

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, October 12, 2021

Time: 5:30 p.m.

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

- (2) For discussion of strategy with respect to any of the following:
 - (A) Collective bargaining.
 - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
- (6) With respect to any individual over whom the governing body has jurisdiction.

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



Superintendent of Schools

Posted and Mailed via U. S. Mail,
postpaid, to School Attorney and
News Media on Wednesday,
October 6, 2021 and electronically
delivered to Board Members
on Thursday, October 7, 2021.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

October 12, 2021

CALENDAR

Oct	12	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Oct	12	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	26	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Nov	9	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	9	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. MOMENT OF PRIDE – Elkhart High School
- E. CONSENT ITEMS:
 - Minutes – September 28, 2021 – Public Work Session
 - Minutes – September 28, 2021 – Regular Board Meeting
 - Minutes – September 30, 2021 – Public Work Session
 - Claims
 - Gift Acceptance
 - Fundraiser
 - Conference Leave Requests
 - Confirmation Agreement Related to Compensation
 - Personnel Report

F. OLD BUSINESS

COVID Update

Renovation Project – the Business Offices requests approval to undertake the Hawthorne elementary school renovation project.

G. NEW BUSINESS

Board Policy 3422.08S – Paraprofessional Compensation Plan – The Administration presents proposed revisions and asks to waive 2nd reading of Board Policy 3422.08S – Paraprofessionals’ Compensation Plan.

Elkhart Area Career Center Agreements – The administration recommends Board approval of the Elkhart Area Career Center agreements with its feeder schools.

Public Hearing on the 2022 Budget, 2022 Capital Projects Plan and 2022 School Bus Replacement Plan

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

September 28, 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 Troy E. Scott	Babette S. Boling Kellie L. Mullins Anne M. VonDerVellen Douglas K. Weaver
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Roll Call

ECS Staff Present:	Mindy Higginson Kevin Scott Denise Seger Brad Sheppard	Steve Thalheimer Doug Thorne Beth Williams
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The Board was presented a 2022 budget draft review by Kevin Scott, Chief
Financial Officer.

Topics
Discussed

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

Adjournment

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Babette S. Boling, Member

Dacey S. Davis, Vice President

Kellie L. Mullins, Member

Troy E. Scott, Secretary

Anne M. VonDerVellen, Member

Douglas K. Weaver, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

September 28, 2021

<p>J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.</p>	<p>Place/Time</p>												
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members</td> <td style="width: 33%;">Roscoe L. Enfield, Jr.</td> <td style="width: 33%;">Babette S. Boling</td> </tr> <tr> <td>Present:</td> <td>Dacey S. Davis</td> <td>Kellie L. Mullins</td> </tr> <tr> <td></td> <td>Troy E. Scott</td> <td>Anne M. VonDerVellen</td> </tr> <tr> <td></td> <td></td> <td>Douglas K. Weaver</td> </tr> </table>	Board Members	Roscoe L. Enfield, Jr.	Babette S. Boling	Present:	Dacey S. Davis	Kellie L. Mullins		Troy E. Scott	Anne M. VonDerVellen			Douglas K. Weaver	<p>Roll Call</p>
Board Members	Roscoe L. Enfield, Jr.	Babette S. Boling											
Present:	Dacey S. Davis	Kellie L. Mullins											
	Troy E. Scott	Anne M. VonDerVellen											
		Douglas K. Weaver											
<p>President of the Board, Rocky Enfield, called the regular meeting of the Board of School Trustees to order.</p>	<p>Call to Order</p>												
<p>Board member, Doug Weaver, recited the Elkhart Promise.</p>	<p>The Elkhart Promise</p>												
<p>Mr. Enfield discussed the invitation to speak protocol.</p>	<p></p>												
<p>Dr. Brad Sheppard, Assistant Superintendent of Instruction, introduced Dan Burton, Pierre Moran music instructor, and Mike Kamphuis of Conn Selmer. Mr. Burton had contacted Conn Selmer regarding the unique needs of a music student with a disability who plays a baritone. Mr. Kamphuis presented the instrument and discussed the modification process used to build a baritone to accommodate the student’s needs. Conn Selmer provided the instrument for the same cost as a standard one. Dr. Mindy Higginson, Director of Elementary Instruction, reported on current discussions regarding a Fischhoff music program.</p>	<p>Moment of Pride</p>												
<p>By unanimous action the Board approved the following consent items:</p>	<p>Consent Items</p>												
<p style="padding-left: 40px;">Minutes – September 14, 2021 – Public Work Session Minutes – September 14, 2021 – Regular Board Meeting</p>	<p>Minutes</p>												
<p style="padding-left: 40px;">Payment of claims totaling \$12,974,293.14 as shown on the September 28, 2021, claims listing. (Codified File 2122-34)</p>	<p>Payment of Claims</p>												
<p style="padding-left: 40px;">The following donation was made to Elkhart Community Schools (ECS): Donation of a year’s worth of Ramsey Education Personal Finance Curriculum (valued at \$3,500) from Brian and Laurie Smith for teachers and students to utilize.</p>	<p>Gift Acceptance</p>												
<p style="padding-left: 40px;">Proposed school fundraisers in accordance with Board policy. (Codified File 2122-35)</p>	<p>Fundraisers</p>												

