

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, March 23, 2021

Time: immediately following Regular Board Meeting

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-

(2) For discussion of strategy with respect to any of the following:

(A) Collective bargaining.

(B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.

(6) With respect to any individual over whom the governing body has jurisdiction.

(11) To train school board members with an outside consultant about the performance of the role of the members as public officials.

Location: J.C. Rice Educational Services Center  
2720 California Road  
Elkhart, Indiana 46514



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Superintendent of Schools

Posted and Mailed via U. S. Mail,  
postpaid, to School Attorney and  
News Media on Wednesday,  
March 17, 2021 and electronically  
delivered to Board Members  
on Friday, March 19, 2021.

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

March 23, 2021

CALENDAR

Mar	23	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	23	immediately following	Executive Session, J.C. Rice Educational Services Center
Apr	13	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	27	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. CONSENT ITEMS:

- Minutes – March 9, 2021 – Public Work Session
- Minutes – March 9, 2021 – Regular Board Meeting
- Claims
- Gift Acceptance
- Fundraisers
- Overnight Trip Requests
- Conference Leave Requests
- Personnel Report

E. OLD BUSINESS

Board Policy 3120.01S – Employment of Support Staff – The administration presents proposed revisions to Board Policy 3120.01S – Employment of Support Staff, as initially presented at the March 9<sup>th</sup> regular meeting.

F. NEW BUSINESS

Board Policy 2260.02 – Language Assistance Program – The administration presents proposed new Board Policy 2260.02 – Language Assistance Program, for initial consideration.

Added Pay Schedule of Master Contract – The administration requests Board approval of the proposed Added Pay Schedule of the Master Contract for the 2021-2022 school year.

2021-2022 School Calendar – The administration presents the 2021-2022 School Calendar, for initial review.

Common School Fund Loan Petition - The Business Office seeks confirmation of the submission of a Common School Fund Loan Petition.

Transfer Tuition Rates - The Business Office recommends Board approval of cash tuition rates for the 2021-2022 school year

Financial Report – January 1, 2021 – February 28, 2021

Monthly Insurance Update

Insurance Premium Holiday

G. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

H. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

March 9, 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. Susan C. Daiber	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver
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Roll Call

Via Electronic Communication: Dacey S. Davis

ECS Staff Present:	Mindy Higginson Maggie Lozano Brad Sheppard	Steve Thalheimer Doug Thorne Cheryl Waggoner
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The Board was given a presentation by Maggie Lozano, Assistant Director of Human Resources, on the high school secretarial staff changes being considered for the Fall of 2021 with regards to schools of study and the freshman division.

Topics Discussed

The Board discussed agenda items for the regular meeting.

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

Adjournment

APPROVED:

Signatures

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

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Babette S. Boling, Member

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Dacey S. Davis, Vice President

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Kellie L. Mullins, Member

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Susan C. Daiber, Secretary

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Troy E. Scott, Member

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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

March 9, 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. Susan C. Daiber	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver	Roll Call
Via Electronic Communication:	Dacey S. Davis		
Board president Rocky Enfield called the regular meeting of the Board of School Trustees to order.			Call to Order
Board member, Troy Scott, 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 – February 23, 2021 – Public Work Session			Minutes
Minutes – February 23, 2021 – Regular Board Meeting			
Minutes – February 25, 2021 – Retreat/Public Work Session			
Minutes – February 26, 2021 – Retreat/Public Work Session			
Payment of claims totaling \$6,745,345.60 as shown on the March 9, 2021, claims listing. (Codified File 2021-122)			Payment of Claims
The following donations made to Elkhart Community Schools (ECS): Donations of \$750 from Billings Funeral Home and \$500 from Kean & Jeri Swank to purchase new music apparel for Elkhart High School (EHS) bands, choirs and orchestras; \$500 from Osolo Emergency Medical Services to the ElkLogics Robotics team to purchase equipment; \$500 from the Mulvaney Law Office in support of the Pennant Yearbook to purchase supplies; and a 2008 Ford Escape XLT (owner valued at \$3,500) from Stephen Miller to the EACC for training purposes in the Automotive Technology classes.			Gift Acceptance

Proposed school fundraisers in accordance with Board policy. (Codified File 2021-123)	Fundraisers
Overnight Trip: approved an overnight trip request for 20 EHS cheerleaders to travel to Orlando, FL on April 23-26 to compete at the National High School Cheerleading Championship.	Overnight Trip Request
Conference Leave Requests. (Codified File 2021-124)	Conference Leave Requests
	Personnel Report
Maternity leave for certified staff member Megan Lewis, language arts at EHS West, beginning 4/13/21 and ending 5/10/21.	Certified Leave
Resignation of the following seven (7) certified staff members, effective on dates indicated: Sally Bawtinheimer - grade 3 at Osolo, 6/3/21 Julie DeWit - Kindergarten at Pinewood, 6/3/21 Karla Doyle - Kindergarten at Beck, 6/3/21 Cynthia East - special education at EHS East, 6/3/21 Evan French - special education at EHS East, 3/31/21 Tiffany Mason - grade 6 at Hawthorne, 6/3/21 Stacy Reisdorf - science at North Side, 3/26/21	Certified Resignations
Employment of the following three (3) classified employees, effective on dates indicated. Stephanie Brown - paraprofessional at Hawthorne, 3/1/21 Kristen Cooper - paraprofessional at Eastwood, 3/1/21 Jaclynn Fisher - food service at Eastwood, 3/1/21	Classified Employment
Resignation of the following six (6) classified employees, effective on dates indicated: Audrey Dalton - custodian at EHS West, 2/22/21 Kendra Langfeldt - farm technician at EACC, 2/19/21 Morgan Lynch - paraprofessional at Pinewood, 3/12/21 Elizabeth Osowski - food service at EHS West, 3/19/21 Megan Plasterer - paraprofessional at Riverview, 2/17/21 Andrew Sokolowski - custodian at Bristol, 3/8/21	Classified Resignations
Revision to leave for Sherriann Gard, paraprofessional at Osolo, beginning 1/4/21 and ending 3/5/21.	Revision to Classified Leave
By a vote of 4 yea (Mullins, Boling, Weaver, Enfield) – 3 nay (Scott, Daiber, Davis) by roll call, the Board tabled the motion to approve proposed revisions to Board Policy 2210 – Curriculum Development, with addition revisions, for further review.	Board Policy 2210

By unanimous action by roll call, the Board approved proposed revisions to Board Policy 3160ACS – Fitness for Duty Examination, as initially presented at the February 23 <sup>rd</sup> regular meeting.	Board Policy 3160ACS
By unanimous action by roll call, the Board approved proposed revisions to Board Policy 3422S – Wages and Benefits for Support Staff, as initially presented at the February 23 <sup>rd</sup> regular meeting.	Board Policy 3422S
By unanimous action by roll call, the Board approved proposed new Board Policy 3432 – Support Staff Absences, as initially presented at the February 23 <sup>rd</sup> regular meeting.	Board Policy 3432
By unanimous action by roll call, the Board approved proposed new Board Policy 5780 – Parents Rights and Responsibilities (Custodial and Non-custodial), as initially presented at the February 23 <sup>rd</sup> regular meeting.	Board Policy 5780
By unanimous action by roll call, the Board approved proposed revisions and waived second reading to Board Policy 3422.12S –Employees’ in Miscellaneous Positions Compensation Plan.	Board Policy 3422.12S
By unanimous action by roll call, the Board approved proposed revisions and waived second reading to Board Policy 3422.06S – Secretarial/ Business Compensation Plan with noted correction regarding the effective date of changes being June 14, 2021.	Board Policy 3422.06S
The Board was presented proposed revisions to Board Policy 3120.01S – Employment of Support Staff, for initial consideration.	Board Policy 3120.01S
The Board reviewed a proposed new course offering for the 2021-2022 school year as presented by Brad Sheppard, assistant superintendent of instruction, entitled Mysteries in History – Cracking History’s Cold Cases. In response to Board inquiry, Dr. Sheppard noted the course will be offered during the current school year at West Side Middle School.	New Course Offering
By unanimous action by roll call, the Board adopted a Resolution regarding Eighth Amendment to Lease and Approving Issuance of Bonds for the 2021 High School Campus Facility Improvement Project. (Codified File 2021-125)	Resolution
Audience member, Kerry Mullet, thanked the Board for their concern and outreach during her recent illness, and for coordinating the COVID-19 vaccinations for all employees.	From the Audience
Superintendent Thalheimer thanked all staff for the roll out of K-6 students’ return to the classroom on Monday and secondary schools next Monday. He also reported on the visits with legislators that took place last Wednesday when he and Kerry Mullet went to Indianapolis.	From the Superintendent

Board president, Rocky Enfield, congratulated the high school's boys basketball team on their sectional win, girls bowling on a sectional win, and recent gymnastic competitions.

From the Board

Board member, Doug Weaver, thanked the staff and administration for their efforts regarding the return to school, especially food services. Mr. Weaver also asked everyone to keep Tony England in their thoughts.

From the Board

Board vice president, Dacey Davis, noted the increased community involvement as a result of successful co-curricular activities and sports.

From the Board

The meeting adjourned at approximately 7:50 p.m.

Adjournment

APPROVED:

Signatures

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

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Dacey S. Davis, Vice President

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Susan C. Daiber, Secretary

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Babette S. Boling, Member

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Kellie L. Mullins, Member

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

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





ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** BE

**DATE: MARCH 8, 2021**

**RE: DONATION APPROVAL - EACC**

Jared Huss recently donated \$200.00 in memory of Dawn Michele Hostetler, Paraprofessional in the Automotive Technology class. This donation is to establish a scholarship for Elkhart Area Career Center students currently enrolled in Mr. Martin Hostetler's Automotive Technology class.

This scholarship will be awarded to 1 senior in the 2021-2022 school year to help further their education in the Automotive field.

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

Mr. Jared Huss  
29529 River Shore Ln.  
Elkhart, IN 46516



**ELKHART HIGH SCHOOL EAST**

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: March 11th, 2021

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Brian Buckley  
Elkhart High School Athletic Department

RE: Donation Approval

A donation in the amount of \$1,500.00 has been given to the Elkhart High School athletic department from NIBCO INC. World Headquarters. This donation is earmarked for the Elkhart High School cheerleading program.

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

Todd A. Nowicki  
NIBCO INC. World Headquarters  
1516 Middlebury Street  
Elkhart, IN 46516

Sincerely,

Brian Buckley



**ELKHART HIGH SCHOOL WEST**

2608 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5600

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**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: March 9, 2021

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Cary Anderson, Principal   
Kyle Weirich, Music Coordinator

RE: Donation Approval

Elkhart High School received a donation of \$1000.00 from Sweetwater Sound, Inc. The donation is in support of the fundraising campaign to purchase new music apparel for Elkhart High School Bands, Choirs, and Orchestras.

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

Heather Herron  
Sweetwater Sound, Inc.  
5501 US Hwy 30 W  
Fort Wayne, IN 46818

Thank you for considering this request.



