfield) – 2 (Boling, Scott) the Board authorized an Agreement between Elkhart Community Schools and ETHOS, Inc. as presented by Dr. Thalheimer. The term of the Agreement is for twenty-four (24) months and subject to annual review by the Superintendent of ECS and the Chief Executive Officer of ETHOS. The following science and technology related programming include: operation of the Science to Go Bus, the science kits for grades K-6, professional development services provided by ETHOS, submission of grants to support science and technology instruction, and a robotics program. (Codified file 2021-173)

From the Superintendent

ETHOS Agreement

Dr. Thalheimer acknowledged it is Cheryl Waggoner's last Board meeting. He thanked Cheryl for many years as a teacher and administrator with Elkhart Community Schools.

From the Superintendent

Dr. Thalheimer personally thanked Susan Daiber for her years on the Board.

From the Superintendent

Board President, Rocky Enfield, asked the Board to name a replacement for Susan Daiber as the Board's representative on the WVPE Board. By a vote of 6-0 (Weaver abstained) Doug Weaver was appointed.

From the Board

Board President, Rocky Enfield, asked the Board to name a replacement for Susan Daiber as the Secretary of the Board. By a vote of 6-0 (Scott abstained) Troy Scott was appointed Board Secretary.

From the Board

Mr. Enfield thanked Susan Daiber for her service on behalf the entire Board and asked to attend a presentation at the next Board meeting.

From the Board

Susan Daiber remarked on her time on the Board. Mrs. Daiber referenced the books that have guided her over the years and read excerpts from the book *Everything I Need to Know I Learned from a Little Golden Book* by Diane Muldrow.

From the Board

The meeting adjourned at approximately 8:20 p.m.

APPROVED:

Roscoe L. Enfield, Jr., President

Dacey S. Davis, Vice President

Troy E. Scott, Secretary

Babette S. Boling, Member

Kellie L. Mullins, Member

_____, Member

Douglas K. Weaver, Member

Adjournment

Signatures

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Improving Teacher Quality State Grants	Indiana Department of Education	ETI School of Study EHS	Greg Stover	\$1,000	Paid as a stipend for completion of program.	Money will be used to compensate for planning and materials related to PBL training.	Stipend \$1000	7/31/2021



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: 7/7/21

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Beth Stokes (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$1,536.00 from the Hershberger Living Trust of Donald & Marjory Hershberger. The donation is in support of the Art Cafe and will be used to purchase supplies for the Art Café/Art Plaza.

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

Hershberger Living trust of Donald & Marjory Hershberger

Timothy Bemish-Trustee

4115 W Shore Dr

Bremen, IN 46506



ELKHART HIGH SCHOOL
2608 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5600



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

DATE: June 30, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Jacquie Rost and Brian Buckley
Elkhart High School, Co-Athletic Directors

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Cheerleading program. This donation will go towards the costs associated with the National Cheerleading Team expenses.

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:

Lippert Components
PO Box 2888
Elkhart, IN 46515



EASTWOOD ELEMENTARY SCHOOL

2605 COUNTY ROAD 15 • ELKHART, IN 46514

PHONE: 574-262-5583

ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: June 29, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

From: Victoria I Hays, Principal

Re: Donation Approval

Tyler Brown, the HR representative from Lippert Plant 72, purchased two new soccer nets to be used during team practices on the Eastwood soccer fields through the month of August. In appreciation for use of the soccer field for team practices, Mr Brown would like to donate these nets to Eastwood students to use during recess and after school practices.

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

Tyler Brown - HR Representative Lippert Plant 72
Lippert
2501 Jeanwood Drive
Elkhart, Indiana 46514

Respectfully Submitted,

Victoria Hays, Principal
Eastwood Elementary



ELKHART HIGH SCHOOL
2608 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5600

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

DATE: June 23, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley
Elkhart High School Athletic Department

RE: Donation Approval – Heart City Automotive

A donation in the amount of \$1,000.00 has been given to the Elkhart High School athletic department from Heart City Automotive. This donation will help with the continued success of our athletic programs.