<p>Extra-curricular Purchase Request: A Dell Latitude 5200 Laptop Computer to produce the Yearbook for Elkhart High School in the amount of \$1,462.78.</p>	<p>Extra-Curricular Purchase</p>
<p>Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 28, 2021 listings. (Codified File 2122-36)</p>	<p>Conference Leave Requests</p>
<p></p>	<p>Personnel Report</p>
<p>Employment of the following two (2) certified staff members for the 2021-2022 school year, effective on dates indicated: Ross Weckesser – music at Arts & Communication, 9/14/21 Ryan Wixon – physical education at Health & Safety, 10/7/21</p>	<p>Certified Employment</p>
<p>Resignation of the following two (2) certified staff members effective on dates indicated: Jacquelyn Babb – physical ed. at Pierre Moran, 10/1/21 Itanya Coon-Kauffman – science at Pierre Moran, 10/19/21</p>	<p>Certified Resignations</p>
<p>Retirement of certified staff member, Tamara Obendorf, coordinator at Pace, effective 12/22/21 with 32 years of service.</p>	<p>Certified Retirement</p>
<p>Leave for the following two (2) certified staff members on dates indicated: Whitney Grandison Alexander – intervention at Roosevelt, beginning 10/26/21 and ending 5/27/22 Caddabra Bernard Brown – psychologist at Exceptional Learner, beginning 9/1/21 and ending 5/27/22</p>	<p>Certified Leave</p>
<p>Rescission of resignation of certified staff member, Serena Utterback, grade 3 at Roosevelt.</p>	<p>Rescinded Resignation</p>
<p>Employment of the following eleven (11) classified employees, effective on dates indicated: Shelli Baker - promotions manager at WVPE, 9/27/21 Megan Boutsomsky - secretary at EHS, 9/27/21 Chaicee Jacobs - secretary at Pierre Moran, 9/27/21 Amanda Clayborn - LPN at Woodland, 9/27/21 Karen Cross - secretary at Pierre Moran, 9/27/21 Heather Erlacher - secretary at EHS, 9/20/21 Brandon Miller - support technician at Tech Services, 9/13/21 Natalia Shelestun - food service at EHS, 9/27/21 Brittany Stewart - secretary at Mary Daly, 9/27/21 Hailey Wichman - support technician at Tech Services, 9/20/21 Crystal Zullo - secretary at PRIDE Academy, 9/27/21</p>	<p>Classified Employment</p>

<p>Retirement of the following two (2) classified employees, effective on dates indicated, with years of service in parentheses: Laura Homan – secretary at Freshman Division, 9/30/21 (22) Eluvia Leeling – paraprofessional at West Side, 12/22/21 (34)</p>	<p>Classified Retirement</p>
<p>Resignation of the following ten (10) classified employees, effective on dates indicated: Juanita Bruncz - food service at Cleveland, 9/2/21 Shawn Burton - bus driver at Transportation, 9/8/21 Nikolas Dandino - mechanic at Transportation, 9/24/21 Estrella Diaz - secretary at West Side, 9/24/21 Shannon Hicks - route/driver coordinator at Transportation, 9/24/21 Alicia Hood - food service at Monger, 9/9/21 Emily Lewandowski - social worker at Monger, 6/4/21 Kristen Smith - food service at Feeser, 6/3/21 Zach Storm - mechanic at Transportation, 9/20/21 Heath Wagner - HVAC at Building Services, 8/18/21</p>	<p>Classified Resignations</p>
<p>Leave for the following four (4) classified employees on dates indicated: Minnie Hutch - food services at North Side, beginning 10/7/21 and ending 10/27/21 Julia Newvine - food service at North Side, beginning 9/22/21 and ending 11/1/21 Cleve Shirley - bus driver at Transportation, beginning 9/20/21 and ending 10/20/21 Julie Weaver – paraprofessional at Cleveland, beginning 10/1/21 and ending 10/26/21</p>	<p>Classified Leave</p>
<p>Rescission of resignation for classified employee, Tiffany Fisher, food service at Osolo.</p>	<p>Rescinded Resignation</p>
<p>Superintendent Thalheimer reported COVID numbers are declining.</p>	<p>COVID update</p>
<p>By unanimous action, the Board approved proposed revisions to Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments, as presented at the September 14th regular meeting.</p>	<p>Board Policy 2623.01</p>

The Board was presented additional proposed revisions to Administrative Regulations JFC-ex1 – Notice of Suspension Pending Request for Expulsion; JFC-ex2 – form for Documenting Suspension Meeting Prior to Expulsion Request; JFC-ex3 – Principal’s Written Charge Requesting Expulsion; and JFC-su – Student Suspension Notice. Mr. Thorne noted the changes to these administrative regulation forms coincide with previous changes from the Standard of Conduct to Guidelines for a Safe Learning Community. In response to Board inquiry, Doug Thorne, District Counsel/Chief of Staff, noted the wording had been revised as requested at the September 14th regular meeting.

