

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

March 9, 2021

CALENDAR

Mar	9	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	9	immediately following	Executive Session, J.C. Rice Educational Services Center
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

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. CONSENT ITEMS:

- Minutes – February 23, 2021 – Public Work Session
- Minutes – February 23, 2021 – Regular Board Meeting
- Minutes – February 25, 2021 – Public Work Session
- Minutes – February 26, 2021 – Public Work Session
- Claims
- Gift Acceptance
- Fundraisers
- Overnight Trip Requests
- Conference Leave Requests
- Personnel Report

E. OLD BUSINESS

Board Policy 2210 – Curriculum Development – The administration presents proposed revisions to Board Policy 2210 – Curriculum Development, with revisions discussed during the initial presentation at the February 23rd regular meeting.

Board Policy 3160ACS – Fitness for Duty Examination – The administration presents proposed revisions to Board Policy 3160ACS – Fitness for Duty Examination, as initially considered at the February 23rd regular meeting.

Board Policy 3422S – Wages and Benefits for Support Staff – The administration presents proposed revisions to Board Policy 3422S - Wages and Benefits for Support Staff, as initially considered at the February 23rd regular meeting.

Board Policy 3432 – Support Staff Absences – The administration presents proposed new Board Policy 3432 - Support Staff Absences, as initially considered at the February 23rd regular meeting.

Board Policy 5780 – Parents Rights and Responsibilities (Custodial and Non-custodial) – The administration presents proposed new Board Policy 5780 - Parents Rights and Responsibilities (Custodial and Non-custodial), as initially considered at the February 23rd regular meeting.

F. NEW BUSINESS

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan – The administration presents proposed revisions and asks to waive 2nd reading of Board Policy 3422.12S - Employees in Miscellaneous Positions Compensation Plan.

Board Policy 3422.06S – Secretarial/Business Compensation Plan – The administration presents proposed revisions and asks to waive 2nd reading Board Policy 3422.06S – Secretarial/Business Compensation Plan.

Board Policy 3120.01S – Employment of Support Staff – The administration presents proposed revisions to Board Policy 3120.01S – Employment of Support Staff, for initial review.

New Course Offering – The administration presents a proposed new course offering for Board review – Mysteries in History – Cracking History’s Cold Cases.

Resolution – The administration presents Resolution for Board of Directors of Building Corporation – 2021 High School Campus Facility Improvement Project.

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

February 23, 2021

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

Place/Time

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

Roll Call

ECS Staff Present:	Lisa Ernsberger Mindy Higginson Maggie Lozano	Kevin Scott Steve Thalheimer Doug Thorne
-----------------------	---	--

The Board was given a presentation on High Ability programming and changes for the 2021-2022 school year by Lisa Ernsberger, Director of High Ability. The proposal suggests on magnet location, at Roosevelt, a building originally designed to house a high ability program, Rising Scholars programming, and all 3rd-6th teachers to be licensed or obtaining a license in High Ability within the first year.

Topics
Discussed

The Board discussed agenda items for the regular meeting.

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

Adjournment

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Babette S. Boling, Member

Dacey S. Davis, Vice President

Kellie L. Mullins, Member

Susan C. Daiber, Secretary

Troy E. Scott, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

February 23, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.			Place/Time
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Susan C. Daiber	Babette S. Boling Kellie L. Mullins Troy E. Scott Douglas K. Weaver	Roll Call
Board president Rocky Enfield called the regular meeting of the Board of School Trustees to order.			Call to Order
Board member, Babette Boling, recited the Elkhart Promise.			The Elkhart Promise
Mr. Enfield discussed the invitation to speak protocol.			
By unanimous action, the Board approved the following consent items:			Consent Items
Minutes – February 9, 2021 – Public Work Session Minutes – February 9, 2021 – Regular Board Meeting			Minutes
Payment of claims totaling \$5,532,903.84 as shown on the February 23, 2021, claims listing. (Codified File 2021-112)			Payment of Claims
The following donations made to Elkhart Community Schools (ECS): \$750 from Robert & Kelly Berheide, \$500 from Chad & Nikki Gernand; and \$500 from Brian & Lauri Smith to purchase new music apparel for Elkhart High School (EHS) bands, choirs and orchestras; a Conn student clarinet (valued at \$100) from Kathy Stump to the EHS music department; 90 pairs of mittens and gloves collected by Harvey Browman for students in need; 5,000 additional washable cloth masks from MCC Great Lakes for students and staff; and a correction to the recipient of a donation previously received from Lippert Components to the Athletic Renovation and Improvement Fund.			Gift Acceptance
Proposed school fundraisers in accordance with Board policy. (Codified File 2021-113)			Fundraisers

Grant: A Student Success Grant from the NEA Foundation, for school based yoga goals and standards in the amount of \$2,000. (Codified File 2021-114)

Grant Submittal

Overnight Trips: approved the following overnight trip requests: Air Force JROTC to travel to Molena, GA on February 24 – 26 for the All-Service National Raider Championship, and to travel to Dayton, OH on March 12 - 14 for drill/color guard competition; swim/dive competitors to travel to Indianapolis on February 25 - 27 for boys state swimming and diving competitions; and confirmed swim/dive competitors travelled to Indianapolis on February 11 - 13 for girls state swimming and diving competitions.

Overnight Trip Requests

Conference Leave Requests. (Codified File 2021-115)

Conference Leave Requests

Personnel Report

A consent agreement regarding unpaid time for a certified staff member. (Codified File 2021-116)

Consent Agreement

Retirement of certified staff member, Marie Kidder, physical education at Osolo, effective 6/2/21 with 28 years of service.

Certified Retirement

Maternity leave for the following two (2) certified staff members, for dates indicated:

Certified Leave

Aubrey Neeser - art at Bristol, beginning 3/8/21 and ending 4/16/21

Kaylee Traver - grade 4 at Hawthorne, beginning 4/12/21 and ending 6/2/21

Employment of classified employee, Alicia Mendez, secretary at Bristol, effective 2/23/21.

Classified Employment

Retirement of classified employee, Tammie Dickison, secretary at North Side, effective 6/3/21, with 16 years of service.