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



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

**DATE:** March 12, 2021

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

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

**RE:** Donation Approval

Elkhart High School received a donation of \$5000.00 from The Elkhart Education Foundation. The donation is in support of the fundraising campaign to purchase new music apparel for Elkhart High School Bands, Choirs, and Orchestras.

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

Ashley Molyneux  
Elkhart Education Foundation  
2746 Old US 20 W, Suite B  
Elkhart IN 46514

Thank you for considering this request.



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

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

DATE: December 8, 2020

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval

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

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

**Stephen Bowers**  
2114 E. Jackson Blvd  
Elkhart, IN 46516

Thank you for considering this request.



**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

**School:** Elkhart High School-West

**Class/Group:** ECS FFA Chapter

**Number of Students:** 14

**Date/Time Departing:** 5/22/2021 leave at 11 am

**Date/Time Returning:** 5/23/2021 return by 5pm

**Destination:** FFA leadership Center Traflagar IN  
**City State**

**Overnight facility:** FFA leadership center

**Mode of transportation:** Activity Bus Driven by Brenda Mueller

**Reason for trip:** FFA leadership, challenge course, Educational events (interview skills, critical thinking, Problemsolving) and chapter bonding weekend

Educational objective: Leadership, Public speaking, Problem solving, critical thinking on your feet, working on employeable skills, meeting members from accross the state.

**Names of chaperones:** Brenda Mueller

**Cost per student:** \$0

**Describe plans for Raising Funds or Funding Source:** Lily Endowment Grant

**Plans to defray costs for needy students:** \_\_\_\_\_

**Are needy students made aware of plans?** \_\_\_\_\_

**Name of Teacher/Sponsor:** Brenda Mueller

**Signature of Teacher/Sponsor:** \_\_\_\_\_

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

**Signature of Principal:** Kelley Blair **Date:** 3/10/21

**Approval of Assistant Superintendent:** BLA Keppan **Date:** 3/17/21

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


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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: March 18, 2021

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard 

RE: **Conference Leave Requests**  
**March 23, 2021 - Board of School Trustees Meeting**

**The following requests for excused absences are recommended for approval:**

<b>2020 - 2021 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>CASE INSTITUTE NATURAL RESOURCES AND ECOLOGY</b> In this Summer Institute I will learn new ways to teach about Natural Resources and Ecology. Included will be new labs, projects, and assessment methods. This will be especially useful in the School of Natural Resources. This conference also gives me access to CASE curriculum and equipment. Elkhart, Indiana (attendance is virtual) June 13 - 23, 2021 (0 day's absence) ERIC JANTZEN - ELKHART HIGH SCHOOL EAST (0-0)	\$0.00	\$0.00
	N/A	N/A
<b>FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>MACUL 2021 VIRTUAL CONFERENCE</b> MACUL offers a variety of sessions on instruction, technology, and best practices on implementation for teachers at all levels. Attending will allow me to find and learn about new ideas which can be used to support teachers in Elkhart. I'll share these ideas on the Instructional Technology blog, YouTube channel, and through PD we develop with the Technology Ambassador group. Elkhart, Indiana (attendance is virtual) March 18 - 19, 2021 (0 day's absence) BILLIE JO ETCHASON - EASTWOOD (0-0) SONDR A FLORA - BECK (0-0) HEATHER HALL - WEST SIDE (0-0) CAMBRIA NEELY - EASTWOOD (0-0) TRACI PANKRATZ - EACC (0-0)	\$795.00	\$190.00
	<i>Title II, Part A, FY19</i>	<i>Title II, Part A, FY19</i>
	<i>Title II, Part A, FY19</i>	<i>Title II, Part A, FY19</i>
	<i>Title II, Part A, FY19</i>	<i>Title II, Part A, FY19</i>
	<i>Title II, Part A, FY19</i>	<i>Title II, Part A, FY19</i>
	<i>Title II, Part A, FY19</i>	<i>Title II, Part A, FY19</i>
	<i>Title II, Part A, FY19</i>	<i>Title II, Part A, FY19</i>
	<b>\$795.00</b>	<b>\$0.00</b>
2020 YEAR-TO-DATE EDUCATION FUNDS	\$9,841.88	\$1,330.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$3,565.00	\$0.00
2020 YEAR-TO-DATE OTHER FUNDS	\$56,021.47	\$4,465.00
2020 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2021 YEAR-TO-DATE OTHER FUNDS	\$9,825.00	\$190.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$79,253.35</b>	<b>\$5,985.00</b>

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





**HUMAN RESOURCES**

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**ELKHART  
COMMUNITY SCHOOLS**

**INTERNAL MEMO**

**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. CHERYL WAGGONER**  
**DATE: MARCH 23, 2021**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend the approval of an agreement regarding payment of retirement benefits.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2020-21 school year:

<b>Brianna Miller</b>	<b>Daly/Grade 1</b>
<b>Ryan Rudicil</b>	<b>North Side/Social Studies</b>

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

<b>Rodney Donigan</b>	<b>Elkhart East/Business Education</b>	<b>18 Years of Service</b>
<b>Dana Soptich</b>	<b>Elkhart West/Special Education</b>	<b>32 Years of Service</b>

- d. **Resignation** – We report the resignation of the following employee:

<b>Kathryn Case</b> Began: 8/10/21	<b>Elkhart West/Language Arts</b> Resign: 6/3/21
<b>Angela Garcia</b> Began: 8/14/18	<b>Elkhart East/ENL</b> Resign: 6/3/21

**CLASSIFIED**

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

<b>Yessenia Cisneros</b> Began: 1/19/21	<b>Woodland/ Bld Translator/Parent Liaison</b> PE: 3/16/21
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**Melisa Machowiak**  
Began: 1/25/21

**Eastwood/Registered Behavior Technician**  
PE: 3/22/21

**Cesar Ramos Jr**  
Began: 1/20/21

**Transportation/Bus Driver**  
PE: 3/16/21

b. **Death** – We regretfully report the death of the following employee:

**Frances Eggink**  
Deceased: 3/5/21

**West Side/Food Service**  
13 Years of Service

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

**N’Ronn Bailey**  
Began: 9/9/20

**Pierre Moran/Custodian**  
Resign: 3/16/21

**Valorie Books**  
Began: 9/24/20

**North Side/LPN**  
Resign: 3/26/21

**David Chaney**  
Began: 8/17/20

**Transportation/Bus Driver**  
Resign: 3/19/21

**Sandra Iavagnilio**  
Began: 8/14/13

**Elkhart West/Secretary**  
Resign: 6/3/21

**Nicole LeCount**  
Began: 1/24/20

**Eastwood/Paraprofessional**  
Resign: 2/26/21

**Tammy Oldenburg**  
Began: 6/29/20

**Food Service/Secretary**  
Resign: 3/26/21

**Diane Pilarski**  
Began: 2/26/19

**WVPE/Promotions Manager**  
Resign: 4/8/21

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

**John Bloom**  
Began: 9/20/77

**Building Services/Maintenance**  
Retire: 8/18/21  
43 Years of Service

**Michael Linville**  
Began: 8/19/03

**WVPE/Business Account Manager**  
Retire: 4/15/21  
17 Years of Service



**Linda Price**  
Began: 8/20/98

**Elkhart East/Food Service**  
Retire: 6/3/21  
22 Years of Service

**Cynthia Thompson**  
Began: 9/21/93

**Elkhart West/Paraprofessional**  
Retire: 6/3/21  
27 Years of Service

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

**Elizabeth Osowski**

**Elkhart West/Food Service**

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

**Jocelyn Gordon**  
Begin: 3/9/21

**Elkhart West/Food Service**  
End: 4/9/21

**Sonia Thomas**  
Begin: 3/8/21

**Elkhart West/Food Service**  
End: 5/7/21

- g. **Termination** - We report the termination of the following employees:

**Terrin Allen**  
Began: 2/19/20

**Hawthorne/Food Service**  
End: 3/23/21  
Policy: 3139.01S

**Niquan Whitener**  
Began: 10/27/20

**Commissary/Food Service Truck Driver**  
End: 3/23/21  
Policy: 3139.01S



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYMENT OF SUPPORT STAFF (with recommendations discussed during the 3/9/2021 BST meeting)
Code	po3120.01S
Status	
Adopted	November 22, 2016
Last Revised	March 28, 2017
Last Reviewed	March 23, 2021

### 3120.01S - **EMPLOYMENT OF SUPPORT STAFF**

The Board recognizes that it is vital to the successful operation of the Corporation that support staff positions be filled with qualified and competent staff.

The Board shall approve the employment of each support staff member employed by this Corporation.

All support staff employees are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

All support staff have the responsibility to make themselves familiar with, and abide by, the laws of the State of Indiana as they affect their work, the policies and decisions of the Board, and the administrative guidelines designed to implement them. All support staff shall be expected to carry out their assigned duties, support and enforce Board policies and administrative guidelines, submit required reports, protect district property, oversee students, and contribute to the education and development of the district's students. All support staff shall obey the rules and decisions of their supervisors.

Individuals employed in the following categories shall be considered members of the staff:

- A. food services
- B. mechanics
- C. custodians
- D. bus drivers
- E. bus helpers
- F. maintenance personnel
- G. therapists
- H. secretary/business staff
- I. executive assistants
- J. paraprofessionals
- K. technical assistants
- L. registered nurses

- M. social workers
- N. miscellaneous workers
- O. technology services
- P. permanent substitute teachers
- Q. licensed practical nurses

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment.

Should the Board choose to employ a family member as herein defined, both the family member and the Board member must file a conflict of interest statement.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised by the relative staff member.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification.

The Personnel Department will verify all new employee's and substitute's right to work in the United States.

#### SUPPORT STAFF RECRUITMENT AND SELECTION

The Human Resources Department shall receive applications for all positions.

Applications will be screened by the Director of Human Resources, or another designated administrator, and qualified candidates will be referred to the appropriate director or supervisor for interview. Reference checks must be secured prior to recommendations for employment, which shall be made to the Director of Human Resources by the appropriate director or supervisor.

The administration shall establish procedures for recruitment and selection of Human Resources that will comply with directives provided by federal and state law, and with the Diversity in Employment and non-discrimination policies adopted by the Elkhart Community Schools in order to insure equal employment opportunities regardless of the applicant's race, color, religion, sex, national origin, age, status as veteran, disability, or any other characteristic protected by law.

#### SUPPORT STAFF SELECTION AND HIRING

##### 1. Introduction

This policy and all hiring practices shall be implemented, and administered in a manner consistent with local, state, and federal laws, and other policies of the Board.

##### 2. Applications

The Human Resources Department shall develop and maintain employment applications for use by persons who apply for support staff positions. All such applications completed by any person desiring consideration for a support staff position shall be submitted to the Director of Human Resources.

##### 3. Screening, Interviews, and Selection

Applications will be screened by the Director of Human Resources or another designated administrator, and qualified candidates will be referred to the appropriate administrator, or supervisor for interview. Reference checks must be secured prior to recommendations for employment which shall be made to the Director of Human Resources by the appropriate administrator or supervisor.