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:

Heart City Automotive
711 N. Nappanee St.
Elkhart, IN 46514

Sincerely,

Brian Buckley & Jacquie Rost
Co-Athletic Directors
Elkhart High School



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: 6/16/21

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Kyle Weirich (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$250.00 from Paul and Susan Daiber. The donations are in support of the EHS Music Apparel and will be used to purchase uniforms for the music department students.

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

Paul and Susan Daiber

51699 Steeple Chase Dr.

Granger, IN 46530



SUPERINTENDENT'S OFFICE

PHONE: 574-262-5526



ELKHART COMMUNITY SCHOOLS

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

TO: BOARD OF SCHOOL TRUSTEES
SUPERINTENDENT STEVE THALHEIMER

FROM: SUSAN OTT

DATE: JUNE 30, 2021

SUBJECT: GIFT ACCEPTANCE

David and Nancy Smith have made the following donations to Elkhart Community Schools:

\$50,000.00 to the Engineering, Technology and Innovation building fund
\$150,000.00 to the Athletic Renovation to Rice Field and North Side Gym

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

David & Nancy Smith
70397 Hilltop Road
Union, MI 49130



SUPERINTENDENT'S OFFICE

PHONE: 574-262-5526



ELKHART COMMUNITY SCHOOLS

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

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

FROM: SUSAN OTT

DATE: JULY 8, 2021

SUBJECT: GIFT ACCEPTANCE

A donation to Elkhart Community Schools has been received from Sound FX Entertainment (Jamie and Mindy Higginson) for the ETHOS Summer STEM Camp t-shirts (donor valued at \$500.00).

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

Sound FX Entertainment
Attn: Jamie Higginson
11565 Edison Road
Osceola, IN 46561

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

July 6, 2021

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EHS West / Athletics Extra-Curricular Fund	LED wireless scoreboard	\$5,500.00



NEVCO

QUOTATION

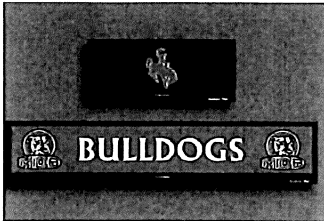
Account Name	Elkhart Comm Schools	Created Date	1/24/2021
Quote Number	00115731	Expiration Date	3/25/2021
Contact Name	Brian Buckley	Prepared By	Kevin Stephenson
Title	Boys Athletic Director	Title	Display and Scoring Consultant
Phone	5742954720	Phone	(317) 502-7585
Email Address	bbuckley@elkhart.k12.in.us	Email Address	kstephenson@nevco.com

Quantity	Model/Part #	Product Description	Dimensions L x H x W/D
1.00	2750-NL	Basketball/Volleyball/Wrestling LED Scoreboard with Amber/Red Digits	8'x5'11"x8"
1.00	MPC(W) Case	MPC/ MPCW Control Carrying Case	1.7'x1.1'x8"
1.00	MPCW-7	Controller MPCW-7 (Wired or Wireless)	0.9'x0.8'x4"
1.00	MPCW-7 Indoor Rec	Receiver MPCW-7 (Wireless) for indoor scoreboards	

Ttl Shipping Wt (lbs)	180	Subtotal	USD 4,980.36
		Freight	USD 138.35
		Total	USD 5,118.71

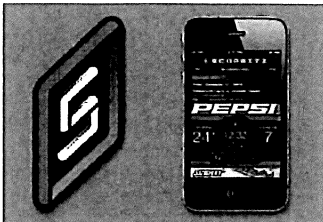
Customers who purchased items in this quote also purchased the following:

Stadium Pro Sound Series



- Stadium Pro 1000 series and Stadium Pro 2000 series available
- Custom designed for the athletic market to provide complete coverage
- Single-point sound source system located at scoreboard
- Speakers and subwoofers will deliver clear, intelligible voice and concert quality music at high decibel levels throughout your facility
- 5 Year Warranty on loudspeakers and custom designed speaker cabinet

