

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 22, 2021

CALENDAR

June	22	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	22	immediately following	Executive Session, J.C. Rice Educational Services Center
June	28	8:00 a.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. CONSENT ITEMS:

- Minutes – June 8, 2021 – Public Work Session
- Minutes – June 8, 2021 – Regular Board Meeting
- Claims
- Grant
- Gift Acceptance
- Fundraiser
- Extra-curricular Purchase Request
- Personnel Report

E. NEW BUSINESS

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

Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The Administration presents proposed revisions to Board Policy 3421.01A – Professional Staff Contracts and Compensation Plan (Administrators), for initial consideration.

Re-Entry Plan for Fall – The Administration requests Board approval of the Safe Schools, Safe Community Re-Entry Plan.

Resolution – The Administration presents proposed revisions to the Resolution related to payment of 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.

Resolution – The Business Office seeks Board adoption of a resolution to transfer funds to/from the Rainy Day Fund.

Financial Report – January 1, 2021 – May 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

June 8, 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	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver
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Roll Call

ECS Staff Present:	Tony England Mindy Higginson Brad Sheppard	Sarita Stevens Steve Thalheimer Doug Thorne
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The Board heard a presentation by Superintendent Thalheimer and Dr. Nancy Michael that was part of their session for the recent Thought Leadership Conference on the importance of the trauma-informed and social & emotional work. Dr. Michael works in the area of neuroscience and is a major advocate for building resilient communities.

Topics Discussed

Board member Susan Daiber gave her resignation from the Board effective June 30, 2021.

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

Susan C. Daiber, Secretary

Troy E. Scott, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 8, 2021

<p>J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:15 p.m.</p>	<p>Place/Time</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members Present:</td> <td style="width: 33%;">Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber</td> <td style="width: 33%;">Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver</td> </tr> </table>	Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver	<p>Roll Call</p>
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver		
<p>Board president, Rocky Enfield, called the regular meeting of the Board of School Trustees to order.</p>	<p>Call to Order</p>			
<p>Board member, Troy Scott, recited the Elkhart Promise.</p>	<p>The Elkhart Promise</p>			
<p>Mr. Enfield discussed the invitation to speak protocol.</p>				
<p>By a vote of 6 - 1 (nay - Weaver), the Board approved the following consent items:</p>	<p>Consent Items</p>			
<p style="padding-left: 40px;">Minutes – May 25, 2021 – Public Work Session Minutes – May 25, 2021 – Regular Board Meeting</p>	<p>Minutes</p>			
<p style="padding-left: 40px;">Payment of claims totaling \$5,288,842.72 as shown on the June 8, 2021, claims listing. (Codified File 2021-158)</p>	<p>Payment of Claims</p>			
<p style="padding-left: 40px;">The following donations were made to Elkhart Community Schools (ECS): \$500.00 from the Welter Foundation and \$500.00 from Naturescape Services for the Elkhart High School volleyball team; and a German cello with a fair market value of \$1,000.00 from Cherish Patterson to the music department.</p>	<p>Gift Acceptance</p>			
<p style="padding-left: 40px;">Grants: A CTE Summer Bridge Program Grant from the Governor’s Workforce Cabinet in the amount of \$20,765.00. (Codified File 2021-159)</p>	<p>Grant</p>			
<p style="padding-left: 40px;">Proposed school fundraisers in accordance with Board policy. (Codified File 2021-160)</p>	<p>Fundraisers</p>			
<p style="padding-left: 40px;">Conference Leave Requests. (Codified File 2021-161)</p>	<p>Conference Leave Requests</p>			

