

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

September 28, 2021

CALENDAR

Sep	28	5:30 p.m.	Executive Session, 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
Sep	30	7:00 a.m.	Public Work 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

\*\*\*\*\*

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. MOMENT OF PRIDE - Music
- E. CONSENT ITEMS:
  - Minutes – September 14, 2021 – Public Work Session
  - Minutes – September 14, 2021 – Regular Board Meeting
  - Claims
  - Gift Acceptance
  - Fundraiser
  - Extra-Curricular Purchase Request
  - Conference Leave Requests
  - Personnel Report

F. OLD BUSINESS

COVID Update

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, as presented at the September 14<sup>th</sup> regular meeting.

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, as presented at the September 14<sup>th</sup> regular meeting.

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, as presented at the September 14<sup>th</sup> regular meeting.

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, as presented at the September 14<sup>th</sup> regular meeting.

Administrative Regulation JFC-su - Student Suspension Notice - The Administration presents proposed revisions to Administrative Regulation JFC-su – Student Suspension Notice, as presented at the September 14<sup>th</sup> regular meeting.

2021–2022 School Calendar – The Administration presents proposed revisions the 2021-2022 School Calendar, as initially presented at the September 14<sup>th</sup> regular meeting.

G. NEW BUSINESS

Board Policy 3410.04CS – Substitute Compensation– The Administration presents proposed revisions and asks to waive 2<sup>nd</sup> reading of Board Policy 3410.04CS – Substitute Compensation.

New Course Offerings – The administration presents the following proposed new course offerings for Board review: 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.

Grant from Community Foundation of Elkhart County – The Administration presents a grant request for a district audit by Solution Tree.

Renovation Projects – the Business Offices requests approval to undertake the following elementary school renovation projects: Daly, Hawthorne and Monger.

Permission to Advertise – The Business Office recommends Board approval to advertise the required documents related to the 2022 Budget, CPF and Bus Replacement Plans and to hold a Public Hearing on October 12, 2021.

Financial Report – January 1, 2021 – August 31, 2021

Monthly Insurance Update

Energy Conservation Report

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 14, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:15 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
---------------------------	---	---

Roll Call

ECS Staff Present:	Mindy Higginson Denise Seger Brad Sheppard	Steve Thalheimer Doug Thorne
-----------------------	--	---------------------------------

The Board was presented an update on the negotiations process by Doug Thorne, District Counsel/Chief of Staff.

Topics  
Discussed

Dr. Denise Seger, Director of Human Resources, presented an update on Human Resources and staffing efforts and issues.

The meeting adjourned at approximately 7:00 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 14, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:10 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	Roll Call
President of the Board, Rocky Enfield, called the regular meeting of the Board of School Trustees to order.			Call to Order
Board member, Anne VonDerVellen, recited the Elkhart Promise.			The Elkhart Promise
Mr. Enfield discussed the invitation to speak protocol.			
By unanimous action the Board approved the following consent items:			Consent Items
Minutes – August 24, 2021 – Public Work Session Minutes – August 24, 2021 – Regular Board Meeting			Minutes
Payment of claims totaling \$7,305,988.94 as shown on the September 14, 2021, claims listing. (Codified File 2122-29)			Payment of Claims
The following donation was made to Elkhart Community Schools (ECS): Donations of \$1,345 from the Rotary Club of Elkhart, \$1,000 from Jones Petrie Rafinski Corporation and \$5,000 from an anonymous donor through the Community Foundation of Elkhart County to purchase new music apparel for Elkhart High School (EHS) bands, choirs and orchestras.			Gift Acceptance
Proposed school fundraisers in accordance with Board policy. (Codified File 2122-30)			Fundraisers
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 14, 2021 listings. (Codified File 2122-31)			Conference Leave Requests

Administrative appointment of Machel Seese to assistant principal at Beardsley, effective 8/23/21

Personnel Report

Administrative Appointment

Employment of the following eleven (11) certified staff members for the 2021-2022 school year, effective on dates indicated:

Certified Employment

Katrina Barhydt - counselor at Elkhart Academy, 8/23/21  
Elizabeth Davidson - technology integrator at ESC, 9/22/21  
John DeShone - math at Business Relations, 9/7/21  
Maureen Meagher - media at West Side, 9/7/21  
Amber Revior - math at Freshman Division, 9/9/21  
Kimberly Ross - art at West Side, 9/1/21  
R. Charles Ross - science at ETI, 8/30/21  
Clarence Thomas - social studies at Freshman Division, 8/30/21  
Kaitlyn Vosburg - language arts at Human Services, 8/30/21  
Jesse Wyatt - physical education at Freshman Division, 9/13/21  
Jacob Yant - language arts at Business Relations, 9/7/21