Scorbitz



- Unlimited advertising revenue potential
- Real-time, streaming scores and updates on your smart phone and other internet devices
- Post or check upcoming game schedules
- Send notifications to phone to let fans know the game is about to start and after the game with the final score
- Enhance your relationships with fans and alumni

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
EHS - Student Government	Students will create teams of 10 for dodgeball. The cost will be \$50/team and held in the Tubbs Gymnasium. These funds will be used to help cover the cost for Homecoming.	9/20/2021	6/25/2021	Julie Tyrakowski
EHS - Student Government	Student Government will sell Homecoming/Class Olympics shirts during lunch and before school. There is generally not a profit, but if there is, it will help cover homecoming activity costs.	9/6/2021 - 9/24/2021	6/25/2021	Juie Tyrakowski
EHS - Elkhart Activities	Included but not limited to Academics, Student Government, Class reps, NHS, ad FFA. Student groups will work concessions at Notre Dame Football, Basketball, Hockey and/or extra events and Levy will mail a check.	9/1/2021 - 9/1/2022	6/25/2021	Juie Tyrakowski
	Please note the following fundraisers are presented for confirmation only.			

ANTHONY VENABLE - PIERRE MORAN (0-0)	<i>Title II, Part A, FY19</i>	<i>N/A</i>
TARA WHITE - ESC (0-0)	<i>Title II, Part A, FY19</i>	<i>N/A</i>
YVETTE WIGFALL - PIERRE MORAN (0-0)	<i>Title II, Part A, FY19</i>	<i>N/A</i>
BRENT YODER - PIERRE MORAN (0-0)	<i>Title II, Part A, FY19</i>	<i>N/A</i>
	\$33,184.34	\$0.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$18,803.32	\$1,330.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$0.00	\$0.00
2021 YEAR-TO-DATE OTHER FUNDS	\$47,578.91	\$190.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2022 YEAR-TO-DATE OTHER FUNDS	\$2,547.75	\$0.00
2022 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$68,929.98	\$1,520.00

(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: DR. DENISE SEGER
DATE: JULY 13, 2021

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointments effective August 2, 2021:

Cynthia Bonner	EHS/Director of Inclusion
Frank Kurth	EHS/ Vice Principal
Elizabeth Stroven	Daly/Assistant Principal
Matthew Werbiansky	EHS Business & IR/Principal

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

Erica Conley Shannon	EHS Human Services/Science
William Cunha	EHS ETI/ENL
Adriana Largotta	EHS HPS/Science
Angel Linville	North Side/Special Education
Ruth Sila	West Side/Special Education
Alicia Taylor	Feeser/Grade 3
Emily Thomas	North Side/Art
Caroline Veraldo	Cleveland/Grade 4

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

Scott Asbury	Feeser/Physical Education	32 Years of Service
Lawrence Fielstra	Elkhart West/Counselor	23 Years of Service
Virginia Hanson	Bristol/Grade 1	31 Years of Service
Janet Riley	Elkhart East/Business	41 Years of Service

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

Jennifer Andrews Began: 8/27/07	Elkhart West/Language Arts Resign: 6/3/21
Cami Berkey Began: 8/14/18	West Side/Career Readiness Resign: 6/3/21
Endesha Bonner Began: 8/18/03	Eastwood/Physical Education Resign: 6/3/21
Anne Buckwalter Began: 8/13/19	Eastwood/Music Resign: 6/3/21
Jean Clements Began: 8/16/10	Elkhart West/Language Arts Resign: 6/3/21
Itanya Coon Kauffman Began : 10/15/18	Pierre Moran/Science Resign : 6/3/21
Stephen Evans Began: 8/13/14	Beardsley/Grade 5 Resign: 6/3/21
Ashley Hutchison Began: 9/4/18	Feeser/Grade 2 Resign: 6/3/21
Nicholas Kaczynski To Begin: 8/9/21	West Side/Health Resign: 7/6/21
Hannah Kauffman Began: 8/13/19	Feeser/Grade 3 Resign: 6/3/21
Angela Kucharski Began: 8/25/03	Hawthorne/ENL Resign: 6/30/21
Ashley McClintock Began: 8/14/18	Riverview/Grade 2 Resign: 6/3/21