Classified Retirement

Leave extensions for the following two (2) classified employees, for dates indicated:

Classified Leaves

Frances Eggink - food service at West Side, beginning 2/1/21 and ending 3/5/21

Sonia Thomas – food service at EHS West, beginning 2/5/21 and ending 3/5/21

Leave for the following two (2) classified employees, for dates indicated:

Patricia Robinson – food service at Commissary, beginning 2/11/21 and ending 2/19/21

Rebekah Schooley – food service at EHS East/Roosevelt, beginning 2/8/21 and ending 3/12/21

Death of classified employee, Dawn Hostetler, paraprofessional at EACC, on 2/10/21	Classified Death
The Board was presented proposed revisions to Board Policy 2210 – Curriculum Development, for initial consideration. In response to Board inquiry, Doug Thorne, district counsel/chief of staff, the proposed revisions will be reviewed prior to the next meeting.	Board Policy 2210
The Board was presented proposed revisions to Board Policy 3160ACS – Fitness for Duty Examination, for initial consideration. The revision added bus drivers to those needing annual physicals at the expense of the district.	Board Policy 3160ACS
The Board was presented proposed revisions to Board Policy 3422S – Wages and Benefits for Support Staff, for initial consideration.	Board Policy 3422S
The Board was presented proposed new Board Policy 3432 – Support Staff Absences, for initial consideration.	Board Policy 3432
The Board was presented proposed new Board Policy 5780 – Parents Rights and Responsibilities (Custodial and Non-custodial), for initial consideration.	Board Policy 5780
By unanimous action, the Board adopted a Resolution Requesting Governor Holcomb Prioritize Teachers and School District Employees. (Codified File 2021-117)	Resolution
By unanimous action, the Board adopted a Joint Resolution between Elkhart Teachers Association and Elkhart Community Schools in Opposition to HB 1005. (Codified File 2021-118)	Resolution
By unanimous action, the Board authorized the administration to enter into a School Service Agreement between Elkhart Community Schools and the Crossing National, Inc. for July 2021 thru June 2022. (Codified File 2021-119)	School Service Agreement
By unanimous action, the Board approved the proposed revision to the 2021 Board of School Trustees meeting schedule. The revision moved the time for Public Works Session to 6:00 p.m. (Codified File 2021-120)	2021 Board Schedule
The Board received a financial report from Kevin Scott, chief financial officer, for the month of January 2021, and found it to be in order.	Financial Report
Mr. Scott provided the current insurance update reporting claim costs in January totaled \$748,748, exceeding the same month in the prior year, but similar to earlier years. Elevated January costs are expected as employees met their deductible will incur medical expenses late in the year that pay in January.	Insurance Update

By unanimous action, the Board approved the Recommendation to Modify the Reentry Plan to return to school. The Recommendation stated: Conducting class in person is the best way for teachers to deliver instruction while also gauging the social and emotional well being of students. Given that Elkhart County has settled into the yellow range in the State of Indiana’s color coding system and given that case counts and students and staff who are COVID positive or isolating in the district schools are drastically reduced, the administration recommends Elkhart Community Schools implement the following changes to its school entry plan and return students to more days of schooling in March 2021.

Modification to
Reentry Plan

Students who are on the hybrid plan will return to school Monday through Thursday, attending 4 days a week. Friday will remain an eLearning day in order for teachers to conduct professional development that was already planned, to allow virtual students to come to the buildings to take ILEARN tests, and to allow for cleaning of facilities. Students on the fully virtual option will remain on the virtual option.

Students in grades K-6 will return to school for the four days on Monday, March 8.

Students in grades 7-12 will return to school for the four days on Monday, March 15.

After lengthy discussions including input from 16 speakers attending the meeting in person and/or virtually, and statements from each Board member, the Recommendation received unanimous approval.

By unanimous action, the Board approved proposed revisions and waived second reading to the 2020-2021 School Calendar. The additional revisions reflect the changes necessary to accommodate the return to the classroom four days a week. (Codified File 2021-11)

School Calendar

Board member Doug Weaver thanked Superintendent Thalheimer, the administration and the Elkhart Teachers Association for their input and comments regarding the recommendation to return to school.

From the Board

The meeting adjourned at approximately 9:30 p.m.

APPROVED:

Roscoe L. Enfield, Jr., President

Dacey S. Davis, Vice President

Susan C. Daiber, Secretary

Babette S. Boling, Member

Kellie L. Mullins, Member

Troy E. Scott, Member

Douglas K. Weaver, Member

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

February 25, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 12:00 p.m.

Place/Time

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

Roll Call

ECS Staff Present:	Natalie Bickel Lindsay Brander Gail Draper Bryan Hammontree Mindy Higginson Todd Kelly	Sarita Stevens Steve Thalheimer Doug Thorne Cheryl Waggoner Tara White Beth Williams
--------------------	---	---

The Board heard presentations on the following programs: Sheltered Instruction Observation Protocol (SIOP); Professional Learning Communities (PLCs); Equity; and Social Emotional Learning (SEL)/Trauma.

Topics Discussed

The meeting adjourned at approximately 4:00 p.m.

Adjournment

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Babette S. Boling, Member

Dacey S. Davis, Vice President

Kellie L. Mullins, Member

Susan C. Daiber, Secretary

Troy E. Scott, Member

Douglas K. Weaver, Member

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

Elkhart Community Schools
Elkhart, Indiana

February 26, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 8:00 a.m.

Place/Time

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

Roll Call

ECS Staff Present:	Tony Gianesi Bryan Hammontree Krista Hennings Mindy Higginson	Kevin Scott Sarita Stevens Steve Thalheimer Doug Thorne
--------------------	--	--

The Board was given a facilities plan review by Mr. Gianesi and Mr. Scott. The following discussions took place in response to Board requests: credit recover; curriculum & resources update; plans for filling gaps; vaccination plans for the district; working from home options; signage at the aquatic center.

Topics Discussed

The meeting adjourned at approximately 12:00 p.m.

Adjournment

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Babette S. Boling, Member

Dacey S. Davis, Vice President

Kellie L. Mullins, Member

Susan C. Daiber, Secretary

Troy E. Scott, Member

Douglas K. Weaver, Member



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: MARCH 2, 2021

RE: DONATION APPROVAL - EACC

Mr. Stephen Miller has donated a 2008 Ford Escape XLT, VIN #1FMCU03Z78KE76513, with an owner estimated value of \$3,500.00. This vehicle will be used for training purposes for students in our Automotive Technology classes.

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:

Stephen Miller
15723 County Road 129
Bristol, IN 46507



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: 2/24/21

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Frank Serge (Principal)
Ted Elli (Teacher)

RE: Donation Approval

Elkhart High School - East received a donation of \$500.00 from Osolo Emergency Medical Services Inc. The donation is in support of the ElkLogics Robotics and will be used to purchase equipment and other items in support of the club.

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

Osolo Emergency Medical Services Inc
25600 CR 4
Elkhart, IN 46514



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: February 26, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval

Elkhart High School received a donation of \$500.00 from Kean and Jeri Swank. 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:

Kean & Jeri Swank
26969 Rio Vista
Elkhart, IN 46514

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: February 26, 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 \$750.00 from Billings Funeral Home. 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:

Brad Billings
Billings Funeral Home
812 Baldwin St.
Elkhart, IN 46514

Thank you for considering this request.



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: 3/2/20

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Frank Serge (Principal)
Amy Stine (Teacher)

RE: Donation Approval

Elkhart High School – East received a donation of \$500.00 from the Mulvaney Law Office, LLC. The donation is in support of the Pennant Yearbook and will be used to purchase supplies and other items in support of the club.

