

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, September 14, 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,
September 8, 2021 and electronically
delivered to Board Members
on Thursday, September 9, 2021.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

September 14, 2021

CALENDAR

Sep	14	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Sep	14	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sep	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sep	28	7:00 p.m.	Regular Board Meeting, 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

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. CONSENT ITEMS:

- Minutes – August 24, 2021 – Public Work Session
- Minutes – August 24, 2021 – Regular Board Meeting
- Claims
- Gift Acceptance
- Fundraiser
- Conference Leave Request
- Personnel Report

E. OLD BUSINESS

COVID Update

Board Policy 3120.03S – Employment of Substitutes – The Administration presents proposed revisions to Board Policy 3120.03S, as initially presented at the August 10th regular meeting.

F. NEW BUSINESS

Board Policy 2623.01 - Test Administration and Security Provisions for Statewide Assessments - The Administration presents proposed revisions to Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments, for initial consideration.

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.

Administrative Regulation JFC-ex1 - Notice of Suspension Pending Request for Expulsion
- The Administration presents proposed revisions to Administrative Regulation JFC-ex1
- Notice of Suspension Pending Request for Expulsion, for initial review.

Administrative Regulation JFC-ex2 - Form for Documenting Suspension Meeting Prior to Expulsion Request - The Administration presents proposed revisions to Administrative Regulation JFC-ex2 - Form for Documenting Suspension Meeting Prior to Expulsion Request, for initial review.

Administrative Regulation JFC-ex3 - Principal's Written Charge Requesting Expulsion - The Administration presents proposed revisions to Administrative Regulation JFC-ex3 - Principal's Written Charge Requesting Expulsion, for initial review.

Administrative Regulation JFC-su - Student Suspension Notice - The Administration presents proposed revisions to Administrative Regulation JFC-su - Student Suspension Notice, for initial review.

2021-2022 School Calendar - The administration presents proposed revisions the 2021-2022 School Calendar.

New Course Offering - The administration presents a proposed new course offering for Board review -Forensic Science.

Bus Purchase - The Business Offices requests authorization to purchases busses through the State Bid List purchasing program.

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

August 24, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:30 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 Tonda Hines Denise Seger Brad Sheppard	Sarita Stevens Steve Thalheimer Doug Thorne Beth Williams
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The Board was presented a review of the Summer Programs by Dr. Higginson, Director of Elementary Instruction, Dr. Brad Sheppard, Assistant Superintendent of Instruction, Sarita Stevens, Assistant Superintendent of Student Services, Tonda Hines, 21st Century Program Manager, and Beth Williams, Director of Federal Programs.

Topics
Discussed

Dr. Denise Seger, Director of Human Resources, conducted a meeting with Nora Navarro, Manager of Elevate K-12 for Indiana, explaining the qualifications and services provided by Elevate.

The meeting adjourned at approximately 7:20 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

August 24, 2021

<p>J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:30 p.m.</p>	<p>Place/Time</p>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Board Members Present:</td> <td style="width: 33%;">Roscoe L. Enfield, Jr. Dacey S. Davis Troy E. Scott</td> <td style="width: 33%;">Babette S. Boling Kellie L. Mullins Anne M. VonDerVellen Douglas K. Weaver</td> </tr> </table>	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	<p>Roll Call</p>
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		
<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>Mr. Enfield announced two additions to the Revised Agenda: the Elevate K-12 contract, and the appointment of a liaison to the Indiana School Board Association.</p>	<p>Revised Agenda</p>			
<p>Board member, Babette Boling, recited the Elkhart Promise.</p>	<p>The Elkhart Promise</p>			
<p>Mr. Enfield discussed the invitation to speak protocol.</p>				
<p>By unanimous action the Board approved the following consent items:</p>	<p>Consent Items</p>			
<p style="padding-left: 40px;">Minutes – August 10, 2021 – Public Work Session Minutes – August 10, 2021 – Regular Board Meeting</p>	<p>Minutes</p>			
<p style="padding-left: 40px;">Payment of claims totaling \$5,846,587.46 as shown on the August 24, 2021, claims listing. (Codified File 2122-23)</p>	<p>Payment of Claims</p>			
<p style="padding-left: 40px;">The following donation was made to Elkhart Community Schools (ECS): Donation of \$2,000.00 from Mr. Robert Martin for the EHS football program.</p>	<p>Gift Acceptance</p>			
<p style="padding-left: 40px;">Proposed school fundraisers in accordance with Board policy. (Codified File 2122-24)</p>	<p>Fundraisers</p>			

Grant Submissions: Non English Speaking Program (NESP) grant from the Indiana Department of Education (IDOE) in the amount of \$803,982.56 for the District; Title I, Part A grant from the IDOE in the amount of \$3,497,617.93 for nine Title I schools: Beardsley, Beck, Daly, Hawthorne, Monger, Osolo, Roosevelt, Woodland and Pierre Moran; and Title III, Language Instruction for English Language Learners grant from the IDOE in the amount of \$243,252.00 for the District. (Codified File 2122-25)

Grant Submissions

Overnight Trip Request: 12 members of EHS girls' cross country team to the Marion Indiana Invitational meet on September 3-4, 2021.