##### 4. Probationary Employment

The Superintendent or authorized designee(s) shall consistently seek to select the applicant he or she determines best qualified for the position authorized to be filled. The applicant selected shall be employed for a probationary period of fifty-six (56) calendar days. The Director of Human Resources may extend a probationary period.

#### 5. Regular Employment

To obtain regular employment status, support staff must be approved for regular employment by action of the Board. Such action may be taken after a probationary employee has successfully completed a probationary employment period of fifty-six (56) calendar days. The superintendent or an authorized designee shall provide the Board with a recommendation as to employment of those employees he or she determines qualified and suitable for regular employment status.

#### VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the School Corporation in writing that s/he is a volunteer firefighter, the School Corporation may not discipline the staff member for being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty or for leaving his/her duty station to respond to a fire or an emergency call if s/he has authorization from his/her supervisor to leave duty in response to a call received after s/he has reported to work.

The School Corporation shall require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the staff member was engaged in an emergency call at the time of his/her absence.

#### REQUIREMENTS FOR TITLE I AND OTHER PARAPROFESSIONALS

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
  - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
  - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program must:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;

- D. provide assistance in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non- Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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20 U.S.C. 6319

Book	Policy Manual
Section	2000 Program
Title	PROPOSED NEW LANGUAGE ASSISTANCE PROGRAM
Code	2260.02
Status	
Last Revised	March 23, 2021
Last Reviewed	March 23, 2021

### 2260.02 - LANGUAGE ASSISTANCE PROGRAM

Elkhart Community Schools is committed to providing appropriate high quality services to students who are identified as limited English proficient. Elkhart ensures English language learners have access to educational opportunities by providing services to assist them with the attainment of English language proficiency. These services provide students opportunities to develop high levels of academic attainment in English which helps them to meet the same challenging State academic content and student achievement standards all students are expected to satisfy. In addition, Elkhart is committed to engaging parents/guardians of English language learner students through outreach to communicate with and include parents/guardians in educational decisions affecting their students.





DISTRICT COUNSEL/  
CHIEF OF STAFF

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: BOARD OF SCHOOL TRUSTEES**

**STEVE THALHEIMER**  
**SUPERINTENDENT**

**FROM: W. DOUGLAS THORNE**   
**DISTRICT COUNSEL/CHIEF OF STAFF**

**DATE: MARCH 19, 2021**

**RE: SUMMARY OF 2021 ADDED PAY NEGOTIATIONS**

A committee consisting of teachers and administrators has been reviewing the current added pay schedules contained in Appendix B of the Master Contract. This memo outlines the changes recommended by the committee. The most significant changes have occurred in the following areas: elimination of the department chair positions at Elkhart High School, creation of Lead Teachers for each School of Study in Elkhart High School and the Elkhart Academy, along with Lead Teachers for each Academy in the Freshman Division; and finally the creation of Content Area Specialist positions for programs at all levels. In addition to these more significant changes, there are also a few minor changes to the added pay schedule outlined in this memo.

**Elimination of Department Chairs at Elkhart High School and Creation of School of Study Lead Teachers**

With the establishment of both the Freshman Division and the Schools of Study at Elkhart High School, the time has come to update the model used by Elkhart Community Schools to provide for teacher leadership at Elkhart High School as well as curricular areas at all levels.

Presently, Elkhart High School has the following structure for its departments:

<b>Title (Per Master Contract)</b>	<b>Index</b>	<b>Compensation</b>
English Department Chair	0.12	\$3,850.00
Math Department Chair	0.11	\$3,530.00
Business Department Chair	0.104	\$3,335.00
Guidance Department Chair	0.104	\$3,335.00
Social Studies Department Chair	0.104	\$3,335.00
Science Department Chair	0.104	\$3,335.00
Industrial Arts Department Chair	0.104	\$3,335.00
Art Department Chair	0.088	\$2,825.00
Home Economic Department Chair	0.088	\$2,825.00

Media Department Chair	0.088	\$2,825.00
Physical Education Department Chair	0.088	\$2,825.00
Health Department Chair	0.088	\$2,825.00
Special Education Department Chair	0.12	\$3,850.00
Foreign Language Department Chair	0.088	\$2,825.00
Music Department Chair	0.088	\$2,825.00
Guidance Coordinator	0.059	\$1,895.00

In addition to the added pay compensation received by department chairs in high school buildings, department chairs have traditionally received an additional preparation period.

### **School of Study Lead Teachers**

Under the new model for School of Study Lead Teachers, there would not be an additional preparation period provided to these teachers. The elimination of preparation periods for department chairs frees up significant instructional time for students, effectively adding a FTE to the high school. Currently, in addition to having an additional preparation period, department chairs have input into the evaluation process of members of their team. This responsibility would no longer be in place for lead teachers.

Lead Teachers in each of the Schools of Study would be expected to work collaboratively with the instructional and counseling staff assigned to the School of Study. In addition, they would be expected to continually implement the vision of the school and support instructional staff in the implementation of cross-curricular Project Based Learning and Inquiry instruction in order to ensure fidelity of implementation. The Lead Teacher would be expected to support and sustain the existing School of Study business and community partners as well as assist with developing new partnerships. Lead Teachers would be responsible for the provision of support to School of Study instructional staff in the alignment of courses and programs to the career pathways within the School of Study. Lead teachers would facilitate the School of Study PLC process by developing meeting agendas, establishing a meeting schedule, preparing reports, and keeping records such as meeting minutes and attendance. School of Study Lead teachers would also be expected to assist instructional staff within each School of Study with identifying and obtaining staff supply and classroom needs within the School of Study. School of Study Lead Teachers would report to the Principal for each School of Study.

### **Freshman Academy Lead Teachers**

Freshman Academy Lead Teachers would not carry the same level of responsibility as a School of Study Lead Teacher. Lead Teachers at the Freshman Division would work closely with Freshman Division administrators and academy teachers to ensure core curriculum engages students in authentic learning experiences connecting content to real world problems, student interests, schools of study, and community issues. These teachers would facilitate the PLC process for each Academy existing at the Freshman Division. They would also serve as liaisons between the Freshman Division, the district's middle schools and the Schools of Study.



## Elkhart Academy Lead Teacher

Elkhart Academy would also have a Lead Teacher position. This individual would primarily be responsible for leading PLC meetings by developing meeting agendas, establishing a meeting schedule, facilitating meetings, preparing reports, and keeping records such as meeting minutes and attendance.

Compensation for Lead Teachers would be as follows:

Title	Index	Compensation
Arts and Communication Lead Teacher	0.12	\$3,850.00
Business and International Relations Lead Teacher	0.12	\$3,850.00
Engineering, Technology and Innovation Lead Teacher	0.12	\$3,850.00
Health and Public Safety Lead Teacher	0.12	\$3,850.00
Human Services Lead Teacher	0.12	\$3,850.00
Natural Resources Lead Teacher	0.12	\$3,850.00
Freshman Academy Lead Teacher(s)	0.035	\$1,125.00
Elkhart Academy Lead Teacher	0.12	\$3,850.00

Lead Teacher job description (attached)

## **Selection Process for Lead Teachers**

Individuals interested in being considered for a position as a Lead Teacher would be expected to submit an application through a Google Form. The form would include first round interview questions. Eligible candidates would come from teachers presently assigned to that School of Study, Freshman Division Academy or the Elkhart Academy. An interview committee consisting of the School of Study Principal as well as a combination of teachers who served on the design team and teachers assigned to each School of Study would review first round interview answers and determine applicants for in person interviews. ETA would provide input on which teachers are selected to serve on the screening committee. Upon the completion of interviews, the committee would then be expected to make a recommendation to the School of Study Principal on the candidate best suited to fill the role of Lead Teacher for that School of Study. The selection process for the Freshman Division Lead Teachers and Elkhart Academy Lead Teacher would follow a similar process to that outlined for School of Study Lead Teachers and would be selected from those teachers assigned to said building. Candidates for these positions would be excluded from participation on the interview committee.

## Content Area Specialists

Perhaps the most significant change impacting all grade levels would be the creation of Content Area Specialists. These positions would exist in both Elementary and Secondary programming areas. Content Area Specialists would be expected to provide ongoing support to Content Area PLCs. These individuals would serve as teacher leaders in the instructional cycle process, the adoption of new curricular materials and resources in accordance with ECS policies. Content Area



Specialists would also provide leadership and support to teachers in each curricular area in the development of guaranteed and viable curriculum (GVC) across grades K-12.

*Elementary Content Area Specialists*

Elementary Content Area Specialists would report to the Director of Elementary Curriculum and Instruction and Assistant Superintendent for Instruction. Elementary Content Area Specialists would be divided as follows: Grades K-2 and 3-6.

CAS/ K-6 job description (attached)

These positions would not have an additional preparation period; however, in order to support teachers in multiple buildings, professional assignment days would be granted as needed.

Content Area Specialists would provide support to K-6 teachers in the following subject areas: Language Arts, Mathematics, Science, Social Studies, Special Education, and ELL.

Title	Index	Compensation
K-2 Content Area Specialist Mathematics	0.15	\$4,810.00
3-6 Content Area Specialist Mathematics	0.15	\$4,810.00
K-6 Content Area Specialist Science	0.15	\$4,810.00
K-2 Content Area Specialist Language Arts	0.15	\$4,810.00
3-6 Content Area Specialist Language Arts	0.15	\$4,810.00
K-6 Content Area Specialist Social Studies	0.15	\$4,810.00
K-6 Special Education Content Area Specialist	0.15	\$4,810.00
K-6 ELL Content Area Specialist	0.15	\$4,810.00

*Secondary Content Area Specialists*

Content Area Specialists for grades 7 through 12, would report to the Assistant Superintendent of Instruction/designee. These individuals would serve as a resource to core content teachers in grades 7-12, or grades 9-12 when the program does not have a presence at the Middle Schools. Like both the School of Study Lead Teachers and the Freshman Academy Lead Teachers, Content Area Specialists would not have input into the evaluation process or supervisory authority. These positions would not have an additional preparation period; however, in order to support teachers in multiple buildings, professional assignment days would be granted as needed.

CAS 7-12 job description (attached)

Middle School Department Chairs would continue to exist.



Title	Index	Compensation
7-12 Content Area Specialist Mathematics	0.15	\$4,810.00
7-12 Content Area Specialist Social Studies	0.15	\$4,810.00
7-12 Content Area Specialist Special Education	0.15	\$4,810.00
7-12 Content Area Specialist Counseling	0.14	\$4,490.00
7-12 Content Area Specialist ELL	0.15	\$4,810.00
7-12 Content Area Specialist Science	0.15	\$4,810.00
7-12 Content Area Specialist Language Arts	0.15	\$4,810.00
7-12 Content Area Specialist Library Media	0.14	\$4,490.00
9-12 Content Area Specialist World Language	0.14	\$4,490.00
9-12 Content Area Specialist FACS	0.14	\$4,490.00
9-12 Content Area Specialist Engineering Technology	0.14	\$4,490.00
9-12 Content Area Specialist Business	0.14	\$4,490.00

### *K-12 Content Area Specialists*

Specialized content areas serving all grade levels (e.g. Art and Physical Education) would each have a Content Area Specialist for Grades K-12.