Brianna Miller-Priebe
Began: 3/10/21

Daly/Grade 1
Resign: 6/3/21

Stephanie O'Brien
Began: 8/12/08

Feeser/Grade 5
Resign: 6/22/21

Steven Robinson Jr
Began: 1/6/20

Hawthorne/Special Education
Resign: 6/3/21

Eric Shipp
Began: 1/21/13

Elkhart West/Science
Resign: 6/30/21

Madison Smith
Began: 8/13/19

Feeser/Grade 2
Resign: 6/3/21

Leigh Todd
Began: 8/22/05

Career Center/Special Education
Resign: 6/3/21

Kaylie VanGalder
Began: 8/13/19

Pierre Moran/Math
Resign: 6/3/21

- g. **Leave** – We recommend a personal leave of the following employee:

Amanda Balk
Begin: 8/9/21

Bristol/Grade 2
End: 5/27/22

- h. **Rescind Resignation** – We recommend acceptance of the rescission of a resignation of the following employee:

Itanya Coon-Kauffman

Pierre Moran/Science

CLASSIFIED

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

Susan Anderson
Began: 4/30/21

WVPE/Business Accounts Manager
PE: 6/25/21

Angela Roby
Began: 5/3/21

Career Center/Custodian
PE: 6/28/21

Kathaleen Stebbins
Began: 4/29/21

Hawthorne/Custodian
PE: 6/24/21

Heath Wagner
Began: 4/28/21

Building Services/HVAC Technician
PE: 6/23/21



Quentin Washington
Began: 5/13/21

Elkhart High /Custodian
PE: 7/8/21

James White
Began: 5/17/21

Pierre Moran/Custodian
PE: 7/12/21

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

Alex Allard
Began: 9/5/19

Building Services/Custodian
Resign: 7/9/21

Jacques Black
Began: 11/9/15

Roosevelt/Social Worker
Resign: 6/7/21

Brenda Goethals
Began: 1/6/14

Elkhart West/Food Service
Resign: 6/4/21

Julie Grosser
Began: 2/24/14

Transportation/ Bus Driver
Resign: 6/3/21

Dinita House-James
Began: 9/25/17

Elkhart East/Paraprofessional
Resign: 6/3/21

Victoria Patino
Began: 8/12/19

North Side/Social Worker
Resign: 6/7/21

Amanda Rohrer
Began: 8/31/20

Transportation/Bus Driver
Resign: 6/3/21

Allison Smith
Began: 10/21/19

Feeser/Social Worker
Resign: 6/7/21



STUDENT TRANSPORTATION SERVICESA. Transportation of Students

The following criteria are to be used in the determination of eligibility for transportation:

1. Distance and Grade Level Criteriaa. Distance Criterion

The basic method for determining distance from school will be the use of a radius. Distance determined by this method is the principal criterion for determining eligibility. Streets and highways, which are close to the limits imposed by the radius, will be used when feasible.

b. Elementary

Students who live beyond a one-mile radius from school will be eligible for transportation.

c. Secondary

Students who live beyond a ~~one-and-a-half~~two mile radius will be eligible for transportation.

2. Handicapped Students Criterion

a. The Elkhart Community Schools will provide transportation to and from school for students, who are assigned to special classes outside their own Elkhart Community Schools school district, provided the distance to the assigned school is beyond a one-mile radius to the elementary school or more than a one-and-a-half mile radius to the secondary school.

b. The Elkhart Community Schools will provide transportation to and from any school for handicapped students for whom transportation has been approved by the Division of Special Education of the Indiana Department of Education.

3. Exceptionally Hazardous Conditions Criterion

a. In cases where absence of walkways is combined with busy highways and where a good alternative route does not exist, transportation may be provided.

- b. If there is a possibility that such hazardous conditions can be remedied, the administration will attempt to secure the cooperation of appropriate organizations or government officials to correct the situation. If the hazardous condition cannot be remedied, the Superintendent or designee will direct that children from the exceptionally hazardous area be transported.