Resignation of the following five (5) certified staff members effective on dates indicated:

Certified Resignations

Matthew Jerlecki - instructional coach at Pierre Moran, 9/10/21  
Trista McIntosh - grade 2 at Roosevelt, 8/20/21  
Matthew Nusbaum - grade 5 at Osolo, 9/14/21  
Serena Utterback - grade 3 at Roosevelt, 10/7/21  
Kristi Zentz - grade 1 at Roosevelt, 9/17/21

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

Classified Employment

Catherine Boudreau - food service at EHS, 8/31/21  
Roxan Guggenmos, registered nurse at North Side, 9/8/21  
Lizbeth Ponce - paraprofessional at Roosevelt, 8/30/21  
Amanda Sanders - food service at Cleveland, 8/31/21

Retirement of classified employee, Carol Kunst, secretary at Cleveland, effective January 31, 2022 with 27 years of service

Classified Retirement

Resignation of the following ten (10) classified employees, effective on dates indicated:	Classified Resignations
<p>Elizabeth Fair - food service at Eastwood, 9/6/21  Tiffany Fisher - food service at Osolo, 9/17/21  Ashlee Haugh - paraprofessional at Elkhart Academy, 8/16/21  Queen Idewu - food service at Cleveland, 8/18/21  Shirley Kelley - food service at Osolo, 9/17/21  Deanna Kohr - bus driver at Transportation, 9/10/21  Michelle Masten - registered nurse at Riverview, 9/7/21  Tawasha McKnight - bus driver at Transportation, 9/3/21  Betty Sterling - bus helper at Transportation, 6/3/21  Melanie Zottor - bus driver at Transportation, 6/3/21</p>	
Leave for the following four (4) classified employees on dates indicated:	Classified Leave
<p>Emma Confer, food services at Commissary, beginning 10/7/21 and ending 10/29/21  Pamela Dennis, food service at Pinewood, beginning 9/17/21 and ending 10/29/21  Dewayne House, food service at Roosevelt, beginning 8/25/21 and ending 10/20/21  Charlena Thompson, bus driver at Transportation, beginning 12/2/21 and ending 12/23/21</p>	
Retraction of leave for classified employee, Kristie Burk, bus driver at Transportation.	Retraction of Leave
Superintendent Thalheimer reported COVID numbers were higher following the Labor Day weekend, but so far numbers are dropping in the next week. Four audience members spoke regarding the masking mandate, enforcement of the mandate, and challenges to staff regarding the mandate.	COVID update
By unanimous action, the Board approved proposed revisions to Board Policy 3120.03S – Employment of Substitutes, as initially presented at the August 24 <sup>th</sup> regular meeting.	Board Policy 3120.03S
The Board was presented proposed revisions to Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments, for initial consideration Doug Thorne, district counsel/chief of staff, noted the revisions are to comply with changes made by the State.	Board Policy 2623.01
By unanimous action, the Board approved proposed revisions and waived second reading to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan.	Board Policy 3422.12S

The Board was presented 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, for initial consideration. 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, Mr. Thorne stated the wording would be reviewed.

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

The Board was presented revisions to the 2021-2022 School Calendar, for initial consideration. Dr. Brad Sheppard, assistant superintendent of instruction, stated the recommended make-up e-learning days be October 21 and February 18.

2021-2022 School Calendar

Dr. Sheppard presented a proposed new course offering for the 2021-2022 school year: Forensic Science, for Board review. (Codified File 2122-32)

New Course Offering

By unanimous action, the Board approved the purchase of 8 new passenger busses and 4 new activity busses through the State Cooperative Purchasing program. The recommended purchase includes one 84-passenger Colorado specification bus, two 84-passenger busses, two 78-passenger bus, and three 72-passenger, wheelchair lift busses, and four Collins multi-function activity school busses for a total of \$1,224,244.00. Thirteen busses will be traded in for \$42,000. (Codified File 2122-33)

Bus Purchase

Two audience members expressed concerns about government overreach and mask mandates.

From the Audience

An audience member asked for review of middle and high school students not having access to lockers.

From the Audience

Kelly Brown, Vice President of the Elkhart Teachers’ Association, asked to recognize Machel Seese, newly appointment assistant principal of Beardsley.

From the Audience

Kerry Mullet, President of the Elkhart Teachers’ Association, address the repercussions of the staff shortages and welcomed all to send messages of support to teachers who are having to go above and beyond to meet the needs of students.