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

Mulvaney Law Office, LLC
221 W Lexington Ave, 2nd floor
Elkhart, IN 46516

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Elkhart High School
Class/Group: Cheerleading
Number of Students: 20
Date/Time Departing: April 23 morning
Date/Time Returning: April 26 afternoon
Destination: Orlando, Florida - City State
Overnight Facility: Coronado Springs Resort
Mode of Transportation: Airplane,
Reason for Trip: Our competition team has received a bid to the National High School Cheerleading Championship

Names of Chaperones: Haley Warstler

Cost per Student: \$900 - \$1000

Describe Plans for Raising Funds or Funding Source: Raffle; sponsorships; crowd funding

Plans to Defray Costs for Needy Students: Fundraising!

Are Needy Students Made Aware of Plans? Yes

Signature of Teacher/Sponsor: Haley Warstler

Signature of Principal: Frank Serye Date: 2/25/21

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

Approval of Assistant Superintendent: DUSTY STEPPAL Date: 3/4/21

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: March 4, 2021

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard *Bradley Sheppard*

RE: **Conference Leave Requests**
March 9, 2021 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2020 - 2021 CONFERENCES	EXPENSES	SUBSTITUTE
ELKHART COUNTY VIRTUAL NAVIANCE CONFERENCE Attending this conference will allow me to better serve my Transition IEP students as it directly ties to providing for their transition. It will provide informaiton that will be shared with the Sped Dept. on using Naviance to complete Transition Portfolios. Having a better understanding of how to use Naviance will allow me to help our students meet the transition portfolio requirements for the class of 2023 and beyond. I will share this informaiton as part of our transition IEP team. This conference will help us improve our plan for our district to meet the requirements of the transition portfolio for the Class of 2023 and beyond. This information will be shared out with special teachers through on-going professional development related to transition IEPs. Elkhart, Indiana (attendance is virtual) April 23, 2021 (0 day's absence) ANGELA BROWN - ELKHART HIGH SCHOOL EAST (0-0) LORI HOLT - ELKHART HIGH SCHOOL EAST (0-0) NICOLE HOMO - ELKHART HIGH SCHOOL WEST (0-0) CHARLENE TROTTER - ELKHART HIGH SCHOOL WEST (0-0)	\$0.00	\$0.00
AMERICAN SCHOOL COUNSELOR ASSOCIATION ANNUAL CONFERENCE Many of the sessions present information on Utilizing Data for student performance, Social Emotional Learning, and Current Issues facing education. I will take notes/google slides and present the information at the appropriate School Counselor Meeting. Las Vegas, NV *Attendance is subject to local health guidelines* July 11 - 14, 2021 (0 day's absence) ALLISON MAKOWSKI - ELKHART HIGH SCHOOL (0-0)	\$1,288.00 <small>Lilly Comp Counseling 2017-21</small>	\$0.00 N/A
	\$1,288.00	\$0.00
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	\$9,030.00	\$0.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$78,458.35	\$5,795.00

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



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Maternity Leave** – We recommend a maternity leave for the following employee:

Megan Lewis
Began: 4/13/21

Elkhart West/Language Arts
End: 5/10/21

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

Sally Bawtinheimer
Began: 8/13/14

Osolo/Grade 3
Resign: 6/3/21

Julie DeWit
Began: 8/23/04

Pinewood/Kindergarten
Resign: 6/3/21

Karla Doyle
Began: 8/22/05

Beck/Kindergarten
Resign: 6/3/21

Cynthia East
Began: 8/13/19

Elkhart East/Special Education
Resign: 6/3/21

Evan French
Began: 8/15/17

Elkhart East/Special Education
Resign: 3/31/21

Tiffany Mason
Began: 8/18/11

Hawthorne/Grade 6
Resign: 6/3/21

Stacy Reisdorf
Began: 8/13/19

North Side/Science
Resign: 3/26/21

CLASSIFIED

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

Stephanie Brown
Began: 1/4/21

Hawthorne/Paraprofessional
PE: 3/1/21

Kristen Cooper
Began: 1/4/21

Eastwood/Paraprofessional
PE: 3/1/21

Jaclynn Fisher
Began: 1/4/21

Eastwood/Food Service
PE: 3/1/21

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

Audrey Dalton
Began: 8/4/14

Elkhart West/Custodian
Resign: 2/22/21

Kendra Langfeldt
Began: 9/21/20

Career Center/Farm Technician
Resign: 2/19/21

Morgan Lynch
Began: 8/19/20

Pinewood/Paraprofessional
Resign: 3/12/21

Elizabeth Osowski
Begin: 10/27/20

Elkhart West/Food Service
Resign: 3/19/21

Megan Plasterer
Began: 2/11/19

Riverview/Paraprofessional
Resign: 2/17/21

Andrew Sokolowski
Began: 5/30/19

Bristol/Custodian
Resign: 3/8/21

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

Sherriann Gard
Began: 1/14/21

Osolo/Paraprofessional
End: 3/5/21



Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISED CURRICULUM DEVELOPMENT (with revisions discussed during the 2/23/2021 BST meeting)
Code	po2210
Status	
Adopted	November 22, 2016
Last Reviewed	March 9, 2021

2210 - CURRICULUM DEVELOPMENT

The Board of School Trustees recognizes its responsibility for the quality of the educational program in the schools. To this end, the curriculum, assessment, and instruction shall be aligned with Indiana Academic Standards. The design of the curriculum, the blueprint of the assessments, and the delivery of the instruction will be evaluated and adjusted as a function of an ongoing instructional cycle.

As educational ~~leader~~~~leads~~ of the Corporation, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and preparation of courses of study. S/He shall establish administrative guidelines for curriculum which ensure proper development, implementation, and evaluation.

For the purpose of this policy, curriculum refers to courses of study including content, processes, classes, and instructional materials. The use of additional resources, materials, technology, educational study trips, instructions activities and other organized activities shall be related to the accomplishment of the educational goals of the corporation.

Instructional Cycle Committees shall meet on a regular basis with the appropriate parent, teacher, and administrative representation. Instructional materials shall be selected in alignment with the academic standards currently in effect in the State of Indiana as adopted by the Indiana State Board of Education. The Superintendent shall be responsible for the development of guidelines for the selection of materials, revision of curriculum, administration of assessments, and delivery of instruction.

The Board directs the curricula:

- A. provide instruction in courses required by the Indiana Code and IDOE rules and regulations;
- B. be consistent with the District's expectations, philosophy, and goals;
- C. assure courses of study be coordinated effectively, thus eliminating unnecessary duplication and omissions;
- D. maximize the development of each student's potential;
- E. assure all students have access to the full curriculum;
- F. be supported by non-biased research relative to program efficacy; ~~and~~
- G. supports content literacy as defined by national content organizations;
- H. provide for all student to have equal opportunity to learn and equal access to quality, challenging programs; and
- I. classroom materials, experiences, and resources should reflect a multicultural society, the cultures of the communities and students served by Elkhart Community Schools. Course and curriculum content should actively teach and promote such basic concepts of freedom, respect, equality, and individual rights and responsibility.