<p>Employment of the following four (4) certified staff members for the 2021-2022 school year, effective 8/9/21: Taylor Bryant - special education at Beck Shawna Dickerhoof - special education at Beardsley Kristina Roberts - special education intern at EL Ashley Schuman - special education at Bristol</p>	<p>Personnel Report</p> <p>Certified Employment</p>
<p>Administrative appointments of the following three (3) certified staff members, effective 8/2/21: Carolyn Lesperance, principal at Feeser Timothy Pedley, principal at Bristol DeVetta Farrow, principal at Hawthorne</p>	<p>Administrative Assignments</p>
<p>Retirement of certified staff member, Edward Hibshman, science EHS West, effective 6/3/21, with 37 years of service.</p>	<p>Certified Retirement</p>
<p>Resignation of the following eight (8) certified staff members on dates indicated: Aden Bachtel - grade 2 at Woodland, 6/3/21 Denise Downing - special education at EHS-West, 6/3/21 Katrina Gammage - grade 1 at Hawthorne, 6/3/21 Brittany Isaac - grade 5 at Daly, 6/3/21 Micah Lambert - principal at Feeser, 6/16/21 Kimberly Wallace - kindergarten at Beardsley, 6/3/21 Paige Walters - speech pathologist at Beck, 6/3/21 Courtney Wesdorp - kindergarten at Beardsley, 6/3/21</p>	<p>Certified Resignations</p>
<p>Leave for certified staff member, Darcy Burns – ENL at Freshman Academy, beginning 8/9/21 and ending 5/27/22.</p>	<p>Certified Leave</p>
<p>Employment of classified employee, Elizabeth Parsons, secretary at EACC effective 6/7/21.</p>	<p>Classified Employment</p>
<p>Resignation of the following four (4) classified employees, effective on dates indicated: Cesilia Celestino - paraprofessional at Eastwood, 6/3/21 Cierra Johnson - bus driver at Transportation, 5/20/21 Lucas Shirey - custodian at EHS-East, 6/16/21 Sonia Thomas - food service at EHS-West, 5/10/21</p>	<p>Classified Resignations</p>
<p>Retirement of the following two (2) classified employees, on dates indicated with years of service: Rosemary Krull – secretary at EHS-East, effective 6/30/21, with 30 years of service. Rosie Washington – food service at EHS-West/Hawthorne, effective 6/3/21, with 13 years of service.</p>	<p>Classified Retirement</p>

Reassignment of classified employee, Shawna Dickerhoof, to a certified position.	Classified Reassignment
Termination of the following two (2) classified employees under Board Policy 3139.01S effective 6/8/21: Irenna Coleman - food service at EHS-West Jacquelyn Zayas - bus driver at Transportation	Terminations
The Board was presented proposed revisions to Administrative Regulation JFC-1 – Guidelines for a Safe Learning Community, for continued review. In response to Board inquiry, Doug Thorne, District Counsel/Chief of Staff, stated the text making reference to a specific vendor will be removed.	Administrative Regulation JFC-1
By unanimous action, the Board adopted a 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 subject to approval by State regulatory authorities. (Codified File 2021-162)	Resolution
By unanimous action, the Board approved the revisions to the 2021-2022 Cost Reductions as presented by Dr. Thalheimer. (Codified File 2021-163)	2021-2022 Cost Reductions
By unanimous action, the Board authorized the Business Office to publish a Request For Proposal for 2021 Guaranteed Energy Savings Contract Project.	Permission to Advertise
By unanimous action, the Board awarded the bids for food, commodities, fresh produce, supplies, bakery supplies and dairy supplies for a grand total of all bids being \$4,051,356.419 to the lowest, most responsive and responsible bidders: food bids to Gordon Food Service, Stanz Foodservice, Commercial Foods, 7-Up Snapple and Vistar; commodities bid to Gordon Food Service and Stanz Foodservice; fresh produce bids to Gordon Food Service and Piazza Produce; supply bids to Gordon Food Service, Stanz Foodservice, Wallace Packaging, Daxwell, and Commercial Foods; bakery bids to Gordon Food Service, Alpha Kreamo Bakers, Stanz Foodservice and Aunt Millies; and dairy bid to Dean Foods and Stanz Foodservice. (Codified File 2021-164)	Food Service Bids
By a vote of 6 (Scott abstained) the Board appointed Troy Scott, current at-large trustee, to become the District A trustee effective July 1, 2021, due to the resignation of Susan Daiber, current District A trustee, as of June 30, 2021. After lengthy discussion regarding the options available to fill the vacated position, it was determined the most efficient process would be to name Mr. Scott to District A, and to fill the subsequent at-large vacancy as dictated by Indiana Code and Board Policy Bylaw 0142.3. A press release concerning the vacancy, and calls for letters of interest and resumes, will be distributed June 9, accepting requests from candidates through June 18.	From the President

Board member, Babette Boling, requested the consideration of moving future Executive sessions to be held prior to the public work sessions.