### CAS - Art/ PE job description (attached)

These positions would not have an additional preparation period; however, in order to support teachers in multiple buildings, professional assignment days would be granted as needed.

Title	Index	Compensation
K-12 Content Area Specialist PE/Health	0.14	\$4,490.00
K-12 Content Area Specialist Art	0.14	\$4,490.00

### *Application and Screening Procedures for Content Area Specialists*

Individuals interested in being considered for a position as a Content Area Specialist would be expected to submit an application through a Google Form. The form would include first round interview questions. An interview committee consisting of teachers and building administrators who work directly in the content area and grade level range designated in the posting would review applications and determine the candidates to be formally interviewed. ETA would provide input on which teachers are selected to serve on the screening committee. Any candidate for one of these positions would be excluded from participation on an interview committee. Upon the completion of interviews, the committee would make recommendations to the Assistant Superintendent of Instruction on the candidates best suited to fill each of the Content Area Specialists roles.



## **Other Added Pay Changes**

### **Title Change:**

Asst. Drama Director to Assistant Theatre Director (high school)  
Drama Director to Theatre Director (middle school)  
Building Dept. Chairpersons: Home Economics to FACS (middle school)

### **Title and Index Change:**

Annual Sponsor to Yearbook Sponsor  
Index to .14  
Compensation \$4,490.00

Magazine Sponsor to Publications Sponsor  
Index to .14  
Compensation \$4,490.00

### **Pay Schedule Change:**

Musical Pit Orchestra Director - switch to WINTER pay schedule  
Musical Vocal Director -switch to WINTER pay schedule

### **Index Change:**

EHS Activities Director  
Position Description--EHS Activities (attached)  
Index to .15  
Compensation \$4,810.00

### **Add:**

Freshman Division Activities Director  
Position Description--Freshman Activities (attached)  
Index .035  
Compensation \$1,125.00

Girls HS Freshman Basketball Coach -  
Index .10  
Compensation \$3,210.00



**\*Draft\*-Job Description for School of Study Lead Teacher**

**Elkhart Community Schools  
Position Description**

**Position Title:** School of Study Lead Teacher  
**Qualifications:** Required: Current Indiana Teaching license in the content area of the SOS.  
Desired: Proven instructional leadership experiences, including: PLC processes, designing and implementing cross-curricular standards-based instruction and curriculum, Project Based Learning experiences, improving student performance and engaging a diverse student population in the SOS.

**Reports to:** School of Study Principal

**Summary:** The School of Study Lead Teacher will work collaboratively with the Instructional and Counseling Staff assigned to the School of Study to continually implement the vision of the school. The SOS Lead Teacher will have a vital role in the PLC process, developing interdisciplinary curriculum, supporting teacher's needs, and working with the SOS community partners.

**Essential Duties and Responsibilities:**

1. PLC Team Leader for School of Study.
2. Collaborate with and support the existing SOS business and community partners and assist with developing new partnerships.
3. Align courses and programs to the career pathways within the school of study.
4. Collaborate with the School of Study staff to implement cross-curricular Project Based Learning and Inquiry instruction and ensure fidelity of implementation.
5. Work closely with the School Study Principal to establish and keep the integrity of the School of Study.
6. Assist with identifying and obtaining staff supply and classroom needs within the School of Study.
7. Mentor new teachers in the SOS and provide support.
8. Collaborate with other SOS Lead Teachers as part of the PLC process.
9. Collaborate with the Content Area Lead Teachers when applicable.

**\*Draft\*-Job Description for K-6 Content Area Specialist**

**Elkhart Community Schools**

**Position Description**

**Math, English/Language Arts, Science, Social Studies, Special Education, ELL**

**Position Title:** Content Area Specialist (Grades K-6)  
**Qualifications:** Required: Current Indiana Teaching license in elementary education.  
Desired: Leadership and experiences in curriculum development, vertical and horizontal articulation for curriculum alignment, ability to lead and facilitate meetings.

**Reports to:** Director of Elementary Curriculum and Instruction  
**Summary:** Under the direction and supervision of the Director, facilitates the ongoing development and alignment of the district's elementary curriculum in the specific content area.

**Duties:**

1. Provide leadership in the implementation of PLC Processes including the guaranteed and viable curriculum (GVC), assessment, intervention, and enrichment.
2. Facilitate the Instructional Cycle process, including the adoption of textbooks, new curricular materials and resources in accordance with ECS policies.
3. Monitor textbook and supplementary materials selected for use in educational programs in the district.
4. Maintain a demonstration classroom that embodies all of the PLC principles as well as implementation of adopted textbooks, district resources, and materials.
5. Support all teachers through modeling and coaching within the demonstration classroom in both pre-observation meetings and debriefing sessions.
6. Help to facilitate, support and provide consultation for grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the elementary schools.
7. In collaboration with the Director of Elementary Instruction, plan, research, and implement professional development opportunities for content teachers.
8. Collaborate with the other content area specialists to ensure cross curricular opportunities for students and teachers.
9. Stay current with best-practices in content area teaching and learning.



**\*Draft\*-Job Description for 7-12 Content Area Specialist**

**Elkhart Community Schools  
Position Description**

<b>Position Title:</b>	Content Area Specialist (Grades 7-12)
<b>Qualifications:</b>	Required: Current Indiana Teaching license in the content area. Desired: Leadership and experiences in curriculum development, vertical and horizontal articulation for curriculum alignment, ability to lead and facilitate meetings.
<b>Reports to:</b>	Assistant Superintendent of Instruction
<b>Summary:</b>	Under the direction and supervision of the Assistant Superintendent, facilitates the ongoing development and alignment of the district's secondary curriculum in the specific content area.

**Duties:**

1. Provide leadership in the development of guaranteed and viable curriculum (GVC) across grades 7-12.
2. Organize and coordinate grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the secondary schools.
3. Plan, research, and implement professional development opportunities for content teachers.
4. Lead and coordinate teachers in analyzing both formative and summative assessments, in order to increase student achievement and inform instructional strategies.
5. Serve as a resource for teachers by researching and recommending strategies, ideas, or materials supporting students in need of remediation or enrichment.
6. Facilitate the Instructional Cycle process, including the adoption of textbooks, new curricular materials and resources in accordance with ECS policies.
7. Coordinate the evaluation and development of current and new courses.
8. Collaborate with Schools of Study Lead Teachers to write, create, and organize curricular projects when applicable.
9. Stay current with best-practices in content area teaching and learning.
10. Monitor textbook and supplementary materials selection used in educational programs in the district.
11. Support content area PLC Teams
12. Support new and struggling teachers through modeling and coaching.

**\*Draft\*-Job Description for K-12 Content Area Specialist**

**Elkhart Community Schools  
Position Description  
Art, PE/Health**

**Position Title:** Content Area Specialist (Grades K-12)  
**Qualifications:** Required: Current Indiana Teaching license in the content area.  
Must be currently teaching in the content area.  
Desired: Leadership and experiences in curriculum development, vertical and horizontal articulation for curriculum alignment, ability to lead and facilitate meetings.

**Reports to:** Assistant Superintendent of Instruction and the Director of Elementary Curriculum and Instruction

**Summary:** Under the direction and supervision of the Assistant Superintendent and the Director, facilitates the ongoing development and alignment of the district's K-12 curriculum in the specific content area.

**Duties:**

1. Provide leadership in the implementation of PLC Processes including the guaranteed and viable curriculum (GVC), assessment, intervention, and enrichment.
2. Facilitate, coordinate and lead district-wide content area meetings.
3. Facilitate the Instructional Cycle process, including the adoption of textbooks, new curricular materials, and resources in accordance with ECS policies.
4. Monitor textbook and supplementary materials selected for use in educational programs in the district.
5. Supports and coaches new and struggling teachers within the content area.
6. Help to facilitate, support and provide consultation for grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the schools.
7. In collaboration with the Assistant Superintendent of Instruction and the Director of Elementary Instruction, plan, research, and implement professional development opportunities for content teachers.
8. Collaborate with the other content area specialists to ensure cross curricular opportunities for students and teachers.
9. Stay current with best-practices in content area teaching and learning.

## *Elkhart Community Schools* Position Description

<b>Position Title:</b>	<b>EHS Activities Director</b>
<b>Qualifications:</b>	<i>Required:</i> Bachelor's degree and demonstrated leadership and coordination skills related to extra-curricular and co-curricular activities.
<b>Department:</b>	Elkhart High School
<b>Reports to:</b>	High School Executive Principal or designee
<b>Prepared by:</b>	
<b>Approved by:</b>	

**SUMMARY:** To coordinate, supervise, promote and develop programs that provide co-curricular and extracurricular experiences for students to grow, serve, connect, and lead.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Other duties may be assigned)*

1. Organizes, coordinates, and maintains the official master calendar of all High School (10th-12th grade campus) student activities. Keeps appropriate staff members informed of scheduled events and requests. Seeks input from all appropriate personnel.
2. Preparation and distribution of school-wide student and staff announcements.
3. Promotes student activities across all relevant social media platforms, including working in collaboration with the District Communication Office when appropriate.
4. Plan, coordinate and supervise the preparation and dissemination of publications related to student clubs, and activities. Edit flyers, posters, literature and other materials prepared by student groups for on and off-campus distribution. Implement and oversee processes for posting/distributing of materials and electronic media on campus as requested
5. Plan, organize, coordinate and supervise various educational, recreational, social and cultural student events including Rotary, Kiwanis, and School Board presentations.
6. Promote the creation and development of new clubs and activities and help identify potential club advisors/coaches among existing campus personnel.
7. Participate in the development of marketing strategies to promote campus activities and services to maximize student involvement.
8. Facilitate, promote and assist with special activities, such as, student recognition/award presentations, student elections, assembly programs, homecoming activities, prom, etc.
9. Facilitate, promote and assist with all school dances, including ticket sales and event supervision.
10. Develop and maintain a student handbook on how to form a club, with general information for club officers, advisors and potential club members.
11. Assist student government, student clubs and their sponsors in planning and organizing campus activities.
12. Maintains files of all rules, regulations and traditions pertaining to school practices, procedures, traditions and policies governing student activities.
13. Plan, coordinate and supervise student parking.
14. Assist in the planning and coordination of student programs, such as, Freshman Orientation, 8th Grade Parent Night and EHS Schools of Study events.
15. Develop and promote marketing strategies to increase student participation and community involvement during school events.
16. Assists sponsors in identifying and recommending staff members and parents for supervising fan buses, dances and other school sponsored social activities.
17. Plan, organize, and implement the school's drug testing program.
18. Coordinate the Academic Lettering process.
19. Plan, coordinate and support the student academic competition teams and events.
20. Coordinates all EHS (10-12 Campus) field trip requests with the Transportation Department.
21. Sponsors annual training workshops for class officers and other student leadership groups.