The prescribed sequence of courses prerequisites shall be established by the Instructional Leadership Department, acting on the recommendation of the District-wide Instructional Cycle Committees.

Instruction shall adhere to the adopted curriculum.

The Superintendent shall make progress reports periodically to the Board.

The Superintendent may conduct innovative programs as are deemed to be necessary to the continuing growth of the instructional program. The Superintendent shall report each innovative program to the Board periodically.

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED FITNESS FOR DUTY EXAMINATION (as presented during the 2/23/2021 BST meeting)
Code	po3160ACS
Status	
Adopted	November 22, 2016
Last Reviewed	March 9, 2021

3160ACS - **FITNESS FOR DUTY EXAMINATION**

The Board reserves the right to require a current employee or applicant for employment (after a conditional offer of employment), to submit to a fitness for duty examination by a qualified healthcare provider to determine the employee or applicant's ability to meet the qualification standards and perform the essential functions of a position an application is being considered for or an employee is performing ("FFD exam"). A FFD examination shall be done in accordance with the Superintendent's guidelines and the examiner shall be provided with specific essential functions of the position in question.

Reports of all FFD examinations shall be delivered to the Superintendent or a named designee, who shall protect the confidentiality of the FFD exam report and its contents. In agreeing to perform the FFD exam, the healthcare provider and the examinee shall agree that no treatment relationship or privileged communication shall occur between the FFD examiner and the applicant or employee. The report of the examiner may be shared with the employee or candidate and may be made a part of a personnel record on the examinee maintained by the Board. However, the report shall be filed separately from an applicant/employee's other personnel documents so that the report and related documents are accessible only to the Superintendent and specific designees. Failure to protect the confidentiality of a FFD exam report and related documents shall be a basis for discipline of an employee permitting the disclosure.

In the event of a report of a condition that could adversely impact the examinee's performance of an essential function of the position occupied or applied for, the Superintendent shall base a recommendation to the Board on the examinee's employment on the assessment of the healthcare provider who conducted the FFD exam as to whether the examinee will be able to meet the qualification standards and perform or continue to perform the essential functions of the position in question.

Employees and applicants referred for a FFD exam will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the results of the healthcare provider's FFD exam to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the FFD examination if clarification is needed (see Form 3160 F2).

In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 3122.02ACS, a FFD examiner shall be advised not to seek, collect, or report genetic information, including the candidate's family medical history.

The cost of a FFD exam shall be paid for by the Board. An employee shall be paid for the time required for the FFD exam and for travel at the per mile rate established by the Board.

The report of the healthcare provider performing the FFD exam shall be the property of the Board and shall be exempt from disclosure pursuant to the Indiana Access to Public Records Act (I.C. 5-14-3). A FFD exam report and related documents will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended, and the Genetic Information Nondiscrimination Act (GINA).

Bus Drivers

Individuals employed as bus drivers will be required to undergo a physical examination annually. The cost of this examination will be borne by the Elkhart Community Schools.

Legal

29 C.F.R. Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 29 C.F.R. Part 1635

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED WAGES AND BENEFITS FOR SUPPORT STAFF (as presented during the 2/23/2021 BST meeting)
Code	po3422S
Status	
Adopted	November 22, 2016
Last Reviewed	March 9, 2021

3422S - **WAGES AND BENEFITS FOR SUPPORT STAFF**

The Board realizes the concern of its support staff for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the support staff member and the Corporation.

Each year the Board of School Trustees shall adopt salary schedules for the classified staff. These schedules shall be based on the degree of skill and/or responsibility required for successful performance. They shall be designed so as to place the Board in a position to compete for personnel.

The District Counsel/Chief of Staff, working with administrators as needed, shall meet annually with representatives of employee groups. Such meetings shall be for the purpose of conferring with employees concerning wages, fringe benefits, and conditions of employment.

A salary may be changed during the year if the employee is transferred to a position requiring greater or lesser skills and/or responsibility.

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED NEW SUPPORT STAFF ABSENCES (as presented during the 2/23/2021 BST meeting)
Code	po3432
Status	
Last Reviewed	March 9, 2021

3432 - SUPPORT STAFF ABSENCES

When unable to report for work, the employee's responsibility is to notify and give the reason for absence to his or her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time the employee regularly reports for work, except for bus drivers, who should give at least one hour's notice. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

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

In addition to the foregoing, classified personnel enrolled in a program that will result in said employee obtaining a degree that will result in a direct advantage to the Elkhart Community Schools, may request an unpaid leave to participate in a class (e.g., a practicum or a student teaching assignment), not offered at any other time. Employees requesting such a leave should make a request in writing to the Director of Human Resources. The District Counsel/Chief of Staff will review applications prior to submission to the Board of School Trustees.

Book	Policy Manual
Section	5000 Students
Title	PROPOSED NEW PARENT RIGHTS AND RESPONSIBILITIES (CUSTODIAL/NONCUSTODIAL)
Code	po5780 (as presented during the 2/23/2021 BST meeting)
Status	
Last Reviewed	March 9, 2021

5780 - PARENT RIGHTS AND RESPONSIBILITIES (CUSTODIAL AND NON-CUSTODIAL)

A. When parents of a student are estranged, separated, or divorced, building personnel will uphold the parents' rights.

1. Both parents have the right to:
 - a. view the child's school records;
 - b. receive school progress reports;
 - c. visit the child briefly at school; and
 - d. participate in parent teacher conferences.

The only exception to a - d is when a court order (provided by the custodial parent) restricts any of the above listed rights for the non-custodial parent.

2. Custodial Parent

The parent with whom the student resides is known as the custodial parent, unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent(s).

B. Release of student to parent

While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate a possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

C. Parent Responsibilities

1. The custodial parent has the responsibility to:
 - a. Keep the school office informed as to the address of residence and how he/she may be contacted at all times.
 - b. Provide a copy of any legal document which restricts the rights of the non-custodial parent.
2. The non-custodial parent is to inform the school office of phone number and/or address where he/she may be contacted regarding student progress/problems.