Administrative Regulation JFC-ex1, JFC-ex2, JFC ex3 and JFC-su

By unanimous action, the Board approved revisions to the 2021-2022 School Calendar, as presented at the September 14th regular meeting. Dr. Brad Sheppard, Assistant Superintendent of Instruction, stated the recommended make-up e-learning days will be October 21 and February 18. (Codified File 2122-37)

2021-2022 School Calendar

By unanimous action, the Board approved proposed revisions and waived second reading to Board Policy 3410.04CS – Substitute Compensation.

Board Policy 3410.04CS

Dr. Sheppard and Brandon Eakins, EACC Director, presented proposed new course offerings: Agriculture Classes: Principals of Agriculture, Precision Agriculture, Crop Management, and Capstone Course; Healthcare Classes: Principles of Healthcare, Medical Terminology, and Central Service Technician Fundamentals; and Technical Skills Development: Next Level Programs of Study. (Codified File 2122-38)

New Course Offerings

By a vote of 6 (Mullins, Boling, VanDerVellen, Scott, Davis, Enfield) to 1 (Weaver) by roll call, the Board authorized the administration to accept a grant from the Community Foundation of Elkhart County to have Solution Tree prepare a district audit. Amanda Jamison spoke on behalf of the Community Foundation and Solution Tree representatives Catherine McClemens, Director of Education, Claudia Wheatley, Education Specialist and Dr. Alex McNeece provided information regarding the audit.

Grant Request

Dr. McNeece will complete the individual comprehensive school audits and conduct focus groups and interviews with district stakeholder to include school board members, superintendent, leadership team, office staff and parents. The audits and interview will culminate in a comprehensive report reflecting the district’s priorities with recommendations for next steps. (Codified File 2122-39)

By unanimous action, the Board approved the recommendation from the business office to proceed with two elementary school renovation projects: Daly and Monger. In response to Board action, the decision whether to include Hawthorne has been postponed until the October 12th regular meeting.

Renovation Projects

By unanimous action, the Board approved the advertisement of required documents related to the 2022 Budget, CPF and Bus Replacement Plans and to hold a Public Hearing on October 12, 2021.

Permission to Advertise

The Board received a financial report from Kevin Scott, Chief Financial Officer, for the period January 1 – August 31, 2021. The Board found the report to be in order.

Financial Report

Mr. Scott stated August medical claims exceeded one million dollars. Due to high claim experience in 2021 the insurance committee conducted a Request for Proposal with the intent to avoid a potential increase with the current provider. The committee will receive final results of that effort in October.

Insurance Update

Energy and Risk Management Specialist, Todd Dowiat, reported the following updates: anticipated cost avoidance to be over two million since inception of the program; chiller shutdown should be around October 8 - 15; due to rising electrical costs, looking for savings opportunities including continue to upgrade lighting to LED; and the potential to add solar panels to our buildings.

Energy Conservation Report

Five audience members spoke representing both sides of the mask mandate issue.

From the Audience

A (virtual) audience member thanked the Board and administration for all the of homecoming activities and information provided regarding the recent TikTok challenges. She also asked the Board to reconsider the mask mandate.

From the Audience

Superintendent Thalheimer thanked everyone regarding the priority audit and noted interviews will be scheduled in the near future.

From the Superintendent

Board member Doug Weaver, invited all to attend the Public Work Session scheduled for 7:00 a.m. Thursday.

From the Board

Mr. Enfield invited everyone to attend the Open House on Monday evening, October 4th at the high school, ETI building and Elkhart Area Career Center.

From the Board

The meeting adjourned at approximately 8:35 p.m.

APPROVED:

Roscoe L. Enfield, Jr., President

Dacey S. Davis, Vice President

Troy E. Scott, Secretary

Babette S. Boling, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

Douglas K. Weaver, Member

Adjournment

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

September 30, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at
7:00 a.m.

Place/Time

Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Troy E. Scott	Babette S. Boling Anne M. VonDerVellen Douglas K. Weaver
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Roll Call

Absent:	Kellie L. Mullins
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ECS Staff Present:	Kevin Scott Denise Seger	Steve Thalheimer Doug Thorne
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The Board discussed various COVID protocols and procedures.

Topics
Discussed
Adjournment

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

APPROVED:

Signatures

Roscoe L. Enfield, Jr., President

Babette S. Boling, Member

Dacey S. Davis, Vice President

Kellie L. Mullins, Member

Troy E. Scott, Secretary

Anne M. VonDerVellen, Member

Douglas K. Weaver, Member



WOODLAND ELEMENTARY SCHOOL

1220 COUNTY ROAD 3 • ELKHART, IN 46514

PHONE: 574-262-5578



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

**To: Board of School Trustees
Superintendent Steve Thalheimer**

From: Jon LeVan

Date: 10/01/2021

Subject: Gift Acceptance

Woodland has received a check in the amount of \$10,000 for the use of purchasing playground equipment.