From the Board

Board President, Rocky Enfield, provided an update on the Fish Fest held in Elkhart in response to Board Member, Doug Weaver’s request. Mr. Enfield reported the event was a success with 155 participants of all ages.

From the Board

Board member, Susan Daiber, reminded everyone of the upcoming Jazz Festival to be held June 17 – 20.

From the Board

Mr. Enfield acknowledged the recent state track and field competitors and congratulate Mia Pulianas, as the first ever Elkhart Lion State Champion, and the first ever Elkhart female State Champion at the IHSAA Girl Track and Field state finals.

From the Board

Mr. Enfield also reported on River Oaks Community Church’s thank you to all ECS employees with a BBQ meal supplied by "That Guys Gourmet Ribs" and "Smoking Fatty's", distributed on Sunday. In conjunction with the event, the Board provided the dessert.

From the Board

The meeting adjourned at approximately 8:15 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



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVE THALHEIMER & BOARD OF SCHOOL TRUSTEES
FROM: BETH A WILLIAMS, DIRECTOR OF FEDERAL PROGRAMS
DATE: JUNE 17, 2021

ESSER III GRANT APPLICATION \$26,404,428.72 DEADLINE 06/25/2021

Grant funds will be used to support the following:

- Staff stipends – Certified and Noncertified
- Professional Development
 - Literacy
 - Math
 - Science
 - Project-Based Learning
 - Social Emotional Learning
 - MTSS
 - High Ability
 - SIOP (Sheltered Instruction Observation Protocol)
 - Professional Learning Communities
- Summer School Programming (to include community partners)
- After School Programming
- EL Family Community Specialist
- Interpreter/Translators – High School, Freshman Division and Middle Schools
- Air Purifiers for classrooms
- HVAC System Upgrades



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: JUNE 14, 2021

RE: DONATION APPROVAL - EACC

Cheers to Wheels has donated \$1,200.00 to be used towards toolboxes for two (2) graduating students who plan to attend a Trade School.

This donation will be very helpful and allow for a great head start in the careers

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:

Cheers to Wheels
Dave Hicks
50859 Oak Tree Lane
Bristol, IN 46507



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: JUNE 17, 2021

RE: DONATION APPROVAL - EACC

Culver Duck Farms, Inc. has donated 25 DVDs covering Work Place Safety Training, with an owner estimated value of \$1,000.00. These DVDs provide the safety training that is required in most manufacturing facilities and will be used in a number of our classes here at the EACC.

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:

Culver Duck Farms, Inc.
Scott Swihart
12215 County Road 10
Middlebury, IN 46540

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High School - Cheerleading	The team will host a car wash to help raise funds for cheer camp.	6/26/2021	6/14/2021	Haley Warstler
	Please note the following fundraisers are presented for confirmation only.			

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

June 14, 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
West Side Middle School Athletic Extra Curricular	Athletic Awards	\$550.00



TO: DR. STEVEN THALHEIMER
FROM: MS. CHERYL WAGGONER
DATE: JUNE 22, 2021

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of a consent agreement regarding retention.
- b. **Agreement** – We recommend the approval of a separation agreement.
- c. **Retirement** – We report the retirement of the following employee:

William Niederer Elkhart East/Music 21 Years of Service

- d. **New Certified Staff** – We recommend the following new certified staff for employment in the 2021-22 school year:

Kelly Blough	PRIDE Academy/Grade 3/4
Mary Gutschow	Exceptional Learners/Special Ed Intern
Nicholas Kaczynski	West Side/Health
Lindsey Mette	Freshman Academy/Social Studies
Jordan Musial	PACE/Special Education
Angela Richardson	Elkhart West/Special Education
Shaleta West	Exceptional Learners/Special Ed Intern
Bret Wintenheimer	EHS Arts & Communication/Band
Andrea Yeager	PRIDE Academy/Special Education