22. Coordinates and supervises all graduation and commencement activities. This may include, caps, gowns, diplomas, announcements, graduation rehearsal, commencement, scholastic awards, and class rings.
23. Collaborates with and supports the Freshman Division Activities Director.
24. Makes annual recommendations to the administrative staff for improvement of student and staff involvement. Purpose is to insure a balanced program of extra-curricular activities, improved use of schools' facilities and future faculty sponsors.
25. Performs other job-related duties as assigned by the Executive Principal or designee.

**Qualification Requirements :** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:** Supervise pupils and/or specific work assignments as determined by the Executive Principal or designee. All services are performed under the direct supervision of professional individuals.

**Education and/or Experience:** Bachelor's degree, successful teaching experience and demonstrates leadership and coordinating abilities of extra-curricular activities.

**Other Skills and Abilities:** Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

## *Elkhart Community Schools* Position Description

<b>Position Title:</b>	<b>Freshman Division Activities Director</b>
<b>Qualifications:</b>	<i>Required:</i> Bachelor's degree and demonstrated leadership and coordination skills related to extra-curricular and co-curricular activities.
<b>Department:</b>	Elkhart High School
<b>Reports to:</b>	Freshman Division Principal or designee
<b>Prepared by:</b>	
<b>Approved by:</b>	

**SUMMARY:** To coordinate, supervise, promote and develop programs that provide co-curricular and extracurricular experiences for students to grow, serve, connect, and lead.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Other duties may be assigned)*

1. Preparation and distribution of school-wide student announcements.
2. Promotes student activities across all relevant social media platforms.
3. Plan, coordinate and supervise the preparation and dissemination of publications related to student clubs, and activities. Edit flyers, posters, literature and other materials prepared by student groups for on and off-campus distribution. Implement and oversee processes for posting/distributing of materials and electronic media on campus as requested
4. Promote the creation and development of new clubs and activities and help identify potential club advisors/coaches among existing campus personnel.
5. Participate in the development of marketing strategies to promote campus activities and services to maximize student involvement.
6. Facilitate, promote and assist with special activities, such as, student recognition/award presentations, student elections, assembly programs, homecoming activities, etc.
7. Facilitate, promote and assist with all school dances, including ticket sales and event supervision.
8. Develop and maintain a student handbook on how to form a club, with general information for club officers, advisors and potential club members.
9. Assist student government, student clubs and their sponsors in planning and organizing Freshman Division activities.
10. Maintains files of all rules, regulations and traditions pertaining to school practices, procedures, traditions and policies governing student activities.
11. Assist in the planning and coordination of student programs, such as, Freshman Orientation, 8th Grade Parent Night, Career Fairs and assists with EHS Schools of Study marketing events for the Freshman Division students.
12. Makes annual recommendations to the administrative staff for improvement of student and staff involvement. Purpose is to insure a balanced program of extra-curricular activities, improved use of schools' facilities and future faculty sponsors.
13. Performs other job-related duties as assigned by the Freshman Division Principal or designee.

**Qualification Requirements :** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:** Supervise pupils and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

**Education and/or Experience:** Bachelor's degree, successful teaching experience and demonstrates leadership and coordinating abilities of extra-curricular activities.

**Other Skills and Abilities:** Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

**APPENDIX B**

**PROPOSED ADDED PAY SCHEDULE  
2021 - 2022 SCHOOL YEAR**

**B-1. ADDED PAY/EXTRA DUTY**

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
<b>SYSTEM-WIDE ASSIGNMENTS</b>			
Academic Dean Stipend	0.12000	3,850	Y
Guidance Coordinator	0.05900	1,895	Y
National Board Certification (\$500 each)		500	Y
Agriculture Department Chair	0.10400	3,335	Y
Cooper Science Lab Coordinator	0.04000	1,285	Y
Athletic Training Coordinator	0.04000	1,285	Y
Science Fair Coordinator	0.04500	1,445	W
Assistant Science Fair Coordinator	0.02250	725	W
Science Mentor Coordinator	0.03000	965	W
MTSS Coordinator	0.08000	2,565	Y
MTSS Team Member	0.04000	1,285	Y
Alternative Programs Lead Teacher	0.14000	4,490	Y
Blind/Low Vision/Braille	0.12000	3,850	Y
Building Level High Ability Coordinator	0.01500	485	Y
District Wellness Coordinator	0.03000	965	Y
Building Wellness Coordinator	0.01500	485	Y
New Teacher Mentor		600	C
**Contest Advancement		200	C
<b>Content Area Specialist:</b>			
<b>Mathematics</b>	<b>0.15000</b>	<b>4,810</b>	<b>Y</b>
- Grades 7 - 12			
- Grades 3 - 6			
- Grades K - 2			
<b>Language Arts</b>	<b>0.15000</b>	<b>4,810</b>	<b>Y</b>
- Grades 7 - 12			
- Grades 3 - 6			
- Grades K - 2			
<b>Social Studies</b>	<b>0.15000</b>	<b>4,810</b>	<b>Y</b>
- Grades 7 - 12			
- Grades K - 6			
<b>Science</b>	<b>0.15000</b>	<b>4,810</b>	<b>Y</b>
- Grades 7 - 12			
- Grades K - 6			

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
Special Education	0.15000	4,810	Y
- Grades 7 - 12			
- Grades K - 6			
English Language Learners (ELL)	0.15000	4,810	Y
- Grades 7 - 12			
- Grades K - 6			
Physical Education/Health	0.14000	4,490	Y
- Grades K - 12			
Art	0.14000	4,490	Y
- Grades K - 12			
Library/Media	0.14000	4,490	Y
- Grades 7 - 12			
World Languages	0.14000	4,490	Y
- Grades 9 - 12			
Business	0.14000	4,490	Y
- Grades 9 - 12			
Counseling	0.14000	4,490	Y
- Grades 7 - 12			
Family and Consumer Science (FACS)	0.14000	4,490	Y
- Grades 9 - 12			
Engineering and Technology	0.14000	4,490	Y
- Grades 9 - 12			
Hourly Employment			
Building Rental Manager		14.50	C
Curriculum Development	0.00090	28.85	C
Data Coordinator		35.00	C
Technology Coordinator		35.00	C
Intramurals		7.25	C
Health Programs & Other Programs from 8-D-2	0.00100	32.06	C
Evening High School Coordinator	0.00100	32.06	C
Homebound or Adult Continuing Education (BS-0 rate on Certified Hiring Schedule)	0.00113	36.23	C
<b>HIGH SCHOOL ASSIGNMENTS</b>			
<b>Department Chairpersons:</b>			
—English	0.12000	3,850	Y
—Mathematics	0.11000	3,530	Y
—Business, Guidance, Social Studies, Science, Industrial Arts	0.10400	3,335	Y
—Art, Home Economics, Media, Physical Education, Health	0.08800	2,825	Y
—Special Education	0.12000	3,850	Y
—Foreign Language, Music	0.08800	2,825	Y
<b>Schools of Study Lead Teachers</b>			



	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
School of Arts and Communication	0.12000	3,850	Y
School of Business and International Relations	0.12000	3,850	Y
School of Engineering, Technology, and Innovation	0.12000	3,850	Y
School of Health and Public Safety	0.12000	3,850	Y
School of Human Services	0.12000	3,850	Y
School of Natural Resources	0.12000	3,850	Y
<b>Freshman Division Lead Teachers</b>			
Freshman Academy Lead Teachers	0.03500	1,125	Y
<b>Elkhart Academy Lead Teacher</b>			
Elkhart Academy Lead Teachers	0.12000	3,850	Y
<b>Athletics</b>			
Cross Country Coach	0.12000	3,850	F
Cross Country Assistant Coach	0.06000	1,925	F
Crew Coach	0.15000	4,810	S
Assistant Crew Coach	0.07500	2,405	S
Archery Coach	0.10000	3,210	S
Assistant Archery Coach	0.05000	1,605	S
Lacrosse Coach	0.15000	4,810	S
Lacrosse Assistant Coach	0.07500	2,405	S
Coed Dive Coach	0.10000	3,210	W
E-Sports Coach	0.07500	2,405	Y
Unified Track Coach	0.10000	3,210	S
Unified Track Assistant Coach	0.05000	1,605	S
Unified Football Coach	0.07500	2,405	F
Unified Football Assistant Coach	0.03750	1,205	F
Football Cheerleader Coach	0.15000	4,810	F
Football JV Cheerleader Coach	0.07500	2,405	F
Football Freshman Cheerleader Coach	0.07500	2,405	F
Basketball Cheerleader Coach	0.15000	4,810	W
Basketball JV Cheerleader Coach	0.07500	2,405	W
Basketball Freshman Cheerleader Coach	0.07500	2,405	W
<b>Boys Athletics</b>			
Assistant Basketball Coach	0.15000	4,810	W
Freshman Basketball Coach	0.10000	3,210	W
Assistant Football Coach	0.15000	4,810	F
Freshman Football Coach	0.10000	3,210	F
Baseball Coach	0.15000	4,810	S
Assistant Baseball Coach	0.07500	2,405	S
Freshman Baseball Coach	0.07500	2,405	S
Track Coach	0.15000	4,810	S

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
Assistant Track Coach	0.07500	2,405	S
Golf Coach	0.10000	3,210	S
Assistant Golf Coach	0.05000	1,605	S
Wrestling Coach	0.15000	4,810	W
Assistant Wrestling Coach	0.07500	2,405	W
Freshman Wrestling Coach	0.07500	2,405	W
Swimming Coach	0.15000	4,810	W
Assistant Swimming Coach	0.07500	2,405	W
Tennis Coach	0.14000	4,490	F
Assistant Tennis Coach	0.07000	2,245	F
Freshman Tennis Coach	0.07000	2,245	F
Soccer Coach	0.18180	5,830	S
Assistant Soccer Coach	0.09090	2,915	S
Freshman Soccer Coach	0.09090	2,915	S
<b>Girls Athletics:</b>			
Basketball Coach	0.30000	9,620	Y
Assistant Basketball Coach	0.15000	4,810	W
<b>Freshman Basketball Coach</b>	<b>0.10000</b>	<b>3,210</b>	<b>W</b>
Swimming Coach	0.15000	4,810	W
Assistant Swimming Coach	0.07500	2,405	W
Volleyball Coach	0.15000	4,810	F
Assistant Volleyball Coach	0.07500	2,405	F
Freshman Volleyball Coach	0.07500	2,405	F
Gymnastics Coach	0.15000	4,810	W
Assistant Gymnastics Coach	0.07500	2,405	W
Track Coach	0.15000	4,810	S
Assistant Track Coach	0.07500	2,405	S
Golf Coach	0.10000	3,210	F
Assistant Golf Coach	0.05000	1,605	F
Softball Coach	0.15000	4,810	S
Assistant Softball Coach	0.07500	2,405	S
Freshman Softball Coach	0.07500	2,405	S
Soccer Coach	0.18180	5,830	F
Assistant Soccer Coach	0.09090	2,915	F
Freshman Soccer Coach	0.09090	2,915	F
Tennis Coach	0.14000	4,490	S
Assistant Tennis Coach	0.07000	2,245	S
Freshman Tennis Coach	0.07000	2,245	S
<b>Athletic-Related Assignments:</b>			
Ticket Manager	0.10000	3,210	Y