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:

Elaine Marohn
4004 Timber CV
Elkhart, IN 46514

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
EHS - Boys Basketball	Online donation platform that's students will send to friends and family. These funds will be used for shirts, travel, hoodies, snacks and summer ball.	11/10/2021 - 12/10/2021	9/30/2021	Kyle Sears
EACC and EHS - FFA	Fall festival hosting a haunted hayride/trail at ACCELL. The funds collected will pay for the fall festival and the remaining will be donated to the community pantry.	10/16/2021	10/5/2021	Brenda Mueller
EHS - Sigma Beta Upsilon	Selling ribbons to be worn on clothes or in hair. Funds will be donated to Cancer Resources for Elkhart County.	10/26/2021 - 10/30/2021	10/5/2021	Janie Boyden
EHS - Class of 2022	Seniors representatives will collect donations in the stands at the home football game against New Prairie to donate to the fight against breast cancer.	10/15/2021	10/5/2021	Jeff Miller
	Please note the following fundraisers are presented for confirmation only.			

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: October 5, 2021
 TO: Dr. Steve Thalheimer
 FROM: Brandon Eakins *BE*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 October 12, 2021 - Board of School Trustees Meeting**


2021-2022 CONFERENCES	EXPENSES	SUBSTITUTE
<p>NCHSE - National Health Science Conference</p> <p>This conference will give new ideas to lesson plans, student engagement, and many other things. It provides many hands on learning opportunities as well as a host of curriculum building ideas. This information will be shared with other staff members in PLC meetings.</p> <p align="center">Cincinnati, OH</p> <p>October 27 - 29, 2021</p> <p>Angela Gortney (0-0) Scott Sassaman (0-0) Joleen Smith (0-0) Loreena Storer (0-0) Nancy Whittaker (0-0) Michele Zachary (0-0))</p> <p>Program/Industry Specific</p>	<p>\$5,641.39</p>	<p>\$0.00</p>
TOTAL	\$5,641.39	\$0.00
2021-22 YEAR-TO-DATE PERKINS FUNDS	\$2,778.55	\$0.00
GRAND TOTAL	\$8,419.94	\$0.00

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: October 7, 2021

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard 

RE: **Conference Leave Requests**
October 12, 2021 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2021 - 2022 CONFERENCES	EXPENSES	SUBSTITUTE
<p>INDIANA LIBRARY FEDERATION (ILF) CONFERENCE</p> <p>This conference provides opportunities for collaboration on literacy engagement for school, public and academic librarians across the state of Indiana. The goal is to increase the partnerships with our public and academic partners to keep students connected with resources and partner with universities to provide access to college libraries to promote college and career readiness for our students. In addition, we will have opportunities through this conference to work with our public libraries to make connections for summer reading and read aloud opportunities through Indiana Read Alouds Too Good to Miss, Young Hoosier Book Awards, and Eliot Rosewater Book Awards to decrease "summer slide" for students and increase access to and engagement with reading materials for all students.</p> <p>Indianapolis, IN <i>*Attendance is subject to local health guidelines*</i></p> <p>November 15 - 17, 2021 (3 day's absence)</p> <p style="padding-left: 40px;">MAUREEN MEAGHER - WEST SIDE (0-0)</p> <p style="padding-left: 40px;">CHERI PUETZ - PIERRE MORAN (0-0)</p> <p style="padding-left: 40px;">LINDSEY WALTERS - BECK (0-0)</p>	<p align="center">\$2,740.80</p> <p><i>Title II, Part A, FY20</i></p> <p><i>Title II, Part A, FY20</i></p> <p><i>Title II, Part A, FY20</i></p>	<p align="center">\$285.00</p> <p><i>Title II, Part A, FY20</i></p> <p><i>Title II, Part A, FY20</i></p> <p><i>Title II, Part A, FY20</i></p>
<p>INDIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS</p> <p>IASBO offers programs on human resources and other related items to staffing, benefits and compliance. Hiring highly qualified personnel helps improve the quality of instruction.</p> <p>Fort Wayne, IN <i>*Attendance is subject to local health guidelines*</i></p> <p>NOVEMBER 17 - 19, 2021 (3 day's absence)</p> <p style="padding-left: 40px;">DENISE SEGER - ECS (0-0)</p>	<p align="center">\$886.72</p> <p><i>Operations Fund</i></p>	<p align="center">\$0.00</p> <p align="center"><i>N/A</i></p>
	<p align="right">\$3,627.52</p>	<p align="right">\$285.00</p>
	<p align="right">2021 YEAR-TO-DATE EDUCATION FUNDS</p>	<p align="right">\$1,520.00</p>
	<p align="right">2022 YEAR-TO-DATE EDUCATION FUNDS</p>	<p align="right">\$0.00</p>
	<p align="right">2021 YEAR-TO-DATE OTHER FUNDS</p>	<p align="right">\$3,325.00</p>
	<p align="right">2021 YEAR-TO-DATE ADJUSTMENTS</p>	<p align="right">\$0.00</p>
	<p align="right">2022 YEAR-TO-DATE OTHER FUNDS</p>	<p align="right">\$0.00</p>
	<p align="right">2022 YEAR-TO-DATE ADJUSTMENTS</p>	<p align="right">\$0.00</p>
<p align="right">GRAND TOTAL</p>	<p align="right">\$108,205.91</p>	<p align="right">\$4,845.00</p>

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



TO: DR. STEVEN THALHEIMER
FROM: DR. DENISE SEGER
DATE: OCTOBER 12, 2021

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

ReMella Coffey

Hawthorne/Grade 2

Paige Walters

Beck/Speech Pathologist

- b. **Agreement** – We recommend the approval of an agreement regarding retention.