From the Audience

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







ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

September 22, 2021

TO: Dr. Steven Thalheimer  
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

---

The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
EHS - Yearbook Extra-Curricular	Laptop	\$1,462.78



**ELKHART HIGH SCHOOL**  
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

September 14, 2021

Kevin Scott, CFO  
Elkhart Community Schools, Corp. Board Members  
2720 California Road  
Elkhart, IN 46514

Re: Request for approval of Extra-Curricular funds purchase over \$500.00

Dear Mr. Scott and Board Members,

Per the State Board of Accounts directives we are seeking approval of a purchase of Dell Latitude 5520 Laptop Computer from the EHS Yearbook Extra-Curricular funds. The cost of the computer is \$1,462.78. There are plenty of funds within this particular fund to absorb the cost.

The computer would be purchased for Ms. Amy Stine, Lead Teacher of the School of Study Arts & Communication and Sponsor for the Yearbook ECA. As the Yearbook Extra-Curricular needs have advanced we need to ensure that the Ms. Stine has the proper equipment to keep up with the necessary technological advancements. This will assist in the production and quality of our prestigious yearbook.

Ms. Stine has obtained a quote through the district IT department. Please see the attached document.

I am sending this email per a request from Cary Anderson who has approved this purchase. Please let me know if you require additional information or have any questions.

I appreciate your time involved.

Thank you

*Dana Wyatt*

Treasurer/Secretary  
EHS-Main Campus

CC: C. Anderson  
J. Miller  
A. Stine



Dell

Description	Price	Qty	Ext. Price
<b>Latitude 5520</b> <ul style="list-style-type: none"> <li>• 11th Generation IntelREG Core™ i5-1145G7 (4 Core, 8M cache, base 2.6GHz, up to 4.4GHz, vPro)</li> <li>• Windows 10 Pro English, French, Spanish</li> <li>• NVIDIA GeForceREG MX450 graphics with Thunderbolt for I5-1145G7 vProREG processor</li> <li>• 16 GB, 2X8 GB 3200MHz DDR4 Non-ECC</li> <li>• M.2 512GB PCIe NVMe Class 40 Solid State Drive</li> <li>• 15.6" FHD (1920x1080) Non-Touch, Anti-Glare, 250nits, WLAN/WWAN, HD+IR Camera</li> <li>• Palmrest, No Security, Thunderbolt™ 4</li> <li>• Single Pointing Backlit English US Keyboard and 10 Key Numpad</li> <li>• IntelREG Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.1</li> <li>• 4 Cell 63Whr ExpressCharge™ Capable Battery</li> <li>• E5 90W Type-C Power Adapter, EPEAT</li> <li>• 3 Years Hardware Warranty with Onsite/In-Home Service after Remote Diagnosis</li> </ul>	\$1,462.78	1	\$1,462.78
Subtotal:			<b>\$1,462.78</b>



Because you depend on IT.

317.596.9891  
cmadden@esiindy.com

## Latitude 5520 QTY 1

Prepared by:  
**Electronic Strategies, Inc.**  
Courtney Madden  
317-806-6350  
Fax 317.596.9894  
cmadden@esiindy.com

Prepared for:  
**Elkhart Community Schools**  
1135 Kent Street  
Elkhart, IN 46514  
Carol Alarcon  
(574) 262-3168  
calarcon@elkhart.k12.in.us

Quote Information:  
**Quote #: 012509**  
Version: 1  
Delivery Date: 09/14/2021  
Expiration Date: 10/14/2021

## Quote Summary

Description	Amount
Dell	\$1,462.78
Total:	<b>\$1,462.78</b>

Taxes and other fees may apply, shipping amount is estimate only. We reserve the right to cancel orders arising from pricing or other errors.

**Electronic Strategies, Inc.**

**Elkhart Community Schools**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: Carol Alarcon  
Date: \_\_\_\_\_



**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: September 21, 2021  
 TO: Dr. Steve Thalheimer  
 FROM: Brandon Eakins *BE*  
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant  
 Sept 28, 2021 - Board of School Trustees Meeting**

2021-2022 CONFERENCES	EXPENSES	SUBSTITUTE
<p><b>Teacher Clarity Playbook Institute</b></p> <p>This will enhance my understanding of Language/Content objectives taught through SIOP. This will support teachers learning how to create success criteria that will help students meet teacher expectations and make their learning visible. This will also help me align lessons, objectives, and outcomes of learning to create a productive classroom. I would create an after school PD session to share this information with my staff.</p> <p align="center">Virtual</p> <p>October 21 &amp; 22, 2021</p> <p align="center">Traci Pankratz (0-0)</p> <p align="center">Program/Industry Specific</p>	<p>\$299.00</p>	<p>\$0.00</p>
<b>TOTAL</b>	<b>\$299.00</b>	<b>\$0.00</b>
2021-22 YEAR-TO-DATE PERKINS FUNDS	\$2,479.55	\$0.00
<b>GRAND TOTAL</b>	<b>\$2,778.55</b>	<b>\$0.00</b>