4. Natural Barrier Criterion

When rivers or other natural barriers cause students to travel well beyond the radius measurement established for their eligibility level, transportation may be provided.

5. Neighborhood Criterion

When the radius measurement divides a neighborhood with fairly well defined limits, transportation may be provided the area that otherwise would not be eligible.

B. Bus Stops

Buses will stop to pick up students at points designated by the Superintendent or designee. The distance at this point from the students' homes will depend upon density of student population and recognized hazardous conditions. Students may be required to walk up to one-half mile to their bus stop.

C. Transfer Out of School District

The Elkhart Community Schools shall transport to and from school any student who is assigned by Student Services to a school outside Elkhart Community School's district, provided the distance to the assigned school is beyond a one-mile radius to the elementary school or beyond a ~~one and a half~~two mile radius to the secondary school.

~~July 8, 2014~~July 13, 2021

PROCEDURE FOR CONTROVERSIAL ISSUES AND MATERIALS

Mission

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

Support for Intellectual Freedom

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

Objectives

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

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

Responsibility for Selection

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

Selection Criteria

The following guidelines will be used when selecting materials and resources for the school

libraries of Elkhart Community Schools:

GENERAL CRITERIA:

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

Acquisition Procedures

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

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

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

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

Selecting Controversial Materials

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

Gifts and Donations

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

Collection Maintenance and Weeding

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

Reconsideration

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

or formal request for reconsideration of a library resource.

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

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

Informal Complaint

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

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

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

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

Request for Formal Reconsideration

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

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

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

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

Reconsideration Committee Guidelines

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

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

Request for Reconsideration of Material Form

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

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

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting:

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

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

Other _____

Title _____

Author/Producer _____

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

2. What brought this resource to your attention?

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

4. What concerns you about the resource?

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

6. What action are you requesting the committee consider?

-
-

Reconsideration Committee Report Form

Title _____

Author/Producer _____

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

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

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members _____

Date: _____

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

~~A. Principles~~

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

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

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

~~B. Policies~~

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

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

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

~~C. Material Selection:~~

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

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

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

~~D. Handling Controversial Issues~~

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

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

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

~~E. Use of Controversial Materials~~

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

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

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

~~F. Criticism~~

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

PROCEDURE FOR CONTROVERSIAL ISSUES AND MATERIALS

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- ~~———— 1. ——— To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served~~
- ~~———— 2. ——— To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values **empower all patrons to be lifelong critical thinkers, enthusiastic readers, skillful researchers, and ethical standards**~~
- ~~———— 3. ——— To provide a background **users** of information which will enable pupils to make intelligent judgments in their daily lives **and technology.**~~
- ~~———— 4. ——— To~~

Support for Intellectual Freedom

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

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

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select materials that present various sides of controversial issues so that young citizens may, giving students an opportunity to develop under guidance the practice of critical reading and thinking

5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

B. Policies

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

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

C. Material Selection:

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

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

1. Relevance to curriculum
2. Usefulness in encouraging analytical skill development, critical thinking, and

- judgment
- 3. — Maturity level of students using the material
- 4. — Factual accuracy
- 5. — Value in presenting elements of a controversial issue not sufficiently presented in existing materials
- 6. — Overall theme of material rather than isolated identifications
- 7. — Use of recognized evaluations by authorities, reviews, and catalogues
- 8. — Recommendations and suggestions of other staff members and students.

D. Handling Controversial Issues

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

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- 1. — Develop informed, responsible citizenship
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- 3. — Give, but openly identify, personal opinions
- — 4. — Encourage development of skills in critical analysis resulting in informed decisions; and
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- 6. — Keep in mind the general educational goals of the schools as well as more specific goals of the particular class.

- E. — Use of select materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.