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

Paige Adams
Began: 1/3/17

Beardsley/Grade 4
Resign: 6/3/21

Sarah Collins
Began: 9/12/16

Roosevelt/Grade 2
Resign: 6/3/21

Christopher DeSelm
Began: 8/23/04

Feeser/Grade 6
Resign: 6/3/21

Jennifer Espinosa
Began: 8/17/00

Elkhart East/World Language
Resign: 6/3/21

Benjamin Fager
Began: 8/13/19

Elkhart West/Mathematics
Resign: 6/30/21

Tracey Gangluff
Began: 11/21/16

PACE/Speech Pathologist
Resign: 6/3/21

Abigail Gerig
Began: 12/16/19

Beardsley/Grade 4
Resign: 6/3/21

Kerry Leader
Began: 8/20/01

Elkhart West/Language Arts
Resign: 6/25/21

Scott Liggett
Began: 8/13/12

Feeser/Academic Dean
Resign: 6/16/21

Brittany Matheison
Began: 8/14/18

Riverview/Grade 5
Resign: 6/3/21

Veronica McFerson
Began: 8/8/17

Pierre Moran/Counselor
Resign: 6/10/21

Heather Rusk
Began: 8/13/19

Hawthorne/Grade 1
Resign: 6/3/21

Brandon Steven
Began: 8/19/19

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



CLASSIFIED

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

Brittaney Conrad Began: 4/21/21	Food Service Admin/Food Service PE: 6/16/21
Michele Ernsberger Began: 4/19/21	Food Service Admin/Secretary PE: 6/14/21

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

Cordelia Brown Began: 8/10/20	Hawthorne/Food Service Resign: 6/3/21
Charde Calbert Began: 2/24/20	Cleveland/Food Service Resign: 6/1/21
Michael McMahon Began: 11/23/20	Riverview/Paraprofessional Resign: 6/3/21
Anthony Strom Began: 2/10/20	Technology/Support Technician Resign: 6/4/21
Kiara Lee Began: 2/24/20	Pierre Moran/Custodian Resign: 6/3/21

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

Denis Egert Began: 8/25/04	Transportation/Bus Driver Retire: 6/3/21 16 Years of Service
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- d. **Reassignment** – We recommend the approval of reassignment of the following classified employee to a certified position effective 2021-2022 school year:

Mary Gutschow	Exceptional Learners/Special Ed Intern
Kristina Roberts	Exceptional Learners/Special Ed Intern
Andrea Yeager	PRIDE Academy/Special Education



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~~June 22, 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 shall delegate, to the Director of Literacy, the 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 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 be made within 10 school days to the Superintendent.

- 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 has delegated the responsibility for selection and evaluation of library materials and resources to the Director of Literacy and the school library staff, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in 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.~~

Book Policy Manual

Section 3000 Personnel

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

Code po3421.01A

Status

Adopted December 13, 2016

Last Revised March 10, 2020

Last Reviewed June 22, 2021

Administrative Salary Schedule

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

Placement of Newly Employed Administrators on the Administrator Salary Schedule

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

Hiring Rubric		Column A Times Factor	Column B Possible Points
<u>Education</u>	<u>max 12</u>	<u>2</u>	<u>24</u>
<u>BA with Licensure</u>	<u>5</u>	-	-
<u>MA with Licensure</u>	<u>8</u>	-	-
<u>Ed.S with Licensure</u>	<u>10</u>	-	-
<u>Ph.D with Licensure</u>	<u>12</u>	-	-
<u>Experience</u>	<u>max 15</u>	<u>2</u>	<u>30</u>
<u>0-2 years</u>	<u>0</u>	-	-
<u>3-5 years</u>	<u>5</u>	-	-
<u>6-10 years</u>	<u>10</u>	-	-
<u>10+ years</u>	<u>15</u>	-	-
<u>Environment</u>	<u>max 13</u>	<u>2</u>	<u>26</u>
<u>Coming from District Unlike ECS</u>	<u>4</u>	-	-
<u>Coming from District Like ECS</u>	<u>8</u>	-	-
<u>Coming From ECS</u>	<u>13</u>	-	-
<u>Superintendent Discretion</u>	<u>max 10</u>	<u>2</u>	<u>20</u>
<u>Total Points</u>	-	-	<u>100</u>