**HUMAN RESOURCES**

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. STEVEN THALHEIMER**  
**FROM: DR. DENISE SEGER**  
**DATE: SEPTEMBER 28, 2021**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

**Ross Weckesser**

**EHS Arts & Communication/Music**

**Ryan Wixon**

**EHS Health Safety/Physical Education**

- b. **Retirement** – We report the retirement of the following employee effective December 22, 2021:

**Tamara Obendorf**

**PACE/Coordinator**

**32 Years of Service**

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

**Whitney Grandison Alexander**

Begin: 10/26/21

**Roosevelt/Intervention**

End: 5/27/22

- d. **Professional Leave** – We recommend a professional leave for the following employee:

**Caddabra Bernard Brown**

Begin: 9/1/21

**Exceptional Learner/Psychologist**

End: 5/27/22

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

**Jacquelyn Babb**

Began: 8/17/09

**Pierre Moran/Physical Education**

Resign: 10/01/21

**Itanya Coon-Kauffman**

Began: 10/15/18

**Pierre Moran/Science**

Resign: 10/19/21

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

**Serena Utterback**

**Roosevelt/Grade 3**

**CLASSIFIED**

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

**Shelli Baker**  
Began: 8/2/21

**WVPE/Promotions Manager**  
PE: 9/27/21

**Megan Boutsomysy**  
Began: 8/27/21

**Elkhart High School/Secretary**  
PE: 9/27/21

**Chaicee Jacobs**  
Began: 8/2/21

**Pierre Moran/Secretary**  
PE: 9/27/21

**Amanda Clayborn**  
Began: 8/10/21

**Woodland/LPN**  
PE: 9/27/21

**Karen Cross**  
Began: 8/2/21

**Pierre Moran/Secretary**  
PE: 9/27/21

**Heather Erlacher**  
Began: 7/26/21

**Elkhart High School/Secretary**  
PE: 9/20/21

**Brandon Miller**  
Began: 7/19/21

**Technology Services/Support Technician**  
PE: 9/13/21

**Natalia Shelestun**  
Began: 8/2/21

**Elkhart High School/Food Service**  
PE: 9/27/21

**Brittany Stewart**  
Began: 8/2/21

**Mary Daly/Secretary**  
PE: 9/27/21

**Hailey Wichman**  
Began: 7/26/21

**Technology Services/Support Technician**  
PE: 9/20/21

**Crystal Zullo**  
Began: 8/2/21

**Pride Academy/Secretary**  
PE: 9/27/21

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

**Laura Homan**  
Began: 8/17/99

**Freshman Division/Secretary**  
Retire: 9/30/21  
22 Years of Service



**Eluvia Leeling**  
Began: 11/9/87

**West Side/Paraprofessional**  
Retire: 12/22/21  
34 Years of Service

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

**Juanita Bruncz**  
Began: 9/18/19

**Cleveland/Food Service**  
Resign: 9/2/21

**Shawn Burton**  
Began: 3/20/20

**Transportation/Bus Driver**  
Resign: 9/8/21

**Nikolas Dandino**  
Began: 7/29/19

**Transportation/Mechanic**  
Resign: 9/24/21

**Estrella Diaz**  
Began: 8/14/19

**West Side/Secretary**  
Resign: 9/24/21

**Shannon Hicks**  
Began: 8/16/06

**Transportation/Route/Driver Coordinator**  
Resign: 9/24/21

**Alicia Hood**  
Began: 12/2/19

**Monger/Food Service**  
Resign: 9/9/21

**Emily Lewandowski**  
Began: 8/8/13

**Monger/Social Worker**  
Resign: 6/4/21

**Kristen Smith**  
Began: 8/13/14

**Feeser/Food Service**  
Resign: 6/3/21

**Zach Storm**  
Began: 3/11/19

**Transportation/Mechanic**  
Resign: 9/20/21

**Heath Wagner**  
Began: 4/28/21

**Building Services/HVAC**  
Resign: 8/18/21

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

**Minnie Hutch**  
Began: 10/7/21

**North Side/Food Service**  
End: 10/27/21

**Julia Newvine**  
Began: 9/22/21

**North Side/Food Service**  
End: 11/1/21



**Cleve Shirley**  
Began: 9/20/21

**Transportation/Bus Driver**  
End: 10/20/21

**Julie Weaver**  
Began: 10/1/21

**Cleveland/Paraprofessional**  
End: 10/26/21

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

**Tiffany Fisher**

**Osolo/Food Service**



Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISED TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS
Code	po2623.01 (as presented in during the 9/14/2021 BST meeting)
Status	
Adopted	November 22, 2016
Last Reviewed	September 28, 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.