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- Incorporate accurate and authentic factual content from authoritative sources.
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- Exhibit a high degree of potential user appeal and interest.
- Represent differing viewpoints on controversial issues.
- Provide a global perspective and promote diversity by including materials by authors and illustrators from a wide variety of cultures.
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies).
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Selecting Controversial Materials

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

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

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

F. Criticism

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

June 8, 2004

INB
(Form B)

FORM FOR
CITIZEN'S REQUEST FOR RECONSIDERATION OF PRINTED MATERIALS

AUTHOR _____

TITLE _____

PUBLISHER _____

REQUEST INITIATED BY _____

TELEPHONE _____ ADDRESS _____

COMPLAINANT REPRESENTS:

_____ HIM/HERSELF

_____ (NAME OF ORGANIZATION) _____

_____ (IDENTIFY OTHER GROUP) _____

1. Have you read the entire book? _____ If not, what parts?

2. To what in the printed material do you object? Please be specific.

3. What do you feel might be the result of reading this printed material?

4. For what age group would you recommend this printed book?

5. What is valuable about this printed material? _____

6. What do you believe is the theme of this printed material?

~~7. Are you aware of the judgment of this printed material by literary critics?~~

~~_____~~

~~8. What would you recommend as a replacement for this material?~~

~~_____~~

To be filed in the office of the Superintendent

June 8, 2004

FORM FOR
CITIZEN'S REQUEST FOR RECONSIDERATION OF AUDIO-VISUAL MATERIALS

TITLE _____

~~TYPE OF MATERIAL: FILM _____ VIDEO TAPE _____ FILMSTRIP _____~~
~~_____ SLIDE PROGRAM _____ CASSETTE TAPE _____ OTHER _____~~
~~_____ CD _____ DVD _____~~

PUBLISHER _____

REQUEST INITIATED BY _____

ADDRESS _____ TELEPHONE _____

COMPLAINANT REPRESENTS:

_____ HIM/HERSELF
_____ (NAME OF ORGANIZATION) _____
_____ (IDENTIFY OTHER GROUP) _____

1. Have you viewed the entire presentation? _____

2. To what do you object? Please be specific. _____

3. What do you feel might be the result of seeing the presentation?

4. For what age group would you recommend this program? _____

5. What is valuable about this program? _____

6. What do you believe is the theme of this material? _____

7. Are you aware of the purpose of this work in the curriculum?

8. What would you recommend as a replacement for this material?

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

Gifts and Donations

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

Collection Maintenance and Weeding

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

Reconsideration

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

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

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- All library users have a First Amendment right to read, view, and listen to library resources.

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

Informal Complaint

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

If the complaint is not resolved informally, the library staff member or principal will explain the formal reconsideration process and provide the individual with a copy of the school district's library selection policy with reconsideration procedures and a request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, or in personal conversation. **No library resources should be removed or restricted from use as a result of the informal complaint.**

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

Request for Formal Reconsideration

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

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

10. The Reconsideration Committee will schedule a formal reconsideration meeting within 15 school days after the Director of Literacy receives the written request for reconsideration. The Director of Literacy will notify the Assistant Superintendent of Instruction and District Counsel/Chief of Staff of this schedule.
11. The Reconsideration Committee will follow the procedures listed below:
 - a. At the initial meeting, the Director of Literacy and committee will review reconsideration committee guidelines and procedures. The Director of Literacy will serve as the chair of the committee. A member of the committee will keep minutes.
 - b. All committee members will fully review the resource (read or view the entire work) before voting.
 - c. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
 - d. The complainant may make an initial verbal presentation about the resource under reconsideration or may choose to share the written form. The complainant is asked to provide sources for quotes used during this presentation.
 - e. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee. The Director of Literacy may choose to give committee members time to ask questions.
 - f. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.
 - ~~g.~~ The committee's written decision (including a minority report if needed) shall be presented to the complainant, ~~the Superintendent~~, Assistant Superintendent of Instruction, and District Counsel/Chief of Staff.
 - h. If the complainant is not satisfied with the decision at the district level, a written appeal may be made within 10 school days, through the Superintendent, to the Board for a final decision.
 - i. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

Reconsideration Committee Guidelines

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

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

Request for Reconsideration of Material Form

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

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

Date

Name

Address

City State/Zip

Phone Email

Do you represent self? Or an organization?