Overnight Trip Request

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 24, 2021 listings. (Codified File 2122-26)

Conference Leave Requests

Appointment of the following three (3) administrators, effective on dates indicated:

Personnel Report

Matthew Garber - assistant principal at Hawthorne effective 8/13/21

Shawn Johnson - assistant principal at Pierre Moran, effective 8/30/21

Nicole Serge-Nemes, principal at Beardsley, effective 8/12/21

Administrative Appointments

Employment of the following ten (10) certified staff members for the 2021-2022 school year, effective on dates indicated:

Certified Employment

Roshell Bangura - grade 4 at Hawthorne, 8/17/21

Anne Bell - grade 5 at Eastwood, 8/10/21

Linda Brewer - grade 5 at Pinewood, 8/10/21

Michael Fritschi - business education at EHS Business Relations, 8/11/21

Alicia Harvill - grade 5 at Pinewood, 8/9/21

Elizabeth Hooser - art at Freshman Division, 8/16/21

Michelle Huff - intervention at St. Vincent, 8/10/21

Melissa Morey - intervention at Hawthorne, 8/9/21

Heather Rohyans - grade 1 at Daly, 8/9/21

Paul Walker - business education at EHS Business Relations, 8/9/21

Resignation of the following eleven (11) certified staff members effective on dates indicated:

- Robert Brannock - music at EHS-East, 6/3/21
- Todd Efsits - language Arts at EHS, 8/11/21
- Elizabeth Hooser - art at Freshman Division, 8/17/21
- Colleen Jones-Dubois - language arts at EHS-East, 6/3/21
- Ashley McQueen-Ghaffar - grade 4 at Roosevelt, 6/3/21
- Shanna Robinson - social studies at EHS-West, 6/3/21
- Scot Shaw - physical education at EHS-West, 6/3/21
- Linda Stofko - academic coach at ESC, 6/3/21
- Kayla Suits - intervention at Monger, 9/8/21
- Damen Ullery - grade 6 at Feeser, 9/11/21
- Haley Warstler - social studies at EHS-East, 6/3/21

Certified Resignations

Employment of the following four (4) classified employees, effective on dates indicated:

- Nina Bayes - paraprofessional at EACC, 8/16/21
- Taylor Clarkson - assistant manager at Commissary, 8/23/21
- Kimberly Noble - bus driver at Transportation, 8/24/21
- Louise Young - bus helper at Transportation, 8/24/21

Classified Employment

Resignation of the following fourteen (14) classified employees, effective on dates indicated:

- Todd Baugh - dispatcher at Transportation, 9/1/21
- Donna Bellino - paraprofessional at Woodland 6/3/21
- Amanda Fisher - paraprofessional at EHS, 6/3/21
- Eboni Frazier - bus driver at Transportation, 6/3/21
- Sharon Garcia - food service at Freshman Division, 8/11/21
- Alexis Graber - paraprofessional at Monger, 6/3/21
- Theresa Hammond - technical assistant at EACC, 6/3/21
- Tanya Mead - secretary at West Side, 6/28/21
- Joanna Pizana - bus driver at Transportation, 6/3/21
- Jamie Stitt - assistant secretary at North Side, 8/20/21
- Brittnee Taylor - food service at Commissary, 6/3/21
- Lanasha Taylor - food service at Freshman Division, 8/18/21
- Caylee Watson - registered nurse at West Side, 8/13/21
- James Wooten - paraprofessional at Feeser, 6/3/21

Classified Resignations

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

- Kristie Burk, bus driver at Transportation, beginning 8/17/21 and ending 5/30/22
- Brigid Steinhagen, paraprofessional at Feeser, beginning 8/16/21 and ending 1/7/22.

Classified Leave

The Board was presented additional revisions requested by members of the Board to Administrative Regulation INB - Procedure for Controversial Issues and Materials, as initially presented at the July 13th regular meeting and reviewed at the August 10th regular meeting.

Administrative Regulation INB

By unanimous action, the Board approved proposed revisions to Board Policy 164.4 Meeting of the Board Defined, as initially presented at the August 10 th regular meeting.	Board Policy 0164.4
By unanimous action, the Board approved proposed new Board Policy 164.5 – Member Participation in Meetings through Electronic Means of Communication, as initially presented at the August 10 th regular meeting.	Board Policy 164.5
By unanimous action, the Board approved proposed new Board Policy 164.6 – Meetings During Declared Disaster Emergencies, as initially presented at the August 10 th regular meeting.	Board Policy 164.6
By unanimous action, the Board approved proposed revisions to Board Policy 167.1 – Voting, as initially presented at the August 10 th regular meeting.	Board Policy 167.1
The Board was presented proposed revisions of Board Policy 3120.01C – Employment of Substitutes. Mr. Thorne noted the revision clarifies when a retired employee is entitled to receive a rate of pay equivalent to the current pay rate for the position than what the employee retired.	Board Policy 3120.03S
By unanimous action, the Board approved a contract with Elevate K-12, for services for the 2021-2022 school year. (Codified File 2122-27)	Elevate K-12 Contract
By a vote of 6 in favor (Scott abstained), the Board appointed Troy Scott as the Indiana School Board Association Legislative Liaison for 2021.	ISBA Legislative Liaison
By unanimous action, the Board approved the Student Fees for Curricular Materials for 2021-2022 (previously known as book rental fees). Kevin Scott, chief financial officer, noted increases in fees for elementary are driven by the addition of Math Expressions activity books along with digital access, for secondary fees the noted increases are for music for special education intense students and a statistics class. (Codified File 2122-28)	Curricular Materials Fees for 2021-2022
The Board received a financial report from Mr. Scott for the period January 1 – July 31, 2021. The Board found the report to be in order.	Financial Report
Mr. Scott stated July’s medical claim level is consistent with June’s, and while higher than last year on a year to date basis is still running better than expected cost projections.	Monthly Insurance Update
Board President, Rocky Enfield, announced an added agenda item would include discussion and a decision on a possible mask mandate. Mr. Enfield opened the floor for public comment allowing up to three minutes per speaker. Ten audience members spoke on both sides of the masking issue.	Added Agenda Item