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
Sports Information Director	0.10000	3,210	Y
Athletic Trainer	0.24000	7,695	Y
Supervisor and Instructor of Student Trainers	0.04000	1,285	Y
Supervision Manager	0.06800	2,185	Y
Cheer Block Sponsor	0.03000	965	Y
Booster Club Sponsor	0.03000	965	Y
<b>Non-Athletic Assignments:</b>			
Dual Credit Qualified (\$500 each content area) <i>(using 2022 Higher Learning Commission Stds.)</i>		500	Y
EHS Activities Director	0.15000	4,810	Y
Freshman Division Activities Director	0.03500	1,125	Y
Theatre Director	0.15000	4,810	Y
Assistant Drama-Theatre Director	0.07500	2,405	Y
Forensics Coach	0.14000	4,490	Y
Assistant Forensics Coach	0.06800	2,185	Y
Speech Coach	0.11000	3,530	Y
Assistant Speech Coach	0.05000	1,605	Y
Mock Trial Coach	0.02000	645	S
ElkLogic Robotics Coach	0.15000	4,810	Y
ElkLogic Robotics Assistant Coach	0.07500	2,405	Y
Marching Band Color Guard Director	0.12000	3,850	F
Marching Band Assistant Color Guard Director	0.06000	1,925	F
Winter Color Guard Director	0.12000	3,850	W
Winter Color Guard Assistant Director	0.06000	1,925	W
Pep Band	0.04000	1,285	W
Marching Band Percussion Director	0.08500	2,730	F
Marching Band Percussion Assistant Director	0.04250	1,365	F
Winter Percussion Director	0.10000	3,210	W
Winter Percussion Assistant Director	0.05000	1,605	W
Musical Pit Orchestra Director	0.04000	1,285	W
Musical Vocal Director	0.04000	1,285	W
Co-Curricular Jazz			
Jazz Choir	0.02500	805	Y
Jazz Band	0.02500	805	Y
Jazz String	0.02500	805	Y
Extra Curricular Jazz			
Jazz Choir	0.05000	1,605	Y
Jazz Band	0.05000	1,605	Y
Jazz String	0.05000	1,605	Y
Art Café	0.04100	1,315	Y

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
Move to Stand	0.02000	645	Y
Sigma Beta Upsilon	0.01350	435	Y
Key Club	0.02000	645	Y
Academic Competition Teams (Full Squad Competing Teams)	0.07700	2,470	Y
National Honor Society	0.03000	965	Y
National Honor Society Assistant	0.01500	485	Y
Student Government Sponsor	0.03000	965	Y
Student Government Assistant Sponsor	0.01500	485	Y
Senior Class Sponsor	0.02800	900	Y
Senior Class Assistant Sponsor	0.01400	450	Y
Junior Class Sponsor	0.03500	1,125	Y
Junior Class Assistant Sponsor	0.01750	565	Y
Sophomore Class Sponsor	0.02000	645	Y
Sophomore Class Assistant Sponsor	0.01000	325	Y
Freshman Class Sponsor	0.02000	645	Y
Freshman Class Assistant Sponsor	0.01000	325	Y
<b>MIDDLE SCHOOL ASSIGNMENTS:</b>			
<b>Building Department Chairpersons</b>			
English, Mathematics	0.08800	2,825	Y
Science, Social Studies	0.04700	1,510	Y
Special Education	0.08800	2,825	Y
Art, <b>FACS</b> , Industrial Arts, Media, Music, Physical Education/Health	0.03500	1,125	Y
<b>Athletics</b>			
Eighth Grade Basketball Coach	0.10000	3,210	W
Eighth Grade Assistant Basketball Coach	0.03750	1,205	W
Seventh Grade Basketball Coach	0.10000	3,210	W
Seventh Grade Assistant Basketball Coach	0.03750	1,205	W
Eighth Grade Track Coach	0.05500	1,765	S
Eighth Grade Assistant Track Coach	0.03750	1,205	S
Seventh Grade Track Coach	0.05500	1,765	S
Seventh Grade Assistant Track Coach	0.03750	1,205	S
Eighth Grade Soccer Coach	0.07500	2,405	F
Eighth Grade Assistant Soccer Coach	0.03750	1,205	F
Seventh Grade Soccer Coach	0.07500	2,405	F
Seventh Grade Assistant Soccer Coach	0.03750	1,205	F
Eighth Grade Lacrosse Coach	0.07500	2,405	S
Eighth Grade Assistant Lacrosse Coach	0.03750	1,205	S
Seventh Grade Lacrosse Coach	0.07500	2,405	S
Seventh Grade Assistant Lacrosse Coach	0.03750	1,205	S
Eighth Grade Volleyball Coach	0.07500	2,405	F

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
Eighth Grade Assistant Volleyball Coach	0.03750	1,205	F
Seventh Grade Volleyball Coach	0.07500	2,405	F
Seventh Grade Assistant Volleyball Coach	0.03750	1,205	F
Cross Country Coach	0.05500	1,765	F
Swimming Coach	0.05500	1,765	W
Football Eighth Grade Cheerleader Coach	0.07500	2,405	F
Football Seventh Grade Cheerleader Coach	0.07500	2,405	F
Basketball Eighth Grade Cheerleader Coach	0.07500	2,405	W
Basketball Seventh Grade Cheerleader Coach	0.07500	2,405	W
<b>Boys Athletics</b>			
Eighth Grade Feeder Football Coach	0.10000	3,210	F
Eighth Grade Feeder Assistant Football Coach	0.05000	1,605	F
Seventh Grade Feeder Football Coach	0.10000	3,210	F
Seventh Grade Feeder Assistant Football Coach	0.05000	1,605	F
Wrestling Coach	0.07500	2,405	W
Assistant Wrestling Coach	0.03500	1,125	W
<b>Non-Athletic Assignments:</b>			
Middle School Jazz Band	0.05000	1,605	Y
Middle School Jazz Choir	0.05000	1,605	Y
Middle School Jazz Orchestra	0.05000	1,605	Y
Drama Theatre Director	up to 0.05000	550 to 1,605	Y
Yearbook Sponsor	0.03000	965	Y
Debate Coach	0.01000	325	Y
Move to Stand	0.02000	645	Y
Academic Competition (Full Squad Competing Teams)	0.05000	1,605	VARIES
Robotics Coach	0.05000	1,605	Y
Junior Honor Society	0.01500	485	Y
Student Council	0.01500	485	Y
Science Fair Coordinator	0.01700	550	W
<b>ELEMENTARY ASSIGNMENTS:</b>			
<b>Athletics</b>			
System-wide Athletic Director	0.24000	7,695	Y
Boys Basketball Coach	0.04850	1,555	W
Boys Softball Coach	0.02100	675	S
Boys Track Coach	0.01500	485	F
Boys Football Coach	0.04850	1,555	S
Boys Soccer Coach	0.04850	1,555	F
Boys Volleyball Coach	0.04850	1,555	S
Lacrosse Coach	0.03200	1,030	S
Girls Volleyball Coach	0.04850	1,555	F

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
Girls Basketball Coach	0.04850	1,555	W
Girls Softball Coach	0.02100	675	S
Girls Track Coach	0.01500	485	F
Girls Soccer Coach	0.04850	1,555	S
Assistant Basketball Coach	0.02425	780	W
Assistant Softball Coach	0.01050	340	S
Assistant Track Coach	0.00750	245	F
Assistant Football Coach	0.02425	780	S
Assistant Soccer Coach	0.02425	780	F
Assistant Lacrosse Coach	0.01600	515	S
Assistant Volleyball Coach	0.02425	780	S
Football Cheerleader Coach	0.02500	805	S
Basketball Cheerleader Coach	0.02500	805	W
<b>Non-Athletic Assignments:</b>			
Drumming	0.04800	1,540	Y
Safety Patrol Sponsor	0.01700	550	Y
Science Fair Coordinator	0.01700	550	W
Robotics Coach	0.05000	1,605	F
Academic Competition (Full Squad Competing Teams)	0.05000	1,605	VARIES
Oratorical	0.02400	770	S
Student Council	0.00750	245	Y
<b>UNIFIED SPORTS</b>			
Special Olympics Coordinator (hourly rate)		7.50	Y
Special Olympics Basketball Coach – Traditional	0.04100	1,315	W
Special Olympics Middle/Elementary School Coach – Unified	0.04100	1,315	S
<b>ELKHART AREA CAREER CENTER</b>			
Lead teacher at EACC Annex	0.10000	3,210	Y
Vocational Club Coordination Sponsor	0.05000	1,605	Y
Vocational Advisors	0.01500	485	Y
Attendance at State Competition		500	C
Attendance at National Competition		1,000	C
Approved Equipment Repair, Maintenance or Procurement (hourly rate)	0.00100	32.06	C
Guidance Chairperson	0.07000	2,245	Y
National Honor Society Sponsor	0.03000	965	Y
<b>B-2 ADDED PAY/INCLUDED DUTY</b>			
<b>SYSTEM-WIDE ASSIGNMENTS</b>			
6 <sup>th</sup> Grade Band	0.04800	1,540	Y
6 <sup>th</sup> Grade Orchestra	0.04800	1,540	Y
Psychologist	0.06800	2,185	Y
<b>HIGH SCHOOL ASSIGNMENTS</b>			

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
Boys Football Coach	0.30000	9,620	Y
Boys Basketball Coach	0.30000	9,620	Y
Director of Bands	0.18000	5,775	Y
Lead Band Director Freshman Division	0.13010	4,175	Y
Assistant Band Director	0.09000	2,890	Y
Head Band Director Competitive Marching Band	0.15000	4,810	Y
Assistant Band Director Competitive Marching Band	0.07500	2,405	Y
Director of Orchestras	0.12000	3,850	Y
Lead Orchestra Director Freshman Division	0.10000	3,210	Y
Assistant Orchestra Director	0.06000	1,925	Y
Director of Choirs	0.12000	3,850	Y
Lead Choir Director Freshman Division	0.10000	3,210	Y
Assistant Choir Director	0.06000	1,925	Y
Annual Sponsor Yearbook Sponsor	0.14000	4,490	Y
Magazine Publication Sponsor	0.14000	4,490	Y
Media Specialist	0.04700	1,510	Y
<b>MIDDLE SCHOOL ASSIGNMENTS:</b>			
Activities Director	0.17000	5,455	Y
Media Specialist	0.03000	965	Y
Middle School Band	0.10000	3,210	Y
Assistant Middle School Band	0.05000	1,605	Y
Middle School Orchestra	0.10000	3,210	Y
Assistant Middle School Orchestra	0.05000	1,605	Y
Middle School Choir	0.10000	3,210	Y
Assistant Middle School Choir	0.05000	1,605	Y
<b>ELEMENTARY ASSIGNMENTS</b>			
Elementary Music	0.01000	325	Y

\*\* Contest Advancement - This provision is applicable for all extra-curricular and co-curricular programs with officially sanctioned contests. When a program advances beyond sectionals (or the first round equivalent), "coaches" are eligible for this stipend paid by claim, signed by the Building Principal, for each additional level of competition (e.g. regional, semi-state, state, etc.).