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

Jennifer Andrews

Elkhart High School/Language Arts

- d. **Leave** – We recommend the approval of an unpaid leave for the following employee:

Julia Johnson

Begin: 10/4/21

Hawthorne/Music

End: 5/27/22

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

Victoria Culp

Began: 1/6/14

Eastwood/Grade 1

Resign: 10/29/21

Elizabeth DeMeester

Began: 8/14/18

Hawthorne/Grade 3

Resign: 10/22/21

Anna Miller

Began: 8/31/20

North Side/Science

Resign: 10/8/21

R Charles Ross

Began: 8/30/21

EHS ETI/Science

Resign: 10/8/21

CLASSIFIED

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

Amy Anderson
Began: 8/16/21

Bristol / Eastwood/Custodian
PE: 10/11/21

Michaela Butcher
Began: 8/9/21

Exceptional Learners/Psychologist
PE: 10/4/21

Dannae Brenneman
Began: 6/2/21

Transportation/Bus Driver
PE: 10/8/21

Laura Christensen
Began: 8/9/21

Roosevelt/Social Worker
PE: 10/4/21

Heather Dills
Began: 8/9/21

Pierre Moran/ Social Worker
PE: 10/4/21

Denise Finn
Began: 8/16/21

Transportation/Bus Driver
PE: 10/6/21

Molly Gannaway
Began: 8/16/21

Mary Beck/Paraprofessional
PE: 10/6/21

Kelli Garner
Began: 8/16/21

Hawthorne/Paraprofessional
PE: 10/6/21

Courtney Gray
Began: 8/11/21

Feeser/Food Service
PE: 10/5/21

Betty Jackson
Began: 8/9/21

Hawthorne/Food Service
PE: 10/4/21

Kimberly Kratzer
Began: 8/9/21

West Side/Food Service
PE: 10/4/21

Shykila Lawson
Began: 8/9/21

Freshman Division/Registered Behavior Tech
PE: 10/4/21

Hannah Litka
Began: 8/18/21

Hawthorne/Paraprofessional
PE: 10/11/21



Georgia Macon
Began: 8/11/21

Hawthorne/Food Service
PE: 10/5/21

Matthew Manley
Began: 8/17/21

Pinewood/Paraprofessional
PE: 10/11/21

Rebecca Manns
Began: 8/9/21

North Side/Social Worker
PE: 10/4/21

Christine Mather
Began: 8/17/21

Pierre Moran/Paraprofessional
PE: 10/11/21

Yvonne McCoy
Began: 8/9/21

Elkhart High School/Food Service
PE: 10/4/21

Patrick Pinkerton
Began: 8/10/21

Commissary/Food Service Truck Driver
PE: 10/4/21

Allyn Pizana Alvarado
Began: 8/11/21

Freshman Division/Secretary
PE: 10/5/21

Amanda Rohrer
Began: 8/16/21

Transportation/Bus Driver
PE: 10/11/21

Miranda Quinn
Began 8/17/21

North Side/Food Service
PE: 10/11/21

Tailor Schultheis
Began: 8/5/21

Freshman Division/Campus Security
PE: 9/29/21

Teri Shreiner
Began: 8/11/21

Eastwood/Food Service
PE: 10/5/21

Shannon Stone
Began: 8/9/21

Elkhart High School/Food Service
PE: 10/4/21

Stephanie Whiteaker
Began: 8/16/21

Feeser/Food Service
PE: 10/11/21

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

Kimberly Bartolini
Began: 8/19/09

Woodland/Paraprofessional
Resign: 10/8/21



Marilyn Bender
Began: 10/3/18

Cherie Brooks
Began: 8/12/21

Vince Edwards
Began: 3/2/20

Jocelyn Gordon
Began: 8/14/17

April Kiefer
Began: 8/16/19

Derek McBride
Began: 8/27/18

Lizbeth Ponce
Began: 4/27/21

Freshman Division/Paraprofessional
Resign: 9/23/21

North Side/Paraprofessional
Resign: 10/15/21

Osolo/Custodian
Resign: 9/24/21

Elkhart High School/Food Service
Resign: 8/19/21

Food Service Admin/Catering Driver
Resign: 10/7/21

Technology/Infrastructure Coordinator
Resign: 10/8/21

Roosevelt/Paraprofessional
Resign: 10/1/21

- c. **Leave** - We recommend an unpaid leave for the following employee:

Judith Lund
Began: 9/27/21

Pinewood/Paraprofessional
End: 10/5/21



Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED PARAPROFESSIONALS' COMPENSATION PLAN
 Code po3422.08S
 Status
 Adopted December 13, 2016
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 Prior Revised Dates 11/24/2020

3422.08S - PARAPROFESSIONALS' COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for paraprofessionals to be effective January 1, 2021.