By a vote of 4 (Boling, Scott, Davis, Enfield) -3 (Mullins, VonDerVellen, Weaver) by roll call, the Board adopted a Mask Mandate: In response to Board inquiries, Superintendent Thalheimer reported COVID positive numbers of students and staff are up from last year along with a marked increase in close contacts. In an effort to keep students in school five days per week, Dr. Thalheimer recommended the following motion: Effective Thursday, August 26, all staff, students, and visitors to all Elkhart Community Schools buildings will be required to wear masks. Masks are optional outdoors, they are not required while eating and drinking. They are still federally mandated on school buses. The motion was approved by Babette Boling and seconded by Dacey Davis. Mr. Enfield called for Board comment. Doug Weaver asked to amend the Motion to hold a Special Board Meeting be held later in the week, the Motion was seconded by Kellie Mullins. The Motion failed by a vote of 4 (Boling, Scott, Davis, Enfield) – 3 (Mullins, VonDerVellen, Weaver). Doug Weaver also asked to amend the Motion to add a 45 calendar day review, the Motion failed to receive a second. Each Board member spoke in regards to the masking issues. Mr. Weaver asked for the vote to be taken by roll call.

Mask Mandate

An audience member spoke regarding the coding class for freshman to be offered by Elevate K-12, and a previous employee’s request to teach freshman coding.

From the Audience

An audience member speak regarding the 2-mile walk zone for secondary students.

From the Audience

A bus driver question recent memo regarding the criteria for use of Personal Illness/Family Illness and Personal Business days.

From the Audience

An audience member thanked the Board and administration for school being open; questions regarding security at the Freshman Division; and her daughter’s perspective regarding being a senior, parking, advisory periods and homework.

From the Audience

A bus driver stated how terribly hot it is on the busses, especially waiting to load in the afternoon.

From the Audience

Kelly Brown, Vice President of the Elkhart Teachers’ Association, asked to recognize Nicole Serge, newly appointment Principal of Beardsley. Ms. Brown also thanked everyone for their work and consideration on some very hard topics.

From the Audience

The meeting adjourned at approximately 9:35 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



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: August 18, 2021

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval

Elkhart High School received a donation of \$1000.00 from the Jones Petrie Rafinski Corporation. 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:

Jones Petrie Rafinski Corporation
325 S. Lafayette Blvd.
South Bend IN 46601

Thank you for considering this request.

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High - Air Force JROTC IN-20162	Online email campaign based donation funds drive. Funds will be used for co-curricular equipment, materials and offset the cost of team building events, Military Ball, Bataan Death March, and travel/accommodations.	9/15/21 - 10/15/21	8/30/2021	Major Dorman
	Please note the following fundraisers are presented for confirmation only.			

<p>This event is largely focused on the school librarian, with emphasis on peer-to-peer sessions on trends and innovation and collaboration with teacher to improve student achievement through literacy, engagement, and instruction. The sessions will provide information on the future of libraries and will focus on educators and social innovators who are creating what's next for students, schools, and communities to make great leaps forward in promoting literacy for all ages.</p> <p>Salt Lake City, UT *Attendance is subject to local health guidelines*</p> <p>October 20 - 24, 2021 (3 day's absence)</p> <p>TARA WHITE - ESC (1-0)</p>		
<p>(CASE) COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION FALL CONFERENCE</p> <p>I will represent ECS on the national stage as a presenter at the National Conference in a session called "Speech-Language Pathologist and Teacher Participation in the MTSS Process: Perceived Skills Needed for Identified Challenges." I plan to bring back the knowledge I receive at the conference to inform the district level programming, structures, and procedures under the Department of Exceptional Learners.</p> <p>Little Rock, AR *Attendance is subject to local health guidelines*</p> <p>November 11 - 13, 2021 (2 day's absence)</p> <p>LINDSEY COX - ESC (2-7)</p>	\$1,705.70	\$0.00
<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 *Attendance is subject to local health guidelines*</p> <p>November 15 - 17, 2021 (3 day's absence)</p> <p>TARA WHITE - ESC (2-3)</p>	\$913.60	\$0.00
	\$8,361.73	\$190.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$24,971.81	\$1,520.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$5,095.50	\$0.00
2021 YEAR-TO-DATE OTHER FUNDS	\$74,974.46	\$3,040.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2022 YEAR-TO-DATE OTHER FUNDS	\$0.00	\$0.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
GRAND TOTAL	\$102,494.02	\$4,560.00