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	
Adopted	December 20, 2016
Last Revised	January 12, 2021
Last Reviewed	March 9, 2021
Prior Revised Dates	2/11/2020

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

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

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	24.29 - 29.92
Transportation Trainer/Dispatcher	20.28 - 23.66
Food Service Truck Driver	16.35 - 19.37
Food Service Receiving/Supply	16.35 - 19.37
Supervisor of Building Services	21.33 - 26.19
<u>Food Service Support Specialist</u>	<u>18.48 - 25.76</u>
<u>Assistant to the Food Service Director for Secondary Schools</u>	<u>18.48 - 25.76</u>
Service Training Specialist	
Food Service Bids & Commodity Coordinator	17.61 - 27.35
Executive Chef & Culinary Event Coordinator	17.61 - 27.35
<u>Assistant to the Food Service Director for Elementary Schools</u>	<u>18.48 - 25.76</u>
Assurance Coordinator	20.28 - 23.66
Production Coordinator	20.28 - 23.66
Transportation Route/Driver Coordinator	20.28 - 23.66
Transportation Clerk	15.59 - 17.11
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	28.23 - 35.22
Radio Station Staff Announcer	9.72 - 13.69
Radio Station Development Assistant	11.25 - 17.82
School Security Officer	30.87
Title I/Funded Pupil/Program/Parent Support Person	20.25 - 29.36
Title I/Building Translator/Interpreter	20.25 - 29.36
Title I/Building Translator/Parent Liaison	15.94 - 19.92
School Parent/Community Liaison	20.25 - 29.36
District Translator	20.25 - 29.65
Evening Events Supervisor	15.40
Asst. Site Coordinator - 21st Century Community Learning Center	14.00
After-School Community Education Organized Activities Leader	14.00
After-School Community Education Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	16.73 - 30.97
Early College Data Specialist	25.00 - 28.53
EACC Testing Specialist	25.00 - 28.53
21st Century Community Education Program Manager	28.83 - 36.98
Campus Security - I	12.53 - 20.68
Campus Security - II	14.57 - 22.72
Farm Technician	15.30 - 20.30

* Hourly rate based on .001 of the certified teacher's base salary set forth in Appendix B of the 2020-2021 Master Contract

POSITION	YEARLY SALARY RANGE
Radio Station Manager	51,517 - 90,900
Radio Station Development Director	48,536 - 72,982
Radio Station Business Account Manager	38,497 - 71,784
Radio Station Program Director	38,497 - 58,745
Radio Station Senior Reporter and Assignment Editor	33,381 - 48,459
Radio Station Operations Manager	26,930 - 43,560
Radio Station Morning Edition Host	30,442 - 47,403
Radio Station Promotions Manager	31,285 - 46,110
Radio Station Membership Manager	40,377 - 54,279
Radio Station Business/Workforce Development Reporter - IPB News	31,470 - 46,080
Olweus Bullying Prevention Program Coordinator	46,475 - 58,820
Adult and Community Education Program Manager	65,525 - 76,313
Campus Life Coordinator	65,625 - 76,413
Building Services Manager	67,135 - 87,515
Energy and Risk Management Specialist	51,850 - 72,230
Data and Assessment Manager	65,625 - 76,413
Data Specialist	39,234 - 61,139
Digital Communication Specialist	39,234 - 61,139
Staff Accountant	41,660 - 53,888
School Psychologist Intern	37,650
21st Century Community Learning Center Coordinator	2,500 (per semester)

An hourly employee who is required to report to work to respond to an emergency outside of the employee's regular work hours will be paid for a minimum of two (2) hours.

Performance Awards for Radio Station Employees

The Radio Station Manager may propose performance awards to be paid to radio station employees who achieve performance goals established by the Station Manager and approved by the Chief Financial Officer.

The proposed goals, once approved by the Chief Financial Officer, shall be presented in writing to the radio station employee.

Radio station employees who achieve their performance goals shall be paid their award during the fiscal year when the goal is met.

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working thirty (30) or more hours per week, who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Eligible employees' may select one (1) of the plans provided by the Board.

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

C. Severance Benefits

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

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Vacation days earned in the current year shall also be paid to full-time employees. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave and unused vacation days.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in **Employees' Fringe Benefits**.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service is eligible to select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
 1. One (1) day's pay for each full year employed by the Elkhart Community Schools, or
 2. At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Employees employee booklet.

In the case of the death of an eligible employee, this benefit will be paid to the employee's beneficiary.

D. Change in Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy.

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the School Corporation will be considered.

Personal Illness/Family Illness Absence

As used in this section, "immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close

association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

Full-time classified personnel will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 200 days as personal illness.

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

Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

Attendance Incentive Program

During the month of January, any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2019, shall be paid the sum of \$100 each year; any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave, shall be paid a sum of \$50.

Job-Related Injury

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

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death. Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

When requested, additional bereavement day(s) with or without pay may be granted by the Superintendent or designee.

Military Leave

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

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

Personal Leave

Full-time and regular school year classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. If an employee retains all three (3) personal business days at the end of the year, s/he can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

If an employee does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

Personal Leave - Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break, or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.

- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his or her assigned duties.

Jury and Witness Duty Pay

Jury Duty

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

Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations related litigation involving the employer of any other school employer, unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

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

Adoptive Leave

An employee who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave, the employee must notify the Director of Personnel and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

Holidays and Vacations Definitions

- A. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve-month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term "school year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

Holidays

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

A. Full-time classified employees shall be paid for the following holidays, when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

1. During the winter break (when schools are closed) four (4) days will be allowed as follows:

a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.

b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.

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

3. Thanksgiving Day and the day following will be paid holidays.

4. Presidents' Day will be a paid holiday.

B. School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King, Jr. Day

Presidents Day

Memorial Day

Labor Day

Thanksgiving Day and the following Friday (two (2) days)

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

Vacations

A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.

B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.

- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. *NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

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

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. Only twelve (12) month employees will be entitled to paid vacation days.
- K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools in such position, or when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

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

Revised 1/24/17
 Revised 6/27/17
 Revised 10/24/17
 Revised 12/12/17
 Revised 5/8/18
 Revised 8/14/18
 Revised 11/13/18
 Revised 12/11/18
 Revised 12/18/18
 Revised 2/12/19
 Revised 3/12/19
 Revised 6/25/19
 Revised 8/13/19
 Revised 10/7/19
 Revised 12/10/19
 Revised 2/11/20
 Revised 8/25/20
 Revised 11/24/20

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED SECRETARIAL/BUSINESS COMPENSATION PLAN
 Code po3422.06S
 Status
 Adopted December 13, 2016
 Last Revised January 12, 2021
 Last Reviewed March 9, 2021

3422.06S - **SECRETARIAL/BUSINESS COMPENSATION PLAN**

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

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6	V
1	0 – 55 days	12.19	12.39	12.62	12.83	13.14	13.47	13.79	14.30	14.76	17.07
2	55 days – 1 year	12.48	12.72	13.01	13.30	13.75	14.20	14.65	15.11	15.57	17.89
3	1 year plus	12.83	13.15	13.47	13.79	14.25	14.72	15.06	15.52	16.04	18.37
4	2 years plus	13.30	13.75	14.20	14.65	15.03	15.42	15.84	16.30	16.79	19.10
5	3 years plus	13.79	14.23	14.65	15.07	15.57	16.14	16.67	17.14	17.62	19.94
6	4 years plus	14.65	15.03	15.42	15.84	16.34	16.90	17.45	17.93	18.40	20.71
7	5 years plus	15.06	15.57	16.14	16.67	17.31	17.95	18.57	19.03	19.52	21.83