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)~~ standard(s) for behavior which the student violated:

*(\*Rule(s) and/or standard(s) for 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 28, 2021

STUDENT SUSPENSION

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

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

~~Guidelines for Good School Order~~ 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 28, 2021](#)

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

JFC-su

STUDENT SUSPENSION NOTICE

Proposed Revised Administrative Regulation  
*(includes recommendations from the 9/14/2021 BST meeting)*

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) standard(s) for behavior number(s) the student has violated is (reference section 5 and 6 in the GUIDELINES FOR GOOD SCHOOL ORDER, RULE NOA 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

Original to Parent or Guardian

cc: School File

\*Race (required by law)

~~December 13, 2011~~ [September 28, 2021](#)

\* 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 August 2021. Days 1-7 are 1-7, 8-14 are 8-14 with a star on 12, 15-21 are 15-21, 22-28 are 22-28, 29-31 are 29-31.

Calendar grid for September 2021. Days 1-4 are 1-4, 5-11 are 5-11 with an X on 6, 12-18 are 12-18, 19-25 are 19-25 with 27 circled, 26-30 are 26-30.

Calendar grid for October 2021. Days 1-2 are 1-2, 3-9 are 3-9, 10-16 are 10-16 with 15 circled, 17-23 are 17-23 with 18, 19, 20, 21 circled and 22 with an X, 24-31 are 24-31.

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 with 22, 23, 24 circled and 25 with an X, 28-30 are 28-30.

Calendar grid for December 2021. Days 1-4 are 1-4, 5-11 are 5-11 with 6 circled, 12-18 are 12-18, 19-25 are 19-25 with 22 circled and 23, 24, 25 with Xs, 26-31 are 26-31.

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

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

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

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

Key:

underlined = Professional Day for teachers (non-student day)

Star icon: Students' first day

X icon: School Out of Session (during the Instructional school year)

O icon: Parent/Teacher Conferences

Red box icon: eLearning Day: K-12th grade students will not attend school in person but will be required to complete digital learning assignments from home

Blue diamond icon: 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.

K icon: Kindergarten Kick-off

Hexagon icon: End of Grading Period

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 January 2022. Days 1-3 are blank, 4-10 are Xs, 11-17 are 11-17, 18-24 are 18-24 with 18 circled, 25-31 are 25-31.

Calendar grid for February 2022. Days 1-5 are 1-5, 6-12 are 6-12 with 11 circled, 13-19 are 13-19 with 18 circled, 20-26 are 20-26 with 21 circled, 27-28 are 27-28.

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

Calendar grid for April 2022. Days 1-2 are 1-2, 3-9 are 3-9 with Xs, 10-16 are 10-16 with 11 circled and K on 15, 17-23 are 17-23 with 18 circled, 24-30 are 24-30.

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

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.



Book Policy Manual  
 Section 3000 Personnel  
 Title PROPOSED REVISED SUBSTITUTE COMPENSATION  
 Code po3410.04CS  
 Status  
 Adopted November 22, 2016  
 Last Revised May 26, 2020  
 Last Reviewed September 28, 2021  
 Prior Revised Dates 2/27/2018

3410.04CS - **SUBSTITUTE COMPENSATION**

The Board of School Trustees hereby adopts the following wage rates for substitute teachers commencing on October 4, 2021 ~~August 10, 2020~~.

Substitute Permit ~~or Certified~~ Substitute Permit ~~or and Qualified to Write~~ Lesson Plans/Grading or Regular Teaching Retired Certified Teacher with Proof of Retirement  
~~Teacher Working as a Substitute~~ License (after 45 days serving as an ECS substitute during each school year)

Full day	\$ <del>100.00</del> <u>95.00</u>	\$ <del>130.00</del> <u>100.00</u>	\$ <del>145.00</del> <u>125.00</u>
One-half (1/2) day	\$ <del>55.00</del> <u>50.00</u>	\$ <del>65.00</del> <u>55.00</u>	\$ <del>75.00</del> <u>70.00</u>

\*Individuals who held a license issued by the Indiana Professional Standards Board or the Division of Professional Standards of the Indiana Department of Education who were employed by Elkhart Community Schools or another district, and who retired from Elkhart Community Schools or another district, are eligible to be compensated according to the wage specified above for "Retired Certified Teacher with Proof of Retirement."