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: September 7, 2021
 TO: Dr. Steve Thalheimer *BE*
 FROM: Brandon Eakins
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 Sept 14, 2021 - Board of School Trustees Meeting**

2021-2022 CONFERENCES	EXPENSES	SUBSTITUTE
IACTE This conference is mandatory for a workplace specialist license Indianapolis, IN September 24 & 25 Martin Hostetler (1-0) David Heineman (0-0) Barbara Gingerich (0-0) Licensing	\$1,689.55	\$0.00
TOTAL	\$1,689.55	\$0.00
2021-22 YEAR-TO-DATE PERKINS FUNDS	\$790.00	\$0.00
GRAND TOTAL	\$2,479.55	\$0.00



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: DR. DENISE SEGER
DATE: SEPTEMBER 14, 2021

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective August 23, 2021:

Machelle Seese	Beardsley/Assistant Principal
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- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2021-22 school year:

Katrina Barhydt	Elkhart Academy/Counselor
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Elizabeth Davidson	ESC/Technology Integrator
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John DeShone	EHS Business Relations/Math
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Maureen Meagher	West Side/Media
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Amber Revior	Freshman Division/Math
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Kimberly Ross	West Side/Art
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R Charles Ross	EHS ETI/Science
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Clarence Thomas	Freshman Division/Social Studies
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Kaitlyn Vosburg	EHS Human Services/Language Arts
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Jesse Wyatt	Freshman Division/Physical Education
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Jacob Yant	EHS Business/Language Arts
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- c. **Resignation** – We report the resignation of the following employees:

Matthew Jerlecki Began: 8/3/20	Pierre Moran/Instructional Coach Resign: 9/10/21
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Trista McIntosh
Began: 8/14/18

Roosevelt/Grade 2
Resign: 8/20/21

Matthew Nusbaum
Began: 8/13/07

Osolo/Grade 5
Resign: 9/14/21

Serena Utterback
Began: 8/14/18

Roosevelt/Grade 3
Resign: 10/7/21

Kristi Zentz
Began: 4/8/19

Roosevelt/Grade 1
Resign: 9/17/21

CLASSIFIED

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

Catherine Boudreau
Began: 5/10/21

Elkhart High School/Food Service
PE: 8/31/21

Roxan Guggenmos
Began: 5/10/21

North Side/Registered Nurse
PE: 9/8/21

Lizbeth Ponce
Began: 4/27/21

Roosevelt/Paraprofessional
PE: 8/30/21

Amanda Sanders
Began: 5/10/21

Cleveland/Food Service
PE: 8/31/21

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

Carol Kunst
Began: 8/31/94

Cleveland/Secretary
Retire: 1/31/22
27 Years of Service

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

Elizabeth Fair
Began: 8/15/19

Eastwood/Food Service
Resign: 9/6/21

Tiffany Fisher
Began: 10/22/18

Osolo/Food Service
Resign: 9/17/21



Ashlee Haugh
Began: 11/11/20

Elkhart Academy/Paraprofessional
Resign: 8/16/21

Queen Idewu
Began: 1/17/19

Cleveland/Food Service
Resign: 8/18/21

Shirley Kelley
Began: 8/16/18

Osolo/Food Service
Resign: 9/17/21

Deanna Kohr
Began: 8/16/19

Transportation/Bus Driver
Resign: 9/10/21

Michelle Masten
Began: 8/11/20

Riverview/Registered Nurse
Resign: 9/7/21

Tawasha McKnight
Began: 2/26/20

Transportation/Bus Driver
Resign: 9/3/21

Betty Sterling
Began: 5/11/17

Transportation/Bus Helper
Resign: 6/3/21

Melanie Zottor
Began: 9/17/14

Transportation/Bus Driver
Resign: 6/3/21

d. **Unpaid Leave Request** - We recommend an unpaid leave for the following employees:

Emma Confer
Began: 10/7/21

Commissary/Food Service
End: 10/29/21

Pamela Dennis
Began: 9/17/21

Pinewood/Food Service
End: 10/29/21

Dewayne House
Began: 8/25/21

Roosevelt/Food Service
End: 10/20/21

Charlena Thompson
Began: 12/2/21

Transportation/Bus Driver
End: 12/23/21

e. **Retraction** – We recommend the retraction of a leave of absence reported on the August 24, 2021, Board Report of the following employee:

Kristie Burk

Transportation/Bus Driver



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYMENT OF SUBSTITUTES (as presented during the 8/24/2021 BST meeting)
Code	po3120.03S
Status	
Adopted	November 22, 2016
Last Revised	August 13, 2019
Last Reviewed	September 14, 2021

3120.03S - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools. When the substitute support staff member employed by the corporation is an ECS retired support staff employee working in the classification from which the employee retired, the substitute shall be paid at the current wage rate for the last position held.

The names of potential substitute staff shall be maintained by the Human Resources Department.

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.