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

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

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

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

Newly Created Administrative Position

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

Annual Base Salary Amount

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

Administrative Salary Schedule

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

<u>I</u>	<u>\$51,894</u>	<u>\$62,273</u>
<u>II</u>	<u>\$62,273</u>	<u>\$83,030</u>

<u>III</u>	<u>\$83,030</u>	<u>\$94,300</u>
<u>IV</u>	<u>\$93,409</u>	<u>\$108,977</u>
<u>V</u>	<u>\$108,977</u>	<u>\$129,735</u>

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

- ~~A. Other professional salaries in education~~
- ~~B. Other management salaries in public and private sectors~~
- ~~C. Changes in responsibility for specific assignments~~
- ~~D. Community expectations~~
- ~~E. Available corporation resources~~
- ~~F. Amount of money under the administrator's direction~~
- ~~G. Level of decision making~~
- ~~H. Expertise required~~
- ~~I. Amount of public contact~~
- ~~J. Time commitment~~
- ~~K. Prerequisites~~
- ~~L. Number of days on contract during the school year~~
- ~~M. Compensation rate of administrators in similar positions within the district~~
- ~~N. Other appropriate factors~~

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

Salary Ranges, Placement, and Appeal

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

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

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

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

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

Length of Administrative Contract

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

ELKHART COMMUNITY SCHOOLS

Safe Schools, Safe Community

2021-2022 School Year:

- ★ Full-time in-person learning
- ★ Commitment to Excellence in Education
- ★ Social-Emotional support for students



ELKHART
COMMUNITY SCHOOLS



LETTER TO FAMILIES

ECS Families,

The COVID-19 pandemic changed the landscape of our community, state, country, and world. As we navigated the unknown in partnership with our families, we want to thank you for your continued support and feedback throughout the last year. We are proud of the response taken by the district to keep our staff and students safe and we are thankful for the teamwork of our students, families, staff, and community to prioritize a climate of safe education at Elkhart Community Schools.

For the 2021-2022 school year, the safety of Elkhart Community Schools students and staff will continue to be our greatest priority. As we did in the previous school year, the district consulted with various local, state, and national agencies to create a plan for 2021-2022 that prioritizes safety while providing an excellent education.

Additional information about the strategies Elkhart Community Schools will use for the 2021-2022 school year are found in the following pages.

The district will continue to work with our local agencies and neighboring school districts to evaluate the conditions in Elkhart County and make adjustments to this plan as needed. These plans are subject to change as necessary.

Thank you,

Dr. Steve Thalheimer / Superintendent of Schools
Babette Boling / Board of School Trustees, At Large
Susan Daiber / Board of School Trustees, District A
Dacey Davis / Board of School Trustees, District D
Rocky Enfield / Board of School Trustees, District B
Kelli Mullins / Board of School Trustees, At Large
Troy Scott / Board of School Trustees, At Large
Doug Weaver / Board of School Trustees, District C



SAFE SCHOOLS, SAFE COMMUNITY

On August 12, 2021, Elkhart Community Schools will reopen all buildings for the 2021-2022 school year. We anticipate a normal school year with in-person learning. We will continue to monitor the spread of COVID-19 in our community and will maintain communication with local, state, and national agencies.