Any substitute who holds an Indiana Professional, Provisional, Emergency, or an equivalent license issued by the Division of Teacher Training and Licensing of the Department of Public Instruction and who serves as a long-term substitute teacher in the same teaching position beyond ~~ten~~fifteen (~~10~~15) consecutive school days, shall be compensated in accordance with the Career Pathway Schedule for teachers of the school corporation. Compensation shall be as follows:

Teacher License	<del>Level on Schedule</del>	Daily Rate
Teacher License with Bachelors Degree	<del>BS+5</del>	\$216.00
Teachers License with Masters Degree	<del>MS+5</del>	\$235.00
<del>Teacher License/Retired from ECS</del>	<del>Level at time of retirement</del>	

~~When a substitute is employed to substitute for a special education paraprofessional, the employee shall be paid \$95.00 for each full day of employment in that position.~~

When a teacher is retired from Elkhart Community Schools and accepts a long-term substitute assignment in the same position, the teacher shall be paid for the duration of the assignment at a daily rate equivalent to the teacher's daily rate at the time of retirement.

A substitute teacher or substitute nurse paid under this compensation plan, working sixty (60) days or more during a semester, shall be entitled to a payment of three hundred (\$300.00) dollars following the end of the semester.

When a substitute is employed as a school nurse, the employee shall be paid as follows ~~\$100.00 per day~~ for each full day of employment as a substitute school nurse.:-

- [Licensed Practical Nurse \\$ 130.00/per day](#)
- [Registered Nurse \\$ 145.00/per day](#)

The Director of Human Resources will review this policy annually with the Board of School Trustees prior to its last regular meeting in May.

Revised 2/27/18

## Elkhart Community Schools

### New Course Proposal: 2022-23

Proposals for new courses submitted 3 semesters prior to implementation.

<b>State Title: Program of Study</b>	<b>NLPS Course Sequence: Precision Agriculture</b>  <b>7117: Principles of Agriculture</b>
<b>Course Description</b>	<b>NLPS Course Sequence:</b>  <b>7117: Principles of Agriculture</b>  Principles of Agriculture is a two-semester course that will cover the diversity of the agricultural industry and agribusiness concepts. Students will develop an understanding of the role of agriculture in the United States and globally. Students will explore Agriculture, Food, and Natural Resource (AFNR) systems related to the production of food, fiber and fuel and the associated health, safety and environmental management systems. Topics covered in the course range from animals, plants, food, natural resources, ag power, structures and technology, and agribusiness. Participation in FFA and Supervised Agricultural Experiences (SAE) will be an integral part of this course in order to develop leadership and career ready skills.  <u><a href="#">Elkhart High School Course Description Guide</a></u>  <u><a href="#">Elkhart Area Career Center Program Descriptions</a></u>
<b>Grade Levels</b>	Recommended Grade: 10, 11, 12
<b>Pathway</b>	Career Cluster: Agriculture  Program of Study: Precision Agriculture

<b>Length of Course</b>	2 semester course, 2 semesters required, 1 credit per semester, 2 credits maximum
<b>Prerequisites</b>	None

**Additional Required Information:**

<b>Resources</b>	<p>Consumable supplies</p> <p>E-Book: Textbook: 9780357020425: Burton, L.D. Agri-science Fundamentals, 6<sup>th</sup> edition (VItaSource)</p> <p>CASE-M003A:# Lab-Aids to AFNR Set</p> <p>I-Pads for instruction Miscellaneous supplies/equipment to enhance curriculum development</p> <p>OSHA 10: Agriculture: Safety Certificate</p> <p>All resources will be based on assets already purchased; however additional equipment needs will be met through Perkins funding. In addition, a supply budget will be put in place.</p>
<b>Additional cost?</b>	There will be a proposed \$100.00 Lab Fee
<b>Rationale for the course</b>	<p>This course presents an overview of agriculture emphasizing the diversity of agricultural careers including crop production, forestry and horticulture, as well as large and small animal production for meat, milk, wool and companionship. Major Course Learning Objectives: Upon successful completion of this course the student will be expected to: 1 Describe the role of agriculture in US and global societies. 2. Recognize the diversity of agricultural systems in the US and the world. 3. Describe the diversity of jobs and careers in agricultural industries in Indiana and the US.</p>

<p>How does this course fit into your departments and your school's total program?</p>	<p>Upon completion of this course in conjunction with a CTE Concentrator A and/or Concentrator B course, students will be prepared for a 2-year or 4-year post-secondary institution in an Agriculture CTE field or go directly into the workforce.</p> <p>Ivy Tech Dual credit will be offered in this course to prepare for the Ivy Tech certificates in Landscape Maintenance and Plant Production. (AGRI 100, AGRI 102 and AGRI 164.)</p>
<p>Anticipated number of students</p>	<p>This is about sections. The more sections, the easier it is for students to schedule, but too many sections may create staffing issues.</p>
<p>What courses might this replace in their schedules?</p>	<p>The class you are proposing will, in all likelihood, replace another course(s). We do, occasionally get to add more staff, but it is far more likely that the proposed course will replace a class or sections of a class that we currently offer.</p>
<p>Name of person on staff licensed to teach this course</p>	<p>CTE: Agriculture 9-12</p> <ul style="list-style-type: none"> <li>● Workplace Specialist: Agribusiness 9-12</li> <li>● Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter</li> <li>● CTE: Agriculture with high school setting</li> <li>● Workplace Specialist: Agriculture Education in Agribusiness Management</li> <li>● Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter</li> <li>● Any Agribusiness License 9-12</li> <li>● Any Standard Agriculture license</li> <li>● Occupational Specialist I, II, or III in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter</li> </ul>