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

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Legal	I.C. 20-27-5-20
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Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISED TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS
Code	po2623.01
Status	
Adopted	November 22, 2016
Last Reviewed	September 14, 2021

2623.01 - **TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS**

It is the expectation of the Board that all staff complies with the requirements of the Indiana Department of Education (IDOE) regarding the test administration and security of the Indiana assessment system, including traditional standardized multiple-choice items, open- ended items, performance assessments, and modified/alternate assessments.

The Superintendent shall communicate annually, to all school staff members, the corporation's expectations regarding the appropriate use of test preparation materials and compliance with test security protocols. The administration will annually review school materials and practices related to appropriate strategies used to prepare students for assessments. The Superintendent shall also communicate to all staff the measures used by the corporation to monitor test administration and test security.

The Assessment and Data Coordinator is designated as the Corporation Test Coordinator (CTC). The CTC shall

- A. securely inventory and track all assessment materials in a manner which prohibits the reviewing of any secure test questions before, during, and after assessment administration;
- B. control and secure storage, distribution, administration, and collection of tests;
- C. ensure no tests are copied;
- D. follow all procedures located in the testing manuals and those outlined by the IDOE;
- E. prior to the IDOE's established deadline, ensure all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures to secure, administer, and handle assessment materials;
- F. ensure test administration and test security standards and procedures are monitored by building and District level administrators to assure compliance with this policy and the Code of Ethical Practices and Procedures;
- G. establish procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- H. establish a District window for testing;
- I. communicate guidelines related to appropriate practices for preparation of students for assessments.

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual) more than ~~twenty~~four (24) hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. Each school building principal shall designate a School Test Coordinator (STC). The STC is responsible for security of assessment materials during the time the materials are in his/her school.

The STC responsibilities include, but are not limited to, the following:

- A. establishing a testing schedule within the testing window which adheres to the testing schedule established by the CTC and shall include assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations;
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure all student assessment materials are secured in a centralized locked location when not being administered and not accessed prior to the administration of the test;
- D. establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- E. ensure all ~~informing~~-appropriate staff have knowledge of the Code of Ethical Practices and Procedures prior to the IDOE's established deadline, in addition to local standards, prior to testing ~~at least annually~~;
- F. ensuring staff members who provide students with testing accommodations are familiar with each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
- G. monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and staff are appropriately providing students with accommodations included in the IEPs, ILPs, and Section 504 Plans, CSEPs, or Service Plans.
- H. ensuring staff members who will provide students with testing accommodations receive focused training on providing such accommodations prior to testing;
- I. ensuring building staff have complied with the procedures established by the Superintendent for the annual review of materials. CTC will ~~communicate~~~~communication~~ the state's guidelines for appropriate practices for test preparation with building principals. Building principals will be responsible for ensuring test preparation materials used by school staff are appropriate and do not violate test security protocol;
- J. arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual.

Each person designated as an examiner is responsible for assuring all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number, answer documents, and other assessment materials until returned to the STC at the conclusion of the administration session.

Each examiner, monitor, and other school personnel or adult volunteer authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

No person shall reveal or cause to be revealed, release or cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

Violations to test security include, but are not limited to the following:

- A. giving examinees access to test questions prior to testing
- B. copying, reproducing, or using in any manner any portion of any secure assessment book for any reason
- C. altering answer documents during or after a testing session, except to erase stray marks
- D. sharing an actual test instrument in a public forum
- E. deviating from the prescribed administration procedures specified in the Examiner's Manual
- F. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any acts violating this policy or the Indiana Ethical Practices and Procedures
- G. scoring student responses on the assessment before returning the answer document for official scoring

- H. providing answers to examinees
- I. comment on test content in a public forum
- J. post actual test content or paraphrase test content on social media
- K. take pictures of test materials
- L. Email, text, or instant message actual or paraphrased test content
- M. review test questions prior to, during, or after test administration
- N. any violations outlined in the Indiana Assessment Program Manual

The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. The investigation will include, but not be limited to, the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution
- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint
- C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student Assessment must be sent within the next seven (7) calendar days
- D. protection of the integrity of any ongoing assessments
- E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
- F. the final report must clearly indicate any recommendations or findings which would impact the reliability or validity of student scores and detail actions which the School Corporation recommends the State take

Before the opening of the test window for any standardized test, the IDOE requires the training of any person associated with testing has occurred. This includes, but is not limited to, the CTC, the STC, test examiners, proctors, and any other person associated with the testing process.

Any individual with a license granted by the IDOE who violates the Code of Ethical Practices and Procedures as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action up to and including suspension without pay, termination of employment, and/or other applicable remedies available under State and Federal laws.

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	August 10, 2021
Last Reviewed	September 14, 2021
Prior Revised Dates	1/12/2021; 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
Food Service Support Specialist	18.48 - 25.76
Assistant to the Food Service Director for Secondary Schools	18.48 - 25.76
Food Service Bids & Commodity Coordinator	17.61 - 27.35
Executive Chef & Culinary Event Coordinator	17.61 - 27.35
Assistant to the Food Service Director for Elementary Schools	18.48 - 25.76
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
Federally Funded Pupil/Program/Parent Support Person	20.25 - 29.36
Federally Funded Building Translator/Interpreter	20.25 - 29.36
Federally Funded 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
 Revised 1/12/21
 Revised 3/9/21

ELKHART COMMUNITY SCHOOLS
2720 California Rd.
Elkhart, Indiana 46514

NOTICE OF SUSPENSION PENDING REQUEST FOR
EXPULSION

Date: _____
Sp. Ed.