Name of Organization

1. Resource on which you are commenting: Book (e-book) Movie Magazine
Database Audio Recording Digital Resource Textbook App
Newspaper Game Streaming Media Other

Title

Author/Producer

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

2. What brought this resource to your attention?

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

4. What concerns you about the resource?

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

6. What action are you requesting the committee consider?

-
-

Reconsideration Committee Report Form

Title _____

Author/Producer _____

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

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

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members

Date: _____

~~June 8, 2004~~

22, 2021



TECHNOLOGY SERVICES

PHONE: 574-262-5676



ELKHART COMMUNITY SCHOOLS

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

To: Dr. Thalheimer
Board of School Trustees
From: Jason Inman
Date: July 7th, 2021
Subject: School Technology Advancement Account (STAA)

The Indiana Department of Education makes available low-interest loans for technology projects via the School Technology Advancement Account (STAA). Based on current enrollment, ECS qualifies for a loan of \$229,500. The Business Office seeks Board approval to take advantage of these below-market interest rates to fund technology purchases that cannot be covered through other sources of available revenue. These funds will be used to update our oldest classroom projector systems and license academic technologies that enhance teaching and learning.

The State Board of Education has designated several millions of dollars for technology loans with applications being accepted on or before July 16th, 2021. I am enclosing a copy of the IDOE memo on the STAA application process. I will be requesting your authorization to submit an STAA application during the July 13th meeting. If you have any questions, please contact me at 262-5560.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

MEMORANDUM

TO: Business Managers, Business Officers and Treasurers

FROM: Melissa K. Ambre, Director, Office of School Finance
Teresa Hemmerle, Senior Fiscal Analyst, Office of School Finance

DATE: June 21, 2021

SUBJECT: School Technology Advancement Account (STAA) Applications

The Office of School Finance will accept School Technology Advancement Account applications from June 21 through July 16, 2021. Per Indiana Code 20-49-6-4, there is \$5 million appropriated for STAA loans. School officials can use STAA funds for the purchase of computer hardware and software to be used for student instruction and for the development and implementation of innovative technology projects. The loans must be executed by June 15, 2022.

APPLICATION PROCESS

The application process for STAA has been changed in recent years. School officials interested in submitting a STAA application can complete an online application at the following link: <https://form.jotform.com/211304197456959>

Please note that the application **must be completed in one sitting** as no applications can be saved and revisited on the website. The following steps must be followed in order to successfully submit an application.

Step 1. Download a sample STAA application and a STAA certification page from the **Moodle** in the Public School Finance Community under Common School Funds in the STAA folder.

Step 2. Fill out the sample application before entering the information in the online application. Obtain the necessary signatures on the STAA certification page.

Step 3. Enter STAA application information in the online application and upload the signed STAA certification page.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Applications must be completed **no later than 4:30 PM on July 16, 2021**. School officials should print the completed online application and maintain a copy in their office for audit purposes and our office will maintain a file copy.

If the total amount of all requests for advancements is greater than \$5 million, the Department will rank the requests according to the assessed valuation per pupil. Pursuant to 511 IAC 1-2.5-4, the Department will give priority to school corporations with the lowest assessed valuation per pupil.

The amount of advancements range from a minimum of \$20,000 to a maximum determined under the following formula:

STEP ONE: Determine the enrollment of the school corporation, as reported on Form DOE-PE

STEP TWO: Divide the enrollment determined under STEP ONE by 25.

STEP THREE: Multiply the amount determined under STEP TWO by \$500.

If you have questions concerning this memo, please contact Teresa or me by email at commonschoolfund@doe.in.gov.

STAA Budget FY 2021/2022

Location	Description	Cost per Unit	# of Units	Total Cost
All Schools by Need	VDI Licensing for Academic Lab Use	\$19,999.97	1	\$20,000
All Schools by Need	Replacement Projectors with Installation	\$3,087.21	43	\$132,750
All Schools by Need	Microsoft Select Software Agreement	\$67,000.00	1	\$67,000
Elkhart East High School	Adobe Creative Cloud Software Licenses	\$26.00	150	\$3,900
Elkhart West High School	Adobe Creative Cloud Software Licenses	\$26.00	150	\$3,900
Middle Schools	Adobe Creative Cloud Software Licenses	\$26.00	75	\$1,950
Total Project Cost				\$229,500

STAA Certification

I certify, to the best of my knowledge and belief, that the STAA application submitted herewith accurately represents a Board approved project.