Teacher Signature: [Handwritten Signature]

Date: 9/21/21

Department Chair: [Handwritten Signature]

Date: 9/22/21

Guidance Chair: Jennifer Garcia

Date: 9/21/21

Director: [Handwritten Signature]

Date: 9/21/21

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

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

## Elkhart Community Schools New Course Proposal: 2022-23

Proposals for new courses submitted 3 semesters prior to implementation.

<b>State Title</b>	NLPS: 7116: Precision Agriculture. Concentrator A Career Cluster: Agriculture
<b>Course Description</b>	<i>Precision Agriculture describes the purpose and concepts of precision agriculture and precision farming through classroom and lab-based instruction. It involves understanding and operation of the various precision agriculture tools including GPS, GIS, and VRT. Students will learn how to collect data, analyze data and use the information to make decisions. Provides an understanding and justifications that demonstrate the economic and environmental benefits of precision agriculture. The Precision Agriculture course also incorporates the use of UAVs. Students will demonstrate UAV competency and handling in order to achieve the Part 107 UAS certification.</i>  <u>Elkhart High School Course Description Guide</u> <u>Elkhart Area Career Center Program Descriptions</u>
<b>Grade Levels</b>	Grades 10, 11, 12
<b>Pathway</b>	Agriculture Pathway: Precision Agriculture
<b>Length of Course</b>	Credits: 2 semester course, 2 semesters required, 1 credit per semester, 2 credits maximum
<b>Prerequisites/Corequisites</b>	7117: Principles of Agriculture


**Additional Required Information:**

<b>Resources</b>	<p>Consumable supplies</p> <p>E-Book: Textbook: 9780357020425: Burton, L.D. Agri-science Fundamentals, 6<sup>th</sup> edition (VitaSource)</p> <p>CASE- MOO 3A-BK: #Lab-Aids to AFNR Set</p> <p><i>UAV competency and handling in order to achieve the Part 107 UAS certification.</i></p> <p><u>Drone Certification Guide: Inside the FAA's Part 107 Regulations</u></p> <p><u><a href="https://uavcoach.com/drone-certification">https://uavcoach.com &gt; drone-certification</a></u></p> <p>I-Pads for instruction</p>
------------------	--

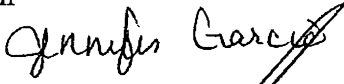
	<p>Miscellaneous supplies/equipment to enhance curriculum development</p> <p>OSHA 10: Agriculture: Safety Certificate</p> <p>All resources will be based on assets already purchased; however additional equipment needs will be met through Perkins funding. In addition, a supply budget will be put in place.</p>
Additional cost?	There will be a proposed \$100.00 Lab Fee
Rationale for the course	<p>Students will learn the technology and applications of electronics for precision agriculture and the characteristics of personal computer hardware, electronic sensors, monitors, machine controllers, environmental monitors, and global positioning systems. Courses will focus on production management information systems' processing and marketing information systems; and yield mapping, geographic information systems data handling, and software options.</p> <p>MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:</p> <ol style="list-style-type: none"> <li>1. Describe the basic purpose and concepts of precision agriculture.</li> <li>2. Determine basic principles of the various tools of precision agriculture including GPS, GIS and VRT.</li> <li>3. Recognize the use of these tools to collect data, analyze data and use the information to make a decision.</li> <li>4. Describe justifications that demonstrate the economic or environmental benefits of precision agriculture.</li> </ol>
How does this course fit into your department's and your school's total program?	<p>Upon completion of this course in conjunction with a CTE Principles and/or Concentrator B course, students will be prepared for a 2-year or 4-year post-secondary institution in an Agriculture CTE field or go directly into the workforce.</p> <p>Ivy Tech Dual credit will be offered in this course to prepare for the Ivy Tech certificates in Landscape Maintenance and Plant Production. (AGRI 100, AGRI 102 and AGRI 164.) and the Ivy Tech Technical Certificate in Precision Agriculture Specialist (PAET 100 and PAET 107)</p>
Anticipated number of students	This is about sections. The more sections, the easier it is for students to schedule, but too many sections may create staffing issues.
What courses might this replace in their schedules?	The class you are proposing will, in all likelihood, replace another course(s). We do, occasionally get to add more staff, but it is far more likely that the proposed course will replace a class or sections of a class that we currently offer.
Name of person on staff licensed to teach this course	<p>CTE: Agriculture 9-12</p> <ul style="list-style-type: none"> <li>• Workplace Specialist: Agribusiness 9-12</li> </ul>