RE: _____
(Name of Student) (School) (Age)

TO: Mr., Ms., Mrs. _____
(Name of Parent, Custodian, or Guardian)

and _____
(Name of Student)

As principal, I have recommended to the Superintendent of Schools that your son/daughter be expelled from school, subject to an opportunity to participate in an expulsion meeting regarding these charges. The reasons for this action are set out below:

A. The rule(s) ~~and/or standard of conduct~~ behavior expectation(s) which the student violated:
*(*Rule(s) and/or behavior expectation(s) should be stated and summarized as to the content of the rule(s) and/or behavior expectation(s) in section 5 and 6 of the Guidelines for a Safe Learning Community.)**

B. The specific acts which the student has committed constituting the reason and cause for the suspension and for requesting expulsion:

C. The incident was reported by _____ on _____
(Date)

D. The infraction was investigated by _____

- E. On _____ (date) the above student was given notice of the allegations against him or her and was given an opportunity to rebut such allegations prior to imposition of this suspension.
- F. As a result of this investigation, I am suspending this student from school pending the results of my request that he/she be expelled from school.
- G. While the superintendent decides if he/she agrees with my recommendation for expulsion, the student shall not be permitted to attend _____ School unless otherwise permitted by the Superintendent or his designee.
- H. In following court orders, the Elkhart Police Department Juvenile Division, and/or the Elkhart County Probation Department Juvenile Division, may be notified of this request for expulsion and any subsequent actions related to this request.
- I. I have attempted to contact you in regard to this suspension. If you have not been contacted by me prior to receiving this notice, you are requested to contact my office concerning this matter.

You may contact me at the following number: _____

(Principal)

(School)

Parent or Guardian Contacted:

Yes _____
(Date) (time)

No _____
(reason)

Original to Parent or Guardian

C: Student Services Department
School file

~~Director of Employee and Student Relations~~ [District Counsel/Chief of Staff](#)

~~July 12, 2005~~ [September 14, 2021](#)

STUDENT SUSPENSION

Proposed Revised Administrative Regulation

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

FORM FOR DOCUMENTING SUSPENSION MEETING
PRIOR TO EXPULSION REQUEST

On _____ at _____ at _____
(Date) (Time) (School)

a Suspension Meeting was held between _____
(Name of Administrator)

and _____
(Name of Student)

The following statement of the charges was provided to the student:

The student agreed with the charges. YES NO

If the student denied the charges, the following summary of evidence was given to the student:

The student was given an opportunity to explain his/her conduct and that explanation follows:

_____ date _____ Signature of Student

_____ date _____ Signature of Principal or Designee

_____ date _____ Signature of Witness

c: ~~Director of Student and Employee Relations~~ District Counsel/Chief of Staff

~~July 12, 2005~~ September 14, 2021

ELKHART COMMUNITY SCHOOLS
Educational Services Center
2720 California Rd.

PRINCIPAL'S WRITTEN CHARGE REQUESTING EXPULSION

To: Superintendent, Elkhart Community Schools

From: _____
(Name of Principal or Designee) (Date) Sp. Ed.

Student's Name Grade Age Date of Birth

Student's Address City State Zip Code

Names of Parent(s), Custodian, Guardian Phone Number

=====

A. By this charge I am requesting that the above named student:
(check applicable box)

be expelled from attendance in _____
(Name of School)
and the Elkhart Community Schools for a period in excess of five days. I recommend that this
expulsion be for the following period or length of time:

be suspended for a period of five days or less, and such suspension period amounts to the
balance of the current semester or school year.

B. The rule(s) and/or ~~standard~~ behavior expectation(s) ~~of conduct in~~ which this student violated is (quote
rule[s]/behavior expectation(s) from the "Guidelines for ~~Good School Order~~ a Safe Learning Community"
(sections 5 and 6): _____

~~Guidelines for Good School Order~~ a Safe Learning Community (JFC 1): _____

~~Rules for Student Conduct (JFC 2):~~ _____

C. The specific acts which this student has committed in violation of the above-named rule(s) are the following:

D. At present the following persons will likely submit information at any expulsion meeting:

E. The following is a summary of the particular information which will be presented to support this charge in any requested expulsion meeting:

F. Check the appropriate box(es):

I have not and do not presently intend to suspend this student for a period of five days or less for the above violation(s).

I have not yet suspended, but do plan to suspend this student for a period of five days or less for the above violation(s).

On _____ (date) this student was suspended for the previously stated violation(s). This suspension is for a period of _____ school days.

Name of Principal or Designee

Title

School

SUPERINTENDENT'S APPOINTMENT OF AN EXPULSION EXAMINER

- After reviewing the above charge, I appoint _____ as Expulsion Examiner to take charge of further proceedings in this matter. Pursuant to I.C. 20-33-8-23, I am continuing this suspension until the time of the expulsion decision.
- After reviewing the above charge, I decline to appoint an Expulsion Examiner in this matter, and therefore, the student will not be expelled from school.