Instructional Paraprofessionals' Wage Schedule

Wage Schedule A - No B.A. or B.S. Degree in Education

Step	ECS Experience as Paraprofessional	Hourly Rate
1	0 days or more, but less than fifty-five (55) days (Probationary Rate)	9.99
2	55 days or more, but less than 1 year	10.36
3	1 year or more, but less than 2 years	10.89
4	2 years or more, but less than 3 years	11.40
5	3 years or more, but less than 4 years	11.90
6	4 years or more, but less than 5 years	12.33
7	5 years or more, but less than 6 years	12.85
8	6 years or more, but less than 7 years	13.34
9	7 years or more	13.87

Wage Schedule B - B.A. or B.S. Degree in Education

Step	ECS Experience* as Paraprofessional	Hourly Rate
	*subject to Sections A-5 and B-2	
1	0 days or more, but less than 55 days (Probationary Rate)	11.01
2	55 days or more, but less than 1 year	11.40
3	1 year or more, but less than 2 years	11.90
4	2 years or more, but less than 3 years	12.33
5	3 years or more, but less than 4 years	12.85
6	4 years or more, but less than 5 years	13.34
7	5 years or more, but less than 6 years	13.87

Wage Schedule C - Exceptional Learners (effective 2021-2022 school year)

Step	ECS Experience as Paraprofessional	Mild	ED	Intense	Intense PACE	Job Coach	Young Adult Program (YAP)	Para - Alternative Program (Elkhart Academy, Bristol, & Middle Schools)	Registered Behavior Technician (RBT)	PARA (BLV)
	B.S. or B.A. hourly differential	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
1	0 days or more, but less than 55 days (Probationary Rate)	11.01	14.00	14.00	14.00	14.00	14.00	14.54	16.00	16.00
2	55 days or more, but less than 1 year	11.40	14.45	14.45	14.45	14.45	14.45	15.29	16.45	16.45
3	1 year or more, but less than 2 years	11.90	14.90	14.90	14.90	14.90	14.90	15.96	16.90	16.90
4	2 years or more, but less than 3 years	12.33	15.35	15.35	15.35	15.35	15.35	16.68	17.35	17.35
5	3 years or more, but less than 4 years	12.85	15.80	15.80	15.80	15.80	15.80	17.63	17.80	17.80
6	4 years or more, but less than 5 years	13.34	16.25	16.25	16.25	16.25	16.25	NA	18.25	18.25
7	5 years or more, but less than 6 years	13.87	16.75	16.75	16.75	16.75	16.75	NA	18.75	18.75

Explanation of Schedules

A. Paraprofessional with no B.A. or B.S. Degree

1. An employee who does not possess by January 1 of each year a Bachelor of Arts or Bachelor of Science degree in education from an accredited four-year college or university shall be classified as a "paraprofessional" and shall be paid a wage in accordance with the Wage Schedule, pursuant to **Paraprofessionals' Wage Schedule-A** of this Policy.

2. Any paraprofessional with thirty (30) or more but less than ninety (90) semester hours credit as described in part 4 of this section shall be placed on Step 3 of the salary schedule after successful completion of probationary employment.
3. Any paraprofessional with ninety (90) or more semester hours credit as described in part 4 of this section shall be placed on Step 4 of the salary schedule after successful completion of probationary employment.
4. All semester credit hours must be a part of a regular college or university program leading to a B.A. or B.S. degree in education, and a letter of verification shall be submitted to the Director of Human Resources for approval before credit towards experience is granted.
5. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 8 or higher.
6. Director of Human Resources/Designee may place paraprofessionals in hard to fill positions (e.g. emotionally disabled, intense intervention) on steps 4 – 8 of the Paraprofessionals' Wage Schedule at their date of hire.
7. No change in wage status due to earned credit hours shall be made at any time other than January 1 of each year.
8. Paraprofessionals employed on or before January 1, 1976, who possess a B.A. or B.S. college degree in a field other than educational shall be eligible for placement on Paraprofessionals' Wage Schedule -B, Paraprofessional Wage Schedule.

B. Paraprofessional with a B.A. or B.S. Degree

1. Upon completion of a Bachelor of Arts or Bachelor of Science degree in education, a paraprofessional shall be classified, beginning January 1 of the year following completion of said degree, as a "paraprofessional" and shall be paid a wage in accordance with the Paraprofessional Wage Schedule, pursuant to Paraprofessionals' Wage Schedule-B of this Policy.
2. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 6 or higher.