Superintendent Signature

School Board President Signature

Superintendent printed name

School Board President printed name

Date of Board Approval: _____

Dated this _____ day of _____, 2021

**RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES
ELKHART COMMUNITY SCHOOLS**

The Board of School Trustees for the Elkhart Community Schools (“Board”) establishes the following individual performance goals for Dr. Steven Thalheimer (“Dr. Thalheimer”) for 2021:

1. 2021 GOAL A: Beyond normal duties of the job, engage in weekly activities related to the May 4 ballot question and advocacy for school funding during the legislative session.
EVIDENCE OF COMPLETION: calendar of events leading to Election Day and work product related to advocacy
COMPLETION DATE: May 5, 2021
2. 2021 GOAL B: In May, administer the Core Values survey that was given to staff in 2018 to determine movement on culture of care and concern.
EVIDENCE OF COMPLETION: survey results and presentation to Board
COMPLETION DATE: July board meeting
3. 2021 GOAL C: Complete and formalize administrator equity training and develop plan for general staff equity training for 2021-2022 school year.
EVIDENCE OF COMPLETION: feedback document and plan for equity training for administrators and broader staff; book study outline/schedule
COMPLETION DATE: Plans in place for Fall 2021
4. LONG TERM GOAL A: Implement and track achievement related to implementation of elementary math professional development and curriculum resource.
 - 2021-2022: Oversee Instructional Leadership Department in implementation and training in math program deployment
 - 2022-2023: Oversee Instructional Leadership Department in continued improvement of math achievement
5. LONG TERM GOAL B: Implement and track achievement related to implementation of Wilson Foundations phonics program.
 - 2021-2022: Oversee Instructional Leadership Department in implementation and training for program
 - 2022-2023: Oversee Instructional Leadership Department in continued improvement of phonics achievement

The foregoing individual performance goals shall be reviewed by the Board during Dr. Thalheimer’s evaluation sessions with the Board.

Signed this 13th day of July, 2021.

AYE

NAY

BOARD OF SCHOOL TRUSTEES, ELKHART COMMUNITY SCHOOLS

Attest: _____, Troy E. Scott, Secretary
Board of School of Trustees

**ELKHART COMMUNITY SCHOOLS
BUDGET 2022
TIMELINE**

June 30, 2021	Virtual DOE Budget Workshop
July 15, 2021	Virtual DLGF Budget Workshop
September 28, 2021	Budget Draft Review @ 5:30 p.m. Work Session Board Approval to Advertise 2022 Budget, Bus Replacement Plan, CPF Plan Board Approval to Hold Public Hearing on Budget, Bus Replacement Plan, CPF Plan
September 29, 2021	Provide Notice of Public Hearing for proposed Capital Projects Plan and Bus Replacement Plan to Newspapers
October 1, 2021	Submit Budget Notice to Taxpayers through Gateway (DLGF) System (October 12 th is the last day to submit such notice)
October 1, 2021	Notice of Public Hearing published in newspapers (of proposed Capital Projects Plan and Bus Replacement Plan, must be at least 10 days before the Public Hearing)
October 12, 2021	Public Hearing – Budget, Bus Replacement Plan, CPF Plan (Last day for public hearing on Budget, Bus Replacement Plan, CPF Plan is October 22 nd)
October 26, 2021	Board Adoption (Last day for Budget, CPF, and Bus Replacement Plan adoption is November 1 st) Resolution – Adopt 2022 Budget Resolution – Adopt 2022 School Bus Replacement Plan Resolution – Adopt 2022 CPF Plan Resolution – Tax Neutrality Resolution – Authority to Reduce Proposed Budget
October 29, 2021	Adopted, signed copies of Budget/Capital Projects Fund Plan to County Auditor: 2 sets, including 1 set Original Proofs of Publication