Superintendent

Date

cc: Superintendent
~~Director of Employee and Student Relations~~ [District Counsel/Chief of Staff](#)
[Assistant Superintendent of Student Services](#)
~~Director of Special Education~~ [Assistant Superintendent of Exceptional Learners](#) (if student is a Special Ed student)
School file

~~July 10, 2007~~ [September 14, 2021](#)

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

JFC-su

STUDENT SUSPENSION NOTICE

Proposed Revised Administrative Regulation

Re: Student _____ Sp.Ed _____ Grade _____ Sex _____ Race* _____
(#)

To: Mr., Ms., Mrs. _____ Date: _____
Address: _____ Phone: _____

A. This letter is to notify you that the above named student has been suspended from all classes and Elkhart Community Schools activities. I have attempted to contact you in regard to this suspension. If you have not been contacted by me prior to receiving this notice, or if a conference for readmittance has not yet been scheduled, you are to contact my office and arrange for a conference concerning this matter. This conference needs to be held before the student returns to school.
My phone number is _____.

B. The rule(s) and/or ~~standard of conduct~~ behavior expectation(s) number(s) the student has violated is (reference section 5 and 6 in the GUIDELINES FOR GOOD SCHOOL ORDER, RULE NO. A SAFE LEARNING COMMUNITY. _____
and/or
~~RULES FOR STUDENT CONDUCT, RULE NO.~~ _____

C. The specific act(s) which constitutes the reason and cause for suspension:

D. The incident was reported on _____ at approximately _____ o'clock.

E. The infraction was investigated by _____.

F. The above student was given an opportunity to hear the reasons for the suspension and to present a rebuttal to the allegations charged above.
 Yes No

G. The suspension shall begin at _____ o'clock on _____ and shall continue either:
1. for _____ school days; the student may return on _____, or
(day) (date)
2. until a conference is held and for a maximum of _____ school days; the student may return after the conference is held or as indicated below:
_____.

Action taken to contact parent or guardian: _____

Principal

School

Original to Parent or Guardian

* Race

1. American Indian or Alaskan Native:
A person having origins in any of the original peoples of North America.
2. Black, not of Hispanic Origin:
A person having origins in any of the black racial groups.
3. Asian or Pacific Islander American:
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
4. Spanish Surnamed American (Hispanic):
A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
5. White, NOT of Hispanic Origin:
A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.
6. Multi-Racial:
A person having a biological parent who is of a different race from the other biological parent.



SCHOOL CALENDAR: JULY 2021 – JUNE 2022

Calendar grid for July 2021. Days 1-3 are blank, 4-10 are 4-10, 11-17 are 11-17, 18-24 are 18-24, 25-31 are 25-31.

Calendar grid for January 2022. Days 1-3 are blank, 4-10 are X, 11-17 are 11-17, 18-24 are 18-24, 25-31 are 25-31.

Calendar grid for August 2021. Days 1-7 are 1-7, 8-14 are 8-14, 15-21 are 15-21, 22-28 are 22-28, 29-31 are 29-31. Day 12 is a star.

August
9 Full day pre-session for teachers – non-student day
10 Full day pre-session for teachers – non-student day
11 Full day pre-session for teachers – non-student day
12 Students' first day – Full day for all students

September
6 Labor Day – All Schools Closed
27 eLearning Day/Building Staff Professional Development

October
15 End of 1st grading period/midterm – all schools
18 Elementary and Secondary Parent/Teacher Conferences in the evening hours (Full day for all school students)
19 Elementary and Secondary Parent/Teacher Conferences in the evening hours (Full day for all school for all students)
20 Elementary and Secondary Parent/Teacher Conferences in the morning hours (eLearning Day for students)
21 Make up eLearning Day
22 Fall Recess – All Schools Closed
25 Fall Recess – All Schools Closed

Calendar grid for February 2022. Days 1-5 are 1-5, 6-12 are 6-12, 13-19 are 13-19, 20-26 are 20-26, 27-28 are 27-28. Day 18 is circled.

Calendar grid for September 2021. Days 1-4 are 1-4, 5-11 are X, 12-18 are 12-18, 19-25 are 19-25, 26-30 are 26-30. Days 27 and 28 are circled.

November
24-26 Thanksgiving Recess – All Schools Closed

December
6 eLearning Day/Building Staff Professional Development
22 End of 2nd grading period/1st semester – all schools
23-31 Winter Recess – All Schools Closed

January
3-7 Winter Recess – All Schools Closed
10 School resumes after Winter Recess
17 Martin Luther King Jr. Day – All Schools Closed

Calendar grid for March 2022. Days 1-5 are 1-5, 6-12 are 6-12, 13-19 are 13-19, 20-26 are 20-26, 27-31 are 27-31. Days 7 and 18 are circled.

Calendar grid for October 2021. Days 1-2 are 1-2, 3-9 are 3-9, 10-16 are 10-16, 17-23 are 17-23, 24-31 are 24-31. Days 18, 19, 20, 21 are circled.