C. Wage Differentials

1. Paraprofessionals assigned to duties (not already outlined in their job description) where custodial care and lifting are required shall be paid a differential of \$1.00 per hour over their existing rate.
2. Elementary library paraprofessionals and technology instructional paraprofessionals shall be paid a differential of \$1.00 per hour over their existing rate.
3. Technology instructional paraprofessionals who obtain and maintain certification prescribed by the Instructional Leadership Department shall receive an additional pay differential of \$1.00 per hour.
4. Instructional Paraprofessionals assigned to the Elkhart Academy, both secondary and elementary, shall be paid a differential of \$1.00 per hour over their existing rate.
5. Paraprofessionals, assigned by a building administrator to serve as a substitute for an absent teacher, shall be paid a differential of \$3.00 per hour over their existing hourly rate when the assignment is for a full day or half day coverage.
6. Paraprofessionals with an assigned preparation period (i.e. elementary library and technology instructional paraprofessionals), will be entitled to the current period substitution rate set forth in the Master Contract when the paraprofessional covers a teacher's class during their preparation period.

D. Paraprofessional Career Increment Schedule

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career 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 seventeen (17)	.40
seventeen (17) or more, but less than twenty (20)	.50
twenty (20) or more	.60

Paraprofessionals' 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 a company or broker approved by the Board.

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 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

Paraprofessionals 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 at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in **Paraprofessionals' 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 or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.

The requirement for consecutive years of employment is modified only under the following conditions: If a paraprofessional leaves the employment of the Elkhart Community Schools for any reason and for any period of time and then return to employment with the Elkhart Community Schools, the years of service completed prior to this break in employment will be counted toward the years of employment requirement for severance benefits, but the employee must work two additional years beyond the total number required to normally reach the years of employment requirement. For example, if a paraprofessional works for the district for eight (8) years, leaves the district's employment for one (1) year and then returns to employment, s/he must work another four (4) years in order to meet the age sixty (60) and ten (10) years of experience requirement, or nine (9) years in order to meet the age fifty-five (55) and fifteen (15) years of experience requirement. In addition, there can only be one break in employment under this exception to the consecutive years of service requirement. If there is more than one (1) break in service, the paraprofessional's prior years of service will not be counted and the consecutive service requirement will apply.

- b. A maximum of thirty-five (35) 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. When retiring, a Paraprofessional may select one of the following benefits based upon the employee's daily rate at the time of retirement:

1. Two (2) 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 Paraprofessional employee booklet.

D. Change in Paraprofessionals 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 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

A. School-year Employees

1. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. 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.

B. All Employees

1. The Elkhart Community Schools may request a doctor's approval to return to work following an illness.
2. 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.
3. 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.

Attendance Incentive Program

Beginning January 1, 2020, the following attendance incentive program will be effective for all paraprofessional employees. For the purpose of this program, the year will run from January 1st through December 31st.

During the month of January, any paraprofessional 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 during 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-grandparent, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement 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 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

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.

- 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 Human Resources from the appropriate administrator.

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

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

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

Personal Leave

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

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

Jury and Witness Duty Pay

Jury Duty

All paraprofessionals 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 case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations related litigation involving the employer of any other school employer, unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the forgoing prohibition.

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event 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 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 that the child is physically turned over to the employee for the employee's care and legal custody.

Paraprofessionals' 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. Definitions

1. 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.
2. 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.

B. Holidays

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 – two (2) days

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

Revised 1/1/17
Revised 12/12/17
Revised 10/23/18
Revised 1/8/19
Revised 12/10/19
Revised 1/14/20



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR THALHEIMER
FROM: BRANDON EAKINS *BE*
DATE: OCTOBER 5, 2020

SUBJECT: SIGNED AGREEMENTS FROM SENDING SCHOOLS

The enclosed agreements have been signed by our sending schools' superintendents and their Board members. Please include the signed agreements in the Board's packet for review and approval at the next Board meeting.

Agreements for the following sending schools are included in this packet:

- Baugo Community Schools
- Bremen Public Schools
- Concord Community Schools
- Edwardsburg Public Schools
- Goshen Community Schools
- Middlebury Community Schools
- Penn-Harris-Madison Schools
- School City of Mishawaka
- Wa-Nee Community Schools

Thank you.

Elkhart Area Career Center Agreement

THIS AGREEMENT made and entered into this 24th day of August, 2021, by and between the Elkhart Community Schools, Elkhart County, Indiana, and _____.

WHEREAS, Elkhart Community Schools has constructed a building to provide occupational training for those individuals residing within the school corporation/districts who are desirous and in need of such training, said Center being known as the Elkhart Area Career Center and

WHEREAS, _____ is desirous as a school corporation/district to participate in their students attending said Career Center,

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, the parties mutually agree as follows:

ARTICLE I. STUDENTS AUTHORIZED TO ATTEND THE CAREER CENTER

Students from participating school corporations/districts may attend the Career Center on a partial day basis at the discretion of their own participating school corporation/district, and all credits toward graduation will be issued by the said home corporation/district.