Key components of the 2021-2022 **Safe Schools, Safe Community** Plan include:

- All students will attend school in-person five days per week.
- Masks will be optional for students and staff, except when an individual is identified as a close contact to an individual with COVID-19 (mask and additional precautions will be required).
- Masks will be required on buses at all times, per federal guidelines. This requirement would be lifted or adjusted based on changes to federal requirements.
- Students or staff who test positive for COVID-19 will isolate for at least 10 days from the date of the positive test.
- Students or staff who are close contacts will follow the guidance provided in this document.
- Social distancing will be encouraged when possible.
- Continued cleaning strategies will focus on preventing the spread of COVID-19.
- The district will continue to display posters and materials that encourage proper handwashing and sanitation.



CLEANING AND MITIGATION STRATEGIES

SCHOOL BUILDINGS

- Classrooms will be cleaned and disinfected daily.
- Common and high traffic areas, such as restrooms, libraries, and cafeterias will be cleaned and disinfected throughout the day.
- Frequent contact areas, such as door handles, will be cleaned and disinfected throughout the day.
- Safe and proper use of open windows will be encouraged when reasonable for additional ventilation.

SOCIAL DISTANCING

- Social distancing will be encouraged. Classrooms, lunch rooms, and buses will return to full capacity.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Masks will be optional for students and staff. Parents/guardians will be responsible for providing their child with a mask, if they choose for their child to wear a mask.
- Hand sanitizer will be available in high traffic areas, such as restrooms and cafeterias.
- Students may bring their own hand sanitizer.
- Staff will continue to teach and encourage proper handwashing, as well as covering coughs and sneezes.
- Nurses, custodians, and bus drivers will be provided with additional/special PPE as needed.
- Face masks will be required for any unvaccinated student or staff member identified as a close contact, unless the individual chooses to quarantine at home.

HEALTH SERVICES

- Students who test positive for COVID-19 will be required to isolate and may return after 10 days as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications.
- Children who develop symptoms of COVID-19 at school will be cared for by nursing staff and separated from other students. Parents/guardians will be contacted immediately and asked to pick up their child, then follow “Symptomatic Individual” protocol outlined on the following page.

FOOD SERVICES

- Surfaces will be wiped and disinfected frequently, including between lunch periods.
- Tables will be cleaned prior to food being served.
- Hand sanitizer will be available in all cafeterias.

TRANSPORTATION SERVICES

- Frequently touched surfaces will be cleaned regularly.
- Students will be assigned seats and may be assigned to sit with same-household students.
- Transportation staff will receive ongoing training on safety protocols, including COVID-19 mitigation.
- Safe and proper use of open windows will be encouraged when reasonable for additional ventilation.
- Masks will be required on buses, per federal guidelines.



PROTOCOLS

SYMPTOMATIC INDIVIDUAL

- A student or staff member who has symptoms of COVID-19 should stay home for at least 10 days following the onset of symptoms or a positive test result.
 - Symptomatic individuals who are *not tested* for COVID-19 should stay home for at least 10 days following the onset of symptoms. This individual may return after 10 days as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications.
 - Symptomatic individuals who *test negative* for COVID-19 with a PCR test (not antigen test) may return to school as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications.
 - Symptomatic individuals who *test positive* for COVID-19 may return 10 days after the positive test date, as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications.

POSITIVE TEST RESULT

- A student or staff member who tests positive for COVID-19 will be required to isolate and may return after 10 days as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications.
- Students who test positive for COVID-19 are required to isolate and will receive assignments through the district's learning management systems (Seesaw/Canvas) throughout their absence.
- The Elkhart County Health Department and Elkhart Community Schools will conduct contact tracing for any positive individual within a school building/bus.

CLOSE CONTACTS

- Individuals who are fully vaccinated and identified as a close contact do not need to quarantine or follow the precautionary measures below, but should watch for symptoms for 14 days following exposure.
- Individuals who are not fully vaccinated and identified as a close contact may remain at school if the following *precautionary measures* are met at all times, when applicable:
 - Individual must wear a mask at all times when around others, including recess.
 - Individual must stay at least three feet from other individuals at all times.
 - Individual must practice good handwashing and/or use of hand sanitizer.
 - Individual must eat separately from others (with a minimum of 6' distance).
 - Parents/guardians must provide transportation to/from school, extra curriculars, and field trips.
 - Individual must maintain six feet of distance and remain masked at all times during extra-curricular activities.
- Individuals identified as a close contact must remain asymptomatic for 14 days following the date of exposure. If an asymptomatic individual becomes symptomatic, the individual should isolate from others immediately and follow "Symptomatic Individual" protocol as listed above.
- If an individual is not willing to adhere to the *precautionary measures* outlined above, the individual will be required to quarantine at home for 14 days before returning to school.