February
18 Make up eLearning Day
21 Presidents' Day Recess – All Schools Closed

March
7 eLearning Day/Building Staff Professional Development
18 End of 3rd grading period/midterm – all schools

April
4-8 Spring Recess – All Schools Closed
14 Kindergarten Kick-off – Elementary Schools (Kindergarten Registration runs April 11 – May 6)
18 eLearning Day/District Staff Professional Development

Calendar grid for April 2022. Days 1-2 are 1-2, 3-9 are X, 10-16 are 10-16, 17-23 are 17-23, 24-30 are 24-30. Days 18 and 27 are circled.

Calendar grid for November 2021. Days 1-6 are 1-6, 7-13 are 7-13, 14-20 are 14-20, 21-27 are 21-27, 28-30 are 28-30. Days 21, 22, 23 are X.

May
16 eLearning Day/Building Staff Professional Development
27 Last Day of School – full day for all students
27 Last Day for Teachers
30 Memorial Day

Calendar grid for May 2022. Days 1-7 are 1-7, 8-14 are 8-14, 15-21 are 15-21, 22-28 are 22-28, 29-31 are 29-31. Days 16 and 27 are circled.

Calendar grid for December 2021. Days 1-4 are 1-4, 5-11 are 5-11, 12-18 are 12-18, 19-25 are 19-25, 26-31 are 26-31. Days 6 and 22 are circled.

Key:
underlined = Professional Day for teachers (non-student day)
Make up eLearning Day. Teachers and K-12th grade students will not attend school in person. K-12th grade students will be required to complete digital learning assignments.
Star: Students' first day
X: School Out of Session (during the Instructional school year)
K: Kindergarten Kick-off
O: Parent/Teacher Conferences
Hexagon: End of Grading Period
Red box: eLearning Day: K-12th grade students will not attend school in person but will be required to complete digital learning assignments from home

Please note: Any closure due to inclement weather will be an eLearning day the same day. There will be an opportunity for all non-12 month classified staff to make up that day.

Calendar grid for June 2022. Days 1-4 are 1-4, 5-11 are 5-11, 12-18 are 12-18, 19-25 are 19-25, 26-30 are 26-30.

Elkhart Community Schools New Course Proposal for 2021-2022

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	<p>Advanced Science - Special Topics - Forensic Science 3092</p> <p>Advanced Science, Special Topics is any science course that is grounded in extended laboratory, field, and literature investigations in one or more specialized science disciplines, such as anatomy/physiology, astronomy, biochemistry, botany, ecology, electromagnetism, genetics, geology, nuclear physics, organic chemistry, etc. Students enrolled in this course engage in an in-depth study of the application of science concepts, principles, and unifying themes that are unique to that particular science discipline and that address specific technological, environmental or health-related issues. Under the direction of a science advisor, students enrolled in this course will complete an end-of-course project and presentation, such as a scientific research paper or science fair project, integrating knowledge, skills, and concepts from the student's course of study. Individual projects are preferred, but group projects may be appropriate if each student in the group has specific and unique responsibilities.</p>
Course Description	<p>Advanced Science - Special Topics - Forensic Science is a physical science course which encompasses chemistry, problem solving, and critical thinking skills. Students will take part in a variety of inquiry based labs as well as learn basic scientific methods, models, and concepts stemming from the criminal justice system.</p>
Grade Levels	10-12
Pathway	Health and Public Safety
Length of Course	Full year
Prerequisites	Recommended: Algebra I

Additional Required Information:

Resources	<p>The teacher will be using common lab equipment and resources. Some things will be needed specific to the course such as, but not limited to: "blood" typing, dusting for prints, sample collections, etc.</p> <p>The teacher does not intend on using a textbook. She will utilize free resources as well as those she already has.</p>
Additional cost?	No additional costs to students for this class.

Elkhart Community Schools New Course Proposal for 2021-2022

Rationale for the course	This course will provide an additional option for a physical science credit. We are limited to ICP, which tend to be very large classes, and many students are disinterested in the course. Forensic science will allow them to fulfill their physical science requirement, and engage students on a different level that otherwise might not be engaged.
How does this course fit into your department's and your school's total program?	Health and Public Safety is the perfect School of Study to have this additional course to build our criminal justice pathway. Students who are interested in career paths along these lines, and/or chemistry, will have an opportunity to experience a physical science course in a different way and along their personal interests.
Anticipated number of students	Currently 2 sections - about 60 students
What courses might this replace in their schedules?	It is a new course for the School of Health and Public Safety. Not necessarily replacing another class. Could replace sections of ICP for students that need a Physical Science but aren't a good fit for ICP.
Name of person on staff licensed to teach this course	Heather Fellows

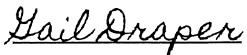
Teacher Signature

Date: 5/24/2021



Director of Counseling

Date: 5/24/2021



Principal or Assistant Principal

Date: 5-24-21





BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

Date: September 9, 2021

To: Board of School Trustees

From: Anthony Giansi

RE: Recommendation for Award: 2021 School Bus Bid

The Business Office recommends award of the 2021 School Bus Bid as outlined in the attached documentation.

Anthony Giansi
Chief Operating Officer

encl