SCHOOL CALENDAR: JULY 2021 – JUNE 2022

Calendar for July 2021 with days of the week and dates.

Calendar for August 2021 with days of the week and dates.

Calendar for September 2021 with days of the week and dates.

Calendar for October 2021 with days of the week and dates.

Calendar for November 2021 with days of the week and dates.

Calendar for December 2021 with days of the week and dates.

Calendar for January 2022 with days of the week and dates.

Calendar for February 2022 with days of the week and dates.

Calendar for March 2022 with days of the week and dates.

Calendar for April 2022 with days of the week and dates.

Calendar for May 2022 with days of the week and dates.

Calendar for June 2022 with days of the week and dates.

August
September
October
November
December
January
February
March
April
May
June
Full day pre-session for teachers – non-student day
Labor Day – All Schools Closed
End of 1st grading period/midterm – all schools
Thanksgiving Recess – All Schools Closed
eLearning Day/Building Staff Professional Development
Winter Recess – All Schools Closed
Presidents' Day Recess – All Schools Closed
eLearning Day/Building Staff Professional Development
End of 3rd grading period/midterm – all schools
No School
Spring Recess – All Schools Closed
Kindergarten Kick-off – Elementary Schools (Kindergarten Registration runs April 11 – May 6)
eLearning Day/District Staff Professional Development
eLearning Day/Building Staff Professional Development
No School
Memorial Day – All Schools Closed
Last Day of School – full day for all students
Last Day for Teachers
Graduation

Key:
underlined = Professional Day for teachers (non-student day)
X School Out of Session (during the Instructional school year)
K Kindergarten Kick-off
O Parent/Teacher Conferences
End of Grading Period
eLearning Day: K-12th grade students will not attend school in person but will be required to complete digital learning assignments from home
Any closure due to inclement weather will be an eLearning day on that day





## 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:** March 18th, 2021

**Subject:** Common School Fund Loan

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The Indiana Department of Education makes available low-interest loans for technology projects via the Common School Fund. Based upon current enrollment, ECS qualifies for a loan of \$1,147,500. The Business Office seeks Board approval to take advantage of these below-market interest rates to fund technology purchases that cannot be financed by other sources of available revenue. A loan from the Common School Fund will allow us to continue our refresh program for student and teacher mobile devices as we provide 1:1 instruction at all grades. The State Board of Education has designated several millions of dollars for technology loans. I am including a budget summary with additional information.

**EDUCATIONAL TECHNOLOGY PROGRAM**  
**Application Period March 3, 2021 through April 14, 2021**  
**PUBLIC SCHOOL CORPORATIONS ONLY**

**Mail to:** [CommonSchoolFund@doe.in.gov](mailto:CommonSchoolFund@doe.in.gov)

**PETITION TO THE INDIANA STATE BOARD OF EDUCATION  
 FOR AN ADVANCE FROM THE COMMON SCHOOL FUND**

Date of Petition March 18th, 2021

Corporation # 2305 Corporation Name: Elkhart Community Schools  
 Street Address: 2720 California Road City Elkhart Zip Code 46514  
 Contact Name: Jason Inman Phone # (574)262-5560  
 Contact email: jinman@elkhart.k12.in.us

**Amount requested from the Common School Fund (technology)** \$ 1,147,500.00  
**Anticipated term** 4 Years years

The Treasurer of State for Indiana administers Common School loan agreements and has established the following repayment schedule:

- < \$20k repayment of 1 year
- \$20k to \$50k repayment up to 2 years
- \$50k to \$75k repayment up to 3 years
- \$75k to 100k repayment up to 4 years
- >\$100k repayment up to 5 years

1. **In order to apply for an advance, under the provisions of IC 20-20-13-7, each school corporation must have an approved three-year technology plan that includes at least the following information:**
- a. A description of the school corporation's intent to integrate technology into the school corporation's curriculum.
  - b. A plan for providing in-service training.
  - c. A schedule for maintaining and replacing educational technology equipment.
  - d. A description of the criteria used to select the appropriate educational technology equipment for the appropriate use.
  - e. Other information requested by the department after consulting with the budget agency.

Does the corporation meet this requirement?  Yes  No

2. Has the applicant completed all local processes required for this project?  Yes  No

3. Please supply the information requested in the space below (Note: In computing the advancement base, the most recent (**February 2021**) **Grade K-12** ADM figure should be used.)

11,475 multiplied by \$100 = \$ 1,147,500.00  
**Grade K-12** Advancement Base  
**ADM** (Maximum allowed per Board policy)

4. Project Cost Breakdown

- a. Technology \$ 1,147,500.00
- b. Other project cost (please specify) \$ \_\_\_\_\_
- c. Other project cost (please specify) \$ \_\_\_\_\_
- d. Total project cost (sum lines a through c) \$ 1,147,500.00

Sources of funds used to finance the project

- e. Common School Technology Loan \$ 1,147,500.00
- f. Other \$ \_\_\_\_\_
- g. Total sources of funds (sum line e plus line f) \$ 1,147,500.00

Per statute, "Educational technology program means for the purchase, lease or financing of education technology equipment; operation of the educational technology equipment; or training of teachers in the use of educational technology equipment."

NOTES:

- Cost breakdown should represent a complete project. Department budgets will not be accepted as support.
- Only professional development costs that are directly related to the training of teachers in the use of the educational technology will be considered. Direct costs include specific course offerings or contractual training services provided onsite.
- Technology considered administrative in nature may not be considered for a Common School Loan (i.e. phone systems, computers/laptops for support staff, etc.)

5. Technology project description

This technology project will continue our student and teacher iPad refresh plan. Elkhart Community Schools achieved full 1:1 status for students at all grade levels in February of 2020.

6. Technology cost breakdown by site-include as attachment if necessary: (if purchasing equipment or services, include the number of items and estimated cost by item). If a facility will not benefit from the technology project, it is not necessary to list it.

Building	Item Description	Cost per Unit	# of Units	Total Cost
<i>example John Smith Elementary</i>	<i>iPad mini</i>	<i>\$500</i>	<i>100</i>	<i>\$50,000</i>
<b>PLEASE SEE ATTACHMENT</b>				

7. Technology project integration points (How will this loan support the current technology plan and strategic vision for the school district in terms of academic achievement?)

The loan will allow Elkhart Community Schools to continue our student and teacher iPad refresh plan, providing teachers and students with the latest mobile device technologies in support of our 1:1 program.

8. If the school corporation has received a Common School Loan for Technology in the last three years, how much was received and how were the funds used? \$ 7,266,742.00

In 2018, the school district received two loans totaling \$2,469,111 to make our high schools and elementary schools 1:1. In 2019, two loans totaling \$2,422,093 were used to complete our 1:1 deployments and achieve full 1:1 status at all grade levels. In 2020, the district received a total of \$2,375,538 to refresh freshmen, teacher, and 1st & 5th grader devices.

9. How will the impact of this loan be measured to ensure successful implementation of technology in the school district?

Principals and district-level administrators evaluate the use of technology and its impact on instructional practice and student performance in the areas of Instruction and Learning, Communication and Data, and Technology. Our ongoing and continuous measurement of success of the project will allow us to adapt to changing circumstances and adjust the plan as conditions warrant.

10. If the school has received a School Technology Advancement Account (STAA) loan in the last three years, how much did the school receive and how were the funds used? \$ 741,640

The school district received STAA loans of \$249,880, \$242,480, and \$249,280 in 2018, 2019, and 2020 respectively. These funds allowed us to enhance instructional spaces in several classrooms throughout the school district.

*A signed copy of the application must be received for consideration.*

**Certification**

\_\_\_\_\_  
Superintendent, School Corporation

\_\_\_\_\_  
President, School Board

**ATTEST:**

\_\_\_\_\_  
Secretary, School Board

STATE OF INDIANA                    )  
  )  
\_\_\_\_\_ COUNTY                    )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Printed Name \_\_\_\_\_

My Commission expires: \_\_\_\_\_, \_\_\_\_\_.

County of Residence: \_\_\_\_\_

## Spring 2021 Common School Fund Loan

Location	Description	Cost Per Unit	Units	Total
<b>Elkhart East HS</b>	iPad with Apple Care	\$ 383.00	1100	\$421,300.00
<b>Elkhart East HS</b>	Asset Inventory Tags and Casing iPads	\$ 8.00	1100	\$8,800.00
<b>Elkhart East HS</b>	VPP: (Apple iOS Apps)	\$ 10.00	1100	\$11,000.00
<b>Elkhart East HS</b>	iPad Case	\$ 99.00	1100	\$108,900.00
<b>Teachers</b>	iPad with Apple Care	\$ 383.00	200	\$76,600.00
<b>Teachers</b>	Asset Inventory Tags and Casing iPads	\$ 8.00	200	\$1,600.00
<b>Teachers</b>	VPP: (Apple iOS Apps)	\$ 10.00	200	\$2,000.00
<b>Teachers</b>	iPad Case	\$ 99.00	200	\$19,800.00
<b>Elkhart West HS</b>	Roland Amp & Digital Piano	\$ 6,194.92	1	\$6,194.92
<b>All Buildings</b>	JAMF MDM Renewal	\$ 76,000.00	1	\$76,000.00
<b>Teachers</b>	Apple Macbook Laptops	\$ 884.06	40	\$35,362.40
<b>Elkhart West HS</b>	Piano Lab Software Control System	\$ 19,750.98	1	\$19,750.98
<b>ETI Building</b>	PC Laptops & Cart for CAD Lab	\$ 1,429.00	30	\$42,870.00
<b>Middle Schools</b>	iMac computers for Labs	\$ 1,400.00	70	\$98,000.00
<b>Elkhart West HS</b>	Mac Mini Computers for Photo Lab	\$ 679.00	30	\$20,370.00
<b>Teachers</b>	Monitors for Mac Mini Photo Lab	\$ 155.00	30	\$4,650.00
<b>Teachers</b>	PC Laptops	\$ 750.00	100	\$75,000.00
<b>All Schools</b>	USB C Laptop Docks	\$ 189.00	140	\$26,460.00
<b>All Schools</b>	Replacement iPad cases	\$ 30.00	100	\$3,000.00
<b>All Schools</b>	Refresh old projectors + installation	\$ 3,098.00	29	\$89,842.00

**Total Project Cost**

**\$1,147,500**

## Common School Fund

### Loan types and definitions

- Educational Technology – Educational technology program means for the purchase, lease or financing of education technology equipment; operation of the educational technology equipment; or training of teachers in the use of educational technology equipment. Available to public schools and school corporation career and technical education centers.
- School Building Construction – School building construction program means the purchase, lease, or financing of land, the construction and equipping of school buildings, and the remodeling, repairing, or improving of school buildings by a school corporation or career and technical education school. Available to public schools and school corporation career and technical education centers.
- School Technology Advancement Account (STAA) – STAA funds are for the purchase of computer hardware and software to be used for student instruction and for the development and implementation of innovative technology projects. Available to public schools and school corporation career and technical education centers.
- Charter and Innovation School Advance Program- administered by the State Board of Education

### Availability of advancements

Common School Educational Technology and School Building Construction loans are available and offered twice a year in the spring and fall contingent on approval by the State Board of Education.