Each student attending the Career Center shall be considered a student of the participating school corporation/district for the purposes of calculating the average daily attendance for the participating school corporation/district.

ARTICLE II. ADMINISTRATIVE CONTROL

The Elkhart Area Career Center shall be under the administrative control of the Board of School Trustees, Elkhart Community Schools, Elkhart, Indiana, and said Board shall have authority and responsibility to determine all final decisions concerning the financing and the operation of the Center.

ARTICLE III. LOCAL ADVISORY BOARD FOR CAREER
AND TECHNICAL EDUCATION

A local advisory board for career and technical education shall be selected by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana, representing broad interests in career and technical education, on an interest basis similar to that of the Indiana State Advisory Board. The functions of this board shall be to provide recommendations for the operation of the Career Center and to bring these recommendations to the administration of the Career Center and the Board of School Trustees, Elkhart Community Schools. This advisory board, as nearly as possible, should represent the interests of all of the people within the area served by the Elkhart Area Career Center.

This advisory board will meet a minimum of three times each year, and the minutes of those meetings shall be e-mailed to all participating school corporations/districts and shall be available at the Elkhart Area Career Center at all times.

ARTICLE IV. TRANSPORTATION OF STUDENTS

Decisions regarding transportation of students to the Career Center shall be left to the discretion of the local Boards. No transportation of students to and from the Center will be provided by the Career Center.

ARTICLE V. BUDGET AND ACCOUNTING

The annual budget for the operation of the Career Center shall be prepared in accordance with the policies of the Indiana State Board of Accounts and the Superintendent of Public Instruction. Said budget will be developed on a total project basis and shall first be subject to the final approval by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana. Elkhart Community Schools shall maintain a separate Career and Technical Education Fund in the Fund Ledger and Ledger of Receipts, and shall observe all other accounting procedures required by the Indiana State Board of Accounts.

The Elkhart Community Schools, serving as the administering school, is entitled to recover costs incurred for administering the Elkhart Area Career Center program by multiplying their approved federal fund indirect cost rate times the Elkhart Area Career Center fiscal year current expenditures and prorating the costs in accordance with the provisions of ARTICLE IV, as a part of the total cost per student enrolled.

A copy of the projected budget shall be submitted to the participating school corporations/districts no later than February 1, for the following school year. At the end of the fiscal year, an expenditure of funds report will be submitted to each school corporation/district.

ARTICLE VI. COST TO PARTICIPATING SCHOOL CORPORATION/DISTRICT

The cost to a participating school corporation/district shall be determined in the following manner: Each participating school corporation/district will pay the net per capita cost for each of its students enrolled in the Career Center program. Said net per capita cost shall be determined on the basis of the following formula:

$$\begin{array}{l} \text{Total operating cost of program} \\ \text{Less state and federal reimbursement} \\ = \text{Net cost per student enrollment in the Career Center} \end{array}$$

Utilizing this formula, the participating school corporation/district shall be billed on a monthly basis on the estimated cost per student. The final billing shall be resolved after the reimbursement is made in July and will be based on the actual net cost per capita for the students enrolled.

Any specific fees, such as book rental or student supplies shall be the responsibility of the student.

ARTICLE VII. STUDENTS TO BE ENROLLED

The following enrollment procedures will be used:

The School Counselors of the Career Center will provide each participating school corporation/district with a list of Career & Technical Education programs to be offered during the new school year on or before January 10 of each year.

Applications for enrollment will be supplied to the participating school corporations/districts on or before February 20 and the enrollment process initiated.

On or before March 31, the participating school corporation/district shall have completed the enrollment forms and returned them to the School Counselors of the Elkhart Area Career Center.

On or before April 5, the Career Center counseling staff shall tabulate the number of applications and initiate the normal balancing procedure working with cooperating school counselors to insure reasonable and cost effective class enrollment numbers. It is understood that some variation in enrollment will take place between this spring balancing and the ADM final count; however, cooperating school agrees to have done the major portion of their screening by May 1 and only minor adjustments should occur from this point to the official ADM day.

On or before the official ADM count day for the school year of this Agreement, the participating school corporation/district does herewith enter into as a part of this contract to provide for the financial costs incurred for those student enrollees whose placement shall be determined in accordance with the procedures herewith defined for the succeeding school year.

ARTICLE VIII. EMPLOYMENT OF PERSONNEL

All personnel employed at the Elkhart Area Career Center shall be the responsibility of the Elkhart Community Schools, in accordance with licensing procedures of the State of Indiana.

ARTICLE IX. PERIOD OF AGREEMENT

This agreement shall begin on the 1st day of August, and shall continue on a fiscal year, July 1 to June 30. A new contract will be written on or before August 1 of the fiscal year.

IN WITNESS WHEREOF the parties hereto have signed this Agreement and caused their seals to be affixed and attested on the day and year indicated.

ELKHART COMMUNITY SCHOOLS _____

By _____
President of the Board

By _____
President of the Board

Superintendent of Schools

Superintendent of Schools

Attested:

Secretary of the Board

Attested:

Secretary of the Board

Date: _____

Date: _____