*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

Classifications

V	Secretarial	Business
	Classified Human Resources Administrative Assistant to Superintendent/Board of School Trustees Secretary to Assistant Superintendent of Exceptional Learners	Certified Payroll Classified Payroll Insurance
IV	Secretarial	Business
	Director of Career & Technical Ed. <u>Administrative Assistant to Executive Principal**</u> High School Principal Secretary/Human Resources Data Specialist – Instructional Leadership <u>Treasurer (High School)**</u> <u>Freshman Academy Principal**</u>	Building Services Office Manager Payroll Assistant Accounts Payable EACC – WVPE Office Manager Director of Transportation CFO/COO Secretary
III	Secretarial	Business

EACC Principal EACC Central Office Elementary Principal High School Athletics High School Vice/Assistant Principal High School Registrar Middle School Principals Elkhart Academy Student Services Secretary District Registrar Exceptional Learners Secretary Receptionist Media Services Center Coordinator *Federal Programs Instructional Leadership High School Counseling** School of Study** High School Student Office**	Business Office/Purchasing Director of Food Service Food Service Secretary Safety & Security Mail/Copy Center PACE Program EACC - Office**
II Secretarial	Business
Adult & Community Ed. Office Assistants High School Receptionist High School Media Center Middle School Assistant	EACC - Office Food Services Assistant

*Subject to reclassification if this position becomes funded from the General Fund.

** [Effective June 14, 2021](#)

There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a fifty-five (55) calendar day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case, the transferred secretary may be placed at her/his present step position by the Director of Human Resources.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose reclassification of secretarial positions.

D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools would qualify for such.

Years Regularly Employed in Elkhart Community Schools	Hourly Increment
five (5) or more, but less than ten (10)	\$.20
ten (10) or more, but less than fifteen (15)	\$.30

fifteen (15) or more, but less than twenty (20)	\$.50
twenty (20) or more	\$.70

Mentor Program

Effective January 1, 2020, any secretary who is assigned to serve as a mentor shall be given a stipend of \$600 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

Fringe Benefits

Income Protection and Annuities

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

Insurance

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

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

Severance Benefits

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

A. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Vacation days earned in the current year shall also be paid to full-time employees. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave and unused vacation days.

B. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section A.

1. As used in this section, "retirement" shall be defined as resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.
2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of experience, is age fifty-five (55), and has been participating in the group health and life insurance program for at least the last five (5) years, the employee, by paying one hundred percent (100%) of the annual premium until age sixty (60), and by paying \$1,250 less than one hundred percent (100%) of the annual premium until age sixty-five (65), may continue in the group insurance plan until age sixty-five (65).

Also, this benefit will be discontinued if the retired secretary becomes employed on a full-time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies, or becomes totally permanently disabled while employed by the Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.

5. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.

Change in Support Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy 3413S.

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one hour's notice. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Absences and Leaves Personal/Family Illness Absence Full-time Secretaries

Full-time secretaries will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 215 days as personal illness days.

School-year Secretaries

- A. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 150 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

All Secretaries

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

Family Illness Leave

- A. As used in this section, "immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.
- B. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use ten (10) or less days of personal illness to provide such care. This is in addition to family illness provisions already provided.

Job-Related Injury

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

Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

Personal Leave

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

If an employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor. If a secretary does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

Secretarial/Business Personal Leave - Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

For less than twelve (12) month secretaries, except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar, unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

For twelve (12) month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

Attendance Incentive Program

For the purpose of this attendance incentive program, the year will run from January 1st through December 31st.

During the month of January, any secretary who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any employee who is absent for any reason for five (5) or less days throughout the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

Bereavement

Each regular classified employee shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death. Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

When requested, additional bereavement day(s) with or without pay may be granted by the Superintendent or designee.

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two (2) hours for an absence, to attend the funeral of a close friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

Military Leave

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay s/he shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

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

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

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

Health Leave – Procedure

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

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

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

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

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

Jury and Witness Duty Pay

A. Jury Duty

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

B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of wages. For cases involving extended absence to witness, the Superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations related litigation involving the employer of any other school employer, unless the employer subpoenas

the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Parental Leave

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

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

Adoptive Leave

An employee who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date the child is physically turned over to the employee for the employee's care and legal custody.

Holidays and Vacations

Definitions

- A. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve (12) month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

Holidays

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

- A. Full-time employees shall be paid for the following holidays, when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two (2) days	(See Sec. A.1.)
Martin Luther King Jr. Day	
Presidents' Day	(See Sec. A.4.)
Memorial Day	
Independence Day - two (2) days	(See Sec. A.2.)
Labor Day	
Thanksgiving - two (2) days	(See Sec. A.3.)
Christmas - two (2) days	(See Sec. A.1.)

1. During the winter break (when schools are closed) four (4) days will be allowed as follows:

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

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

B. School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - one (1) day (if celebrated on a weekend, it will be paid holiday on the Friday preceding or the Monday following.

Vacations

- A. A full-time employee, who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay **during** the calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. **Vacation benefit may not be utilized prior to accrual and approval from Administrator.**
- B. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**

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

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.

When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. A school-year employee will not be entitled to paid vacation days.

Revised 3/28/17
Revised 5/23/17
Revised 7/25/17
Revised 12/12/17
Revised 2/17/18
Revised 5/8/18
Revised 11/13/18
Revised 12/18/18
Revised 3/12/19
Revised 12/10/19
Revised 1/14/20
Revised 11/24/20

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYMENT OF SUPPORT STAFF
Code	po3120.01S
Status	
Adopted	November 22, 2016
Last Revised	March 28, 2017
Last Reviewed	March 9, 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.

© Neola 2004

Legal I.C. 20-26-5-4, 20-26-9-12, 35-44-1-3, 36-8-12-10.5
20 U.S.C. 6319

Elkhart Community Schools New Course Proposal for 2020-2021

Proposals for new courses submitted 3 semesters prior to implementation.

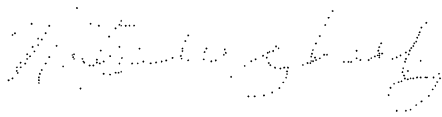
State Title	<p>Mysteries in History: Cracking History's Cold Cases</p> <p>The course would focus on events in history that have no real answer such as:</p> <ul style="list-style-type: none"> ● Lost colony of Roanoke ● The disappearance of Amelia Earhart Plane ● Death of Meriwether Lewis <p><u>State Course Titles and Descriptions.</u></p>
Course Description	<p>This course is designed to give students the opportunity to look at events from the past like a detective and use primary source documents to draw connections and conclusions to come up with an outcome to an event. Students will use critical thinking and problem solving techniques to come to their conclusion and present their findings to class in multiple ways such as creating a documentary, creating a children's book, etc.</p> <p><u>Central High School Course Description Guide</u> <u>Memorial High School Course Description Guide</u> <u>Elkhart Area Career Center Program Descriptions</u></p>
Grade Levels	8th Grade - focus on Unsolved cases in United States History but could be adapted for 6th, 7th, or even high school
Pathway	
Length of Course	1 minimester or semester
Prerequisites	None

Additional Required Information:

Resources	No additional resources will be necessary for the implementation of the course curriculum. We will use Canvas, google, and google docs., slides, pages, etc. .
Additional cost?	No additional cost
Rationale for the course	As we look to fill additional elective offerings for our middle school students, this course offers not only additional enrichment with the social studies standards, but also provides enrichment connected with our language arts and math standards.
How does this course fit into your department's and your school's total program?	This course is an elective option for 8th grade students that are looking for additional elective options in their schedule.
Anticipated number of students	1 section 25 - 30 students

Elkhart Community Schools New Course Proposal for 2020-2021

What courses might this replace in their schedules?	This course will not replace any courses. This course will give students an additional elective option.
Name of person on staff licensed to teach this course	Social Studies teachers

Teacher Signature  Date: 2/27/21

Department Chair Date:

Guidance Chair Date:

Principal or Assistant Principal  Date: 2/26/21

Checklist and Timeline: These dates are the "ideal" and

Task	Completed?
------	------------



BUSINESS OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVE THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: KEVIN SCOTT

DATE: 3/09/2021

SUBJECT: PROJECT FINANCING RESOLUTION

As ECS embarks on the capstone project related to moving to one high school, the Board of School Trustees is requested to take action on the attached resolution. The project includes site and vehicular circulation improvements, a new bus parking area, an above ground fuel storage facility, and improvements to the transportation department building.

A copy of the eighth amendment to the lease is available for inspection in the business office upon request.

Public notice of Board action will appear in the newspaper and a public hearing will be held for the project at the regularly scheduled public Board meeting on April 13, 2021.

Please contact me if you have questions.

Respectfully,

Kevin Scott
Chief Financial Officer

**RESOLUTIONS OF THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART
COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, TAKING ACTIONS
REGARDING A PROPOSED EIGHTH AMENDMENT TO LEASE AND APPROVING
THE ISSUANCE OF BONDS BY THE ELKHART COMMUNITY SCHOOL BUILDING
CORPORATION AND MATTERS RELATED THERETO**

(2021 HIGH SCHOOL CAMPUS FACILITY IMPROVEMENT PROJECT)

WHEREAS, the Elkhart Community Schools, Elkhart County, Indiana (the “School Corporation”), operates as a public school corporation under the provisions of Indiana Code 20-26, as amended; and

WHEREAS, the Board of School Trustees of the School Corporation (the “Board”) now finds that a need exists for all or a portion of (a) certain facility improvement and equipping projects at the Elkhart High School Campus, including, but not limited to, several site and vehicular circulation improvements, installation of an above ground fuel storage facility and area, and the expansion of the existing transportation office area, (b) miscellaneous facility improvement and/or equipping projects at any of the facilities operated by the School Corporation, and (c) projects related to any of the projects identified in clauses (a) or (b) (clauses (a) through and including (c), collectively, the “2021 High School Campus Facility Improvement Project”), and the School Corporation cannot provide the necessary funds to pay the costs of such facilities to meet such needs; and

WHEREAS, the Elkhart Community School Building Corporation (the “Building Corporation”) was incorporated to assist the School Corporation in financing, from time to time, the construction and renovation of school facilities to be operated by the School Corporation, including the 2021 High School Campus Facility Improvement Project; and

WHEREAS, it is deemed desirable to proceed with the necessary negotiations and all other steps looking toward the completion of the 2021 High School Campus Facility Improvement Project; and

WHEREAS, there have been prepared drawings, plans, specifications and estimates for the costs of the 2021 High School Campus Facility Improvement Project; and

WHEREAS, said drawings, plans and specifications will be submitted to the agencies designated by law to pass on plans and specifications for such buildings, and the estimates for the costs of the 2021 High School Campus Facility Improvement Project have been submitted to and now meet with the approval of this Board; and

WHEREAS, it now appears to this Board that said drawings, plans, specifications and estimates provide for necessary school facilities; and

WHEREAS, the Board now desires, to the extent permitted by law, to take all of the necessary steps to enter into a lease with the Building Corporation for all or any portion of the facilities operated or to be operated by the School Corporation, pursuant to which the Building Corporation and the School Corporation will finance all or any portion of the 2021 High School Campus Facility Improvement Project; and

WHEREAS, the School Corporation has previously entered, or anticipates entering, into a Lease, dated as of February 24, 1998 (the “Original Lease”), as amended and supplemented by an Addendum to Lease, dated as of May 5, 1998 (the “Addendum to Lease”), a First Amendment to Lease, dated as of October 1, 2003 (the “First Amendment to Lease”), a Second Amendment to Lease, dated as of April 23, 2013 (the “Second Amendment to Lease”), an Addendum to Second Amendment to Lease, dated as of May 1, 2013 (the “Addendum to Second Amendment to Lease”), a Third Amendment to Lease, dated as of April 10, 2018 (the “Third Amendment to Lease”), an Addendum to Third Amendment to Lease, dated as of December 1, 2018 (the “Addendum to Third Amendment to Lease”), a Fourth Amendment to Lease, dated as of April 9, 2019 (the “Fourth Amendment to Lease”), an Addendum to Fourth Amendment to Lease, dated as of June 1, 2019 (the “Addendum to Fourth Amendment to Lease”), a Fifth Amendment to Lease, anticipated to be dated as of March 24, 2020 (the “Fifth Amendment to Lease”), an Addendum to Fifth Amendment to Lease, dated as of May 15, 2020 (the “Addendum to Fifth Amendment to Lease”), a Sixth Amendment to Lease, dated as of March 24, 2020 (the “Sixth Amendment to Lease”), an Addendum to Sixth Amendment to Lease, dated as of October 15, 2020 (the “Addendum to Sixth Amendment to Lease”), and a Seventh Amendment to Lease, dated as of October 15, 2020 (the “Seventh Amendment to Lease”) (the Original Lease, as amended by the First Addendum to Lease, the First Amendment to Lease, the Second Amendment to Lease, the Addendum to Second Amendment Lease, the Third Amendment to Lease, the Addendum to Third Amendment to Lease, the Fourth Amendment to Lease, the Addendum to Fourth Amendment to Lease, the Fifth Amendment to Lease, the Addendum to Fifth Amendment to Lease, the Sixth Amendment to Lease, the Addendum to Sixth Amendment to Lease and the Seventh Amendment to Lease, the “Lease”), each of which is by and between the Building Corporation (as assignee of the Elkhart Community Schools Building Corporation), as lessor, and the School Corporation, as lessee; and

WHEREAS, there has been prepared and previously submitted to the members of the Board a proposed form of an eighth amendment to the Lease and related addenda (the “Eighth Amendment to Lease”) by and between the Building Corporation, as lessor, and the School Corporation, as lessee, for the lease of all or any portion of the premises subject to the Lease (collectively, the “Premises”); and