ADDITIONAL MITIGATION

- Additional mitigation strategies may include closing a classroom, a section of the building, or a school building.



FREQUENTLY ASKED QUESTIONS

Q: Will my child be required to wear a mask?

A: Effective July 1, 2021, masks at Elkhart Community Schools will be optional. Students or staff members who are identified as a close contact will be required to wear masks or quarantine at home.

Q: Will my child be required to be vaccinated against the COVID-19 virus?

A: Elkhart Community Schools will comply with Indiana state requirements regarding vaccinations. As of June 22, the COVID-19 vaccination is not required by the state for students to attend school.

Q: What happens if my child has symptoms of COVID-19?

A: If your child is at school and develops symptoms of COVID-19, the child will stay in a private area under the care of the school nurse until picked up by a parent/guardian. A student or staff member who has symptoms of COVID-19 should stay home for at least 10 days following the onset of symptoms, unless tested (see previous page under “Symptomatic Individual” for procedures).

Q: What happens if my child tests positive for COVID-19?

A: Individuals who test positive for COVID-19 will be required to isolate for 10 days from the testing date. Students who test positive will complete work via the district’s learning management systems (Seesaw/Canvas).

Q: What happens if my child is identified as a close contact?

A: Individuals who are fully vaccinated and identified as a close contact do not need to quarantine or follow the precautionary measures below, but should watch for symptoms for 14 days following exposure. Individuals who are not fully vaccinated and identified as a close contact may remain at school if the following precautionary measures are met at all times, when applicable:

- Individual must remain asymptomatic for 14 days following the date of exposure.
- Individual must wear a mask at all times when around others, including recess.
- Individual must stay at least three feet from other individuals at all times.
- Individual must practice good handwashing and/or use of hand sanitizer.
- Individual must eat separately from others (with a minimum of 6’ distance).
- Parents/guardians must provide transportation to/from school, extra curriculars, and field trips.
- Individual must maintain six feet of distance and remain masked at all times during extra-curricular activities.

If an individual is not willing to adhere to the precautionary measures outlined above, the individual will be required to quarantine at home for 14 days before returning to school. If an asymptomatic individual becomes symptomatic, the individual should isolate from others immediately and follow “symptomatic individual” protocol.

Q: Will virtual learning be an option for students in 2021-2022?

A: Elkhart Community Schools will not offer a fully-virtual program as it did in 2020-2021. Students who are unable to attend school due to medical reasons may contact Student Services at 574-262-5540 to discuss available options. Students in high school may participate in the district’s School Without Walls program, which is a blended in-person and virtual program.



Q: How will the district support students who have difficulty adjusting to a full-time in-person schedule?

A: Elkhart Community Schools recognizes the importance of social-emotional wellbeing, especially as our students return to school following the pandemic. A strong emphasis will be placed on social-emotional wellbeing throughout the 2021-2022 school year. School social workers will be available in all buildings to help students who may be struggling to adjust to a new schedule or school environment.



RESOURCES

Indiana Department of Education: <https://www.in.gov/doi/>

- COVID-19 Learning Resources: <https://www.doe.in.gov/covid-19/resources>

Elkhart County Health Department: <https://health.elkhartcounty.com/>

- Information for Elkhart County residents: <https://health.elkhartcounty.com/en/echd-covid-19/>

Indiana State Department of Health: <https://www.in.gov/health/>

- When to Quarantine: https://www.coronavirus.in.gov/files/20_Family%20quarantine_2-15-21.pdf
- When to Isolate: https://www.coronavirus.in.gov/files/20_Family%20isolation_COVID-19_8-10-20.pdf
- Testing information and locations: <https://www.coronavirus.in.gov/2524.htm>
- COVID-19 Data report: <https://www.coronavirus.in.gov/2393.htm>
- COVID-19 Vaccine information: <https://www.coronavirus.in.gov/vaccine/index.htm>
- COVID-19 Screening Tool for Parents:
https://www.coronavirus.in.gov/files/20_Parent%20screening%202-8-21.pdf

Centers for Disease Control: <https://www.cdc.gov/>

- Schools and childcare programs:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- Symptoms of COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



REVISIONS

Revisions made to this document will be listed here.