School Technology Advancement Account loans are offered once a year by the Department.

### Amount available each period

The available amount for Common School Educational Technology and School Building Construction loans varies each period and is determined based on the amount of unreserved funds in the Common School Fund at a given time. On average, the amount offered ranges from \$25 million to \$50 million for both loan types. There is \$5 million appropriated for STAA loans each year from the Common School Fund.

### Maximum allowed per applicant

- Educational Technology – Current ADM multiplied by \$100
- School Building Construction – may not exceed the greater of \$15 million or the Number of students accommodated by the project multiplied by \$15,000
- STAA – DOE-PE divided by 25 multiplied by \$500 (if available, plus funds on a per pupil basis)

### Loan agreements

Once loans are approved by the State Board of Education, the Treasurer of State's office executes the loan agreements and processes all claims.

### Repayment period

- Educational Technology – may not exceed 5 years
- School Building Construction – may not exceed 20 years
- STAA – 2 to 5 years depending on the loan amount (established by Treasurer of State)

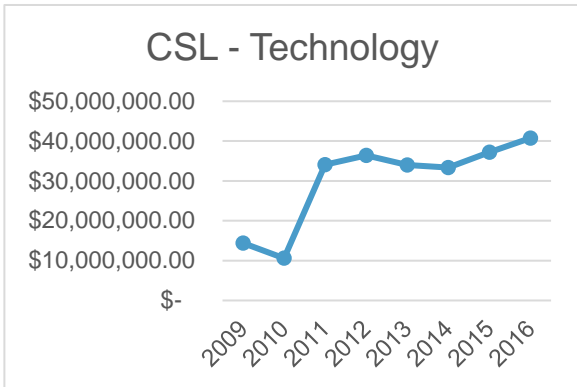
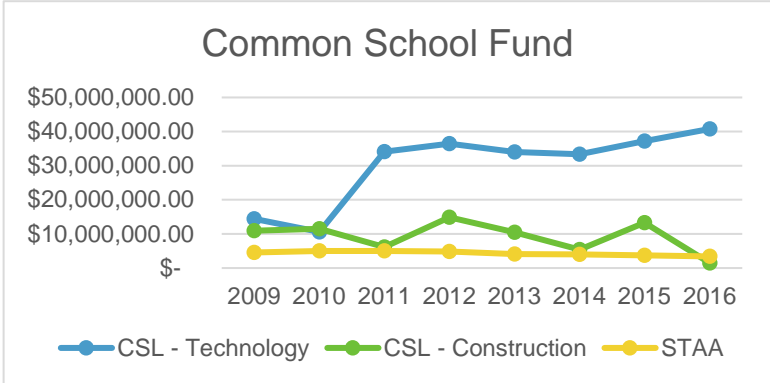
### Payment

Payment for advances are taken as a reduction to the school corporation's Basic Tuition support.

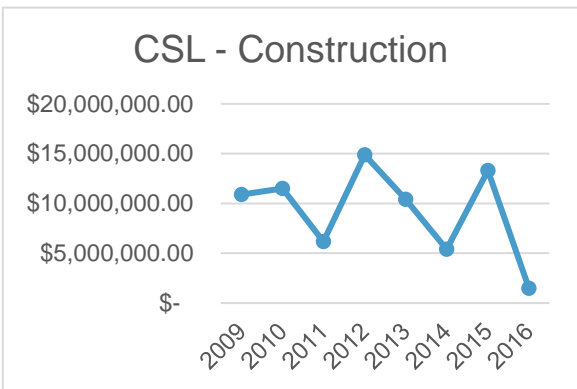
**Common School Loan Fact Sheet**

The Indiana code allows for advancements from the Common School Fund to be used for technology and school building construction loans by public school corporations and career and technical education centers.

From years 2009 through 2016, 109 school corporations eligible to take out Common School Loans have utilized the loan program. To date, no school corporation career and technical education centers have requested a construction or technology loan.

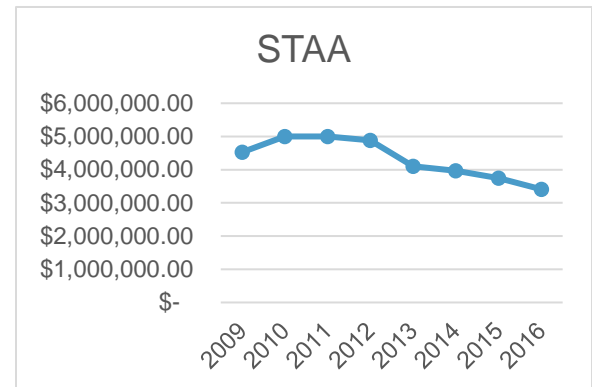


- Technology loans continue to increase over time. While available funds are split equally between technology and construction, technology requests tend to be overwhelmingly higher than construction requests and those funds available for construction are reallocated to technology.



- Construction loans vary from year to year. Due to more stringent statutory eligibility guidelines for construction loans, there is a limited number of schools that seek construction loans from the fund.

• STAA advancements have remained steady over the years. The requirements for this particular program are broader in nature. Additionally, schools have the ability to request more funds beyond the calculated eligibility amount. Therefore, nearly all of the STAA allocation is awarded annually.





BUSINESS OFFICE

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

DATE: March 18th, 2021

TO: Kevin Scott, CFO

From: Valerie Gillespie, Supervisor of Accounting, Auditing, & Investments

RE: Transfer Tuition Rate for 2021-22 School Year

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In March 2020, the board set the transfer tuition rate at \$6,500. The actual tuition rate for 2021-22 will be close to \$6,600. The state reimbursement rate includes Tuition Support and the Complexity Grant and has not been adjusted for "Other" spending reductions on the form SA545. State support is \$6,513.73 for 2020-21.

The recommended tuition rate for students in grades K-12 for the 2021-2022 school year is \$6,600.00.



## COST SUMMARY WKS

SUMMARY OF ALL SECTIONS- 2020/21					
Enrollment percentages	7.27%	46.17%	16.79%	29.77%	100.00%
ENROLLMENT	849.00	5,394.00	1,961.00	3,478.00	11,682.00
	<b>K</b>	<b>1-6</b>	<b>7-8</b>	<b>9-12</b>	<b>TOTAL</b>
I.	4,027,023.48	25,585,149.10	9,301,529.57	16,536,262.29	55,449,964.43
II.	567,373.31	3,604,720.71	1,310,503.06	2,324,289.78	7,806,886.87
III.	329,940.47	1,401,239.50	762,087.30	1,449,373.96	3,942,641.23
IV.	852,243.80	2,714,052.57	986,698.97	-	4,552,995.34
V.	-	-	-	-	-
VI.	891,603.12	5,664,665.86	2,059,400.04	3,652,522.90	12,268,191.92
VII.	79,888.95	254,414.05	184,525.26	1,332,599.03	1,851,427.29
<b>Total</b>	<b>6,748,073.12</b>	<b>39,224,241.80</b>	<b>14,604,744.20</b>	<b>25,295,047.97</b>	<b>85,872,107.08</b>
<b>PER STUDENT COST</b>	<b>7,948.26</b>	<b>7,271.83</b>	<b>7,447.60</b>	<b>7,272.87</b>	<i>Avg:</i> <b>7,485.14</b>

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**February 2021**

PETTY CASH	\$	500.00
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**GENERAL ACCOUNTS:**

Lake City Bank – Deposit Account	27,602,887.32
Lake City Bank – Accounts Payable	(790,231.83)
Lake City Bank – Merchant Account	-
Teachers Credit Union	2,964,370.98
BMO Harris Bank (UMR insurance)	407,420.00

**SCHOOL LUNCH ACCOUNTS:**

Lake City Bank – Prepaid Lunch	150,562.43
Change Fund	2,010.00

**TEXTBOOK RENTAL ACCOUNTS:**

Chase Bank	981,513.25
Lake City Bank - Book Rental	-

**PAYROLL ACCOUNTS:**

Lake City Bank – Payroll Account	(11,174.49)
Lake City Bank – Flex Account	76,091.97

**INVESTMENTS:**

Certificate of Deposit	-
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**\$ 31,383,949.63**

# Medical Plan Experience

February 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	\$ 877,017	\$ 351,610	\$ 525,407	\$ 1,489,198	\$ 751,899	\$ 737,299
UMR Rx	\$ 86,476	\$ 131,763	\$ (45,287)	\$ 223,043	\$ 249,753	\$ (26,710)
Rx Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Claim Cost Total</b>	<b>\$ 963,493</b>	<b>\$ 483,373</b>	<b>\$ 480,120</b>	<b>\$ 1,712,241</b>	<b>\$ 1,001,652</b>	<b>\$ 710,589</b>
Expected Claim Cost	\$ 881,833	\$ 862,287	\$ 19,546	\$ 1,758,850	\$ 1,718,239	\$ 40,611
Claims vs. Expected	\$ 81,660	\$ (378,914)		\$ (46,609)	\$ (716,587)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 204,318	\$ 202,521	\$ 1,797	\$ 399,751	\$ 403,352	\$ (3,601)
<b>Total Cost (Claim + Non-claim)</b>	<b>\$ 1,167,811</b>	<b>\$ 685,894</b>		<b>\$ 2,111,992</b>	<b>\$ 1,405,004</b>	
Enrollment	1,048	1,033		\$ 2,099	2,064	
Cost Per Employee Per Month (PEPM)	\$ 1,114.32	\$ 663.98		\$ 1,006.19	\$ 680.72	47.8%
Paid Claims Per Employee				\$ 815.74	\$ 485.30	68.1%

Jan-20 pr ytd

400289 \$ 751,899

117990 \$ 249,753

-11365 855952 \$ 1,718,239 \$ -

-1612 200831 \$ 403,352 \$ -

719110 \$ 1,405,004 \$ -



**BUSINESS OFFICE**

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Board of School Trustees  
Dr. Thalheimer

From: Kevin Scott

Date: March 23, 2021

Subject: April 2021 Premium Holiday

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As a result of the favorable cash balance position in the Insurance Fund, the Business Office recommends Board approval of providing a one-time premium holiday for all staff currently participating on the ECS benefits plan. The anticipated payroll date this will occur if approved is April 30<sup>th</sup>, 2021.