WHEREAS, pursuant to Indiana Code §20-26-7-37, as amended, if this Board proposes to construct, repair or alter a school building at a cost of more than One Million Dollars (\$1,000,000.00) that would be financed by a lease agreement, issuing bonds or any other available method, it must hold a public hearing at which explanations of the potential value of the proposed project to the School Corporation and the community shall be given, and at which interested parties may present testimony and ask questions; and

WHEREAS, the Board expects to pay for certain costs of the 2021 High School Campus Facility Improvement Project (collectively, the “Expenditures”) prior to the issuance of the 2021 High School Campus Facility Improvement Bonds (as hereinafter defined), and to reimburse the Expenditures with the proceeds received by the School Corporation upon the issuance of the 2021 High School Campus Facility Improvement Bonds; and

WHEREAS, the Board desires to declare its intent to reimburse the Expenditures pursuant to Treas. Reg. §1.150-2 and Indiana Code §5-1-14-6(c), each as amended, with all or a portion of the proceeds of the 2021 High School Campus Facility Improvement Bonds; and

WHEREAS, in accordance with Indiana Code §6-1.1-20-0.5, as amended, the Board desires to determine that to the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2021 High School Campus Facility Improvement Project, the Board pledges to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES OF THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA, that:

Section 1. Need exists for the 2021 High School Campus Facility Improvement Project, and none of the 2021 High School Campus Facility Improvement Project can be provided from any funds currently, or expected to be, available to the School Corporation, excluding any donations or gifts to be provided to the School Corporation for the 2021 High School Campus Facility Improvement Project. This Board shall proceed to take such steps as may be necessary to secure (1) the acquisition of all or any portion of the Premises by the Building Corporation not already owned by the Building Corporation, (2) the extension of the ownership by the Building Corporation of the Premises beyond the current term, (3) the reimbursement of the School Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation, (4) the payment of all costs of all or any portion of the 2021 High School Campus Facility Improvement Project and all of the costs associated therewith by the Building Corporation and the School Corporation, and (5) the continued leasing of all or any portion of the Premises by the Building Corporation to the School Corporation as provided by Indiana Code 20-47-3 and Indiana Code 20-47-4, each as amended.

Section 2. To the extent the School Corporation receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2021 High School Campus Facility Improvement Project, the Board hereby pledges in accordance with Indiana Code §6-1.1-20-0.5, as amended, to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

Section 3. It is hereby determined to be proper and in the public interest to re-approve the incorporation of the Building Corporation for the purpose of financing, constructing, renovating, expanding and equipping certain school facilities and leasing the same to the School Corporation, including the 2021 High School Campus Facility Improvement Project.

Section 4. The Board hereby re-approves the Articles of Incorporation of the Building Corporation, the Code of By-Laws of the Building Corporation and the appointment William G. Cork, David C. Bonfiglio and Dr. John Hutchings to act as the current Directors of the Building Corporation and to serve a term (unless the Director resigns, is removed or dies) of one year or until a successor is appointed and qualified.

Section 5. The 2021 High School Campus Facility Improvement Project is in the public interest of the patrons of the School Corporation and is a proper public purpose for which this Board agrees to cooperate with the Building Corporation and assist it in fulfilling the requirements of all agencies, including the federal, state and city governments.

Section 6. Pursuant to the applicable laws of the State of Indiana, the Building Corporation, being duly organized to conduct business, may (a) issue, sell and deliver its first mortgage bonds (the “2021 High School Campus Facility Improvement Bonds”) in an original aggregate principal amount not to exceed \$5,500,000 for the purpose of financing all or a portion of the 2021 High School Campus Facility Improvement Project, (b) encumber any real property or equipment acquired by it for the purpose of financing all or any portion of any of the 2021 High School Campus Facility Improvement Project and (c) enter into contracts for the sale of the 2021 High School Campus Facility Improvement Bonds and the acquisition, construction, renovation, expansion and equipping of said school facilities.

Section 7. Upon the redemption or retirement of the 2021 High School Campus Facility Improvement Bonds to be issued by the Building Corporation in connection with the financing of the 2021 High School Campus Facility Improvement Project, the School Corporation will accept from the Building Corporation the Premises free and clear of all liens and encumbrances thereon.

Section 8. The School Corporation shall apply the proceeds received by the School Corporation from the sale of all or any portion of the Premises to the Building Corporation, the reimbursement from the Building Corporation for improvements made by the School Corporation to the Premises since the Premises have been owned by the Building Corporation and/or the payment to the School Corporation for the extension of the ownership of the Premises by the Building Corporation to the costs of all or a portion of the 2021 High School Campus Facility Improvement Project not funded by the Building Corporation.

Section 9. The terms and conditions of the proposed form of the Eighth Amendment to Lease and the plans, drawings, specifications and estimates of each of the 2021 High School Campus Facility Improvement Project are approved and agreed to as the basis for a hearing as required by law, and such hearing shall be held by this Board upon the necessity for the execution of the Eighth Amendment to Lease and whether the lease rentals provided therein is a fair and reasonable rental for all or any portion of the Premises prior to the final determination of such questions so that this Board may determine whether to execute the Eighth Amendment to Lease as now written or as modified hereafter by agreement of the parties prior to execution, and the President of the Board is hereby authorized to call said hearing to be held on April 13, 2021, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent of the School Corporation (the “Superintendent”) or the Chief Financial Officer of the School Corporation (the “Chief Financial Officer”).

Section 10. Pursuant to Indiana Code §20-26-7-37, as amended, the Board authorizes the holding of a public hearing on April 13, 2021, at 7:00 p.m., local time, in the J.C. Rice Educational Services Center, which is located at 2720 California Road, Elkhart, Indiana 46514, or at such other date, time and location as determined by the Superintendent or the Chief Financial Officer, at which explanations of the potential value of each of the 2021 High School Campus Facility Improvement Project to the School Corporation and the community shall be given, and at which interested parties may present testimony and questions.

Section 11. The Board hereby declares its official intent that, to the extent permitted by law, to execute the Eighth Amendment to Lease with the Building Corporation, to request the Building Corporation to issue the 2021 High School Campus Facility Improvement Bonds, in

one or more series or issues, each in the original aggregate principal amount not to exceed the aggregate amount set forth above, and to reimburse costs of the respective 2021 High School Campus Facility Improvement Project consisting of the Expenditures from a portion of the proceeds of the sale of the 2021 High School Campus Facility Improvement Bonds.

Section 12. Any officer of the School Corporation, the Superintendent, the General Counsel of the School Corporation or the Chief Financial Officer be, and hereby is, authorized, empowered and directed, on behalf of the School Corporation to publish notices of said public hearings and to take any other action as such officer deems necessary or desirable to effectuate the foregoing resolutions, and any such publication or other actions heretofore made or taken be, and hereby are, ratified and approved.

PASSED AND ADOPTED this 9th day of March, 2021.

BOARD OF SCHOOL TRUSTEES OF
THE ELKHART COMMUNITY SCHOOLS, ELKHART COUNTY, INDIANA

AYE

NAY

ATTEST:

Secretary of the Board of School Trustees