Elkhart Community Schools
Elkhart, IN

RESOLUTION TO TRNASFER FUNDS FROM THE RAINY DAY FUND

WHEREAS, the Board of School Trustees of the Elkhart Community Schools established by resolution a Rainy Day Fund in December 2006, as set out in IC 36-1-8-5.1;

WHEREAS, the Rainy Day Fund as of May 31, 2021 has a fund balance of \$8,713,001.48;

WHEREAS, the Board of School Trustees approved a \$4,000,000 appropriation for the 2021 budget in order to meet anticipated commitments;

WHEREAS, the need exists for the School Lunch Fund to have a positive or zero cash balance as of June 30, 2021;

THEREFORE, BE IT RESOLVED, that the Chief Financial Officer is authorized to execute a fund transfer in an amount sufficient to prevent the School Lunch Fund from having a negative cash balance. The transfer will be from the Rainy Day Fund and will occur with a ledger date not later than June 30, 2021, such funds being unused and unencumbered;

FURTHERMORE, the Chief Financial Officer is directed to report the actual amount of transfers to the Board of School Trustees in July 2021.

Passed and adopted this 22nd day of June, 2021.

AYE

NAY

ATTEST:

Secretary, Board of School Trustees

ACCOUNT BALANCES/INVESTMENT DETAIL
May 2021

CASH:

Petty Cash	\$	500.00
Lunch Change Fund		2,010.00

BANK ACCOUNTS:

Teachers Credit Union	\$	2,967,914.20
Lake City Bank – Accounts Payable		(1,480,261.70)
Lake City Bank – Payroll Account		(410,312.88)
Lake City Bank – Flex Account		69,705.74
Lake City Bank – Merchant Account		(16,530.88)
Lake City Bank – Prepaid Lunch		150,093.16
Lake City Bank – Deposit Account		20,957,603.49
Lake City Bank – Book Rental		(83.78)
Chase Bank – Book Rental		6,513.25
BMO Harris Bank (UMR insurance)		407,420.00

INVESTMENTS:

Certificate of Deposit	-
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\$ 22,654,570.60

Medical Plan Experience

May 2021

	<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	\$ 663,351	\$ 332,278	\$ 331,073	\$ 3,488,505	\$ 2,337,537	\$ 1,150,968
UMR Rx	\$ 151,269	\$ 172,494	\$ (21,225)	\$ 662,395	\$ 752,046	\$ (89,651)
Rx Rebate	\$ -	\$ -	\$ -	\$ (180,240)	\$ (125,969)	\$ (54,271)
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 814,620	\$ 504,772	\$ 309,848	\$ 3,970,660	\$ 2,963,614	\$ 1,007,046
Expected Claim Cost	\$ 873,316	\$ 865,772	\$ 7,544	\$ 4,401,165	\$ 4,307,918	\$ 93,247
Claims vs. Expected	\$ (58,696)	\$ (361,000)		\$ (430,505)	\$ (1,344,304)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 220,078	\$ 186,213	\$ 33,865	\$ 1,043,582	\$ 972,568	\$ 71,014
Total Cost (Claim + Non-claim)	\$ 1,034,698	\$ 690,985		\$ 5,014,242	\$ 3,936,182	
Enrollment	1,035	1,038		5,228	5,167	
Cost Per Employee Per Month (PEPM)	\$ 999.71	\$ 665.69		\$ 959.11	\$ 761.79	25.9%
Paid Claims Per Employee				\$ 759.50	\$ 573.57	32.4%