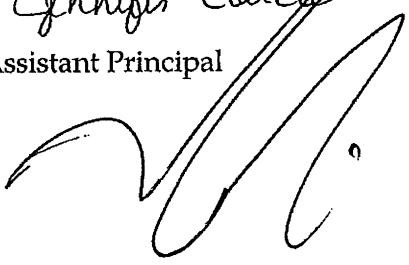


- Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter
- CTE: Agriculture with high school setting
- Workplace Specialist: Agriculture Education in Agribusiness Management
- Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter
- Any Agribusiness License 9-12
- Any Standard Agriculture license
- Occupational Specialist I, II, or III in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter

Teacher Signature  Date: 9/21/21

Department Chair  Date: 9/22/21

Guidance Chair  Date: 9/21/21

Principal or Assistant Principal  Date: 9/21/21

## Elkhart Community Schools New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

<b>State Title</b>	<b>Agriculture Precision Agriculture Concentrator B NLPS: 7113: Crop Management</b>
<b>Course Description</b>	Crop Management will provide an understanding of plant nutrient requirements and how to provide for those needs to achieve efficient crop production through classroom and lab-based instruction. Students will understand proper fertilizer materials, application methods and techniques. Instruction on soil analysis by demonstrating proper soil testing techniques which will be used to create fertility plans for proposed crops. Integrated pest management and the evaluation of various pest controls with minimal impact on the environment will also be an emphasis of the course. <u>Elkhart High School Course Description Guide</u> <u>Elkhart Area Career Center Program Descriptions</u>
<b>Grade Levels</b>	Grades 10, 11, 12
<b>Pathway</b>	<b>Agriculture</b>
<b>Length of Course</b>	Credits: 2 semester course, 2 semesters required, 1 credit per semester, 2 credits maximum
<b>Prerequisites/Co-requisites</b>	7117:Principles of Agriculture

**Additional Required Information:**

<b>Resources</b>	Consumable supplies  E-Book: Textbook: 9780357020425: Burton, L.D. Agri-science Fundamentals, 6 <sup>th</sup> edition (VitaSource)  CASE-M003A:# Lab-Aids to AFNR Set  CASE- MOO 3A-BK: #Lab-Aids to AFNR Set  I-Pads for instructionMiscellaneous supplies/equipment to enhance curriculum development  OSHA 10: Agriculture: Safety Certificate  All resources will be based on assets already purchased; however additional equipment needs will be met through Perkins funding. In addition, a supply budget will be put in place.
<b>Additional cost?</b>	There will be a proposed \$100.00 Lab Fee

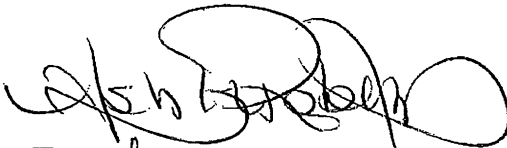
## Elkhart Community Schools New Course Proposal for 2022-2023

<p>Rationale for the course</p>	<p>Introduces and examines fundamental principles of crop production and distribution. Emphasis is placed on applying technological advances in agronomy to active crop-production situations, including basic soils, agricultural meteorology, and crop physiology and breeding.</p> <p>MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:</p> <ol style="list-style-type: none"> <li>1. Explain aspects of U.S. agricultural production.</li> <li>2. Describe major types of cropping systems.</li> <li>3. Explain how soils influence crop production.</li> <li>4. Develop a nutrient management system.</li> <li>5. Explain hybrid and variety development, and influence of GM technology on crop production.</li> <li>6. Describe field crop physiology, growth and development.</li> <li>7. Develop tillage and crop management systems.</li> <li>8. Describe characteristics of agriculture in developing and developed countries.</li> <li>9. List characteristics of sustainable agriculture systems.</li> </ol>
<p>How does this course fit into your department's and your school's total program?</p>	<p>Upon completion of this course in conjunction with a CTE Principles and/or Concentrator B course, students will be prepared for a 2-year or 4-year post-secondary institution in an Agriculture CTE field or go directly into the workforce.</p> <p>Ivy Tech Dual credit will be offered in this course to prepare for the Ivy Tech certificates in Landscape Maintenance and Plant Production. (AGRI 100, AGRI 102, AGRI 117, AGRI 217 and AGRI 164.) and the Ivy Tech Technical Certificate in Precision Agriculture Specialist (PAET 100 and PAET 107)</p>
<p>Anticipated number of students</p>	<p>This is about sections. The more sections, the easier it is for students to schedule, but too many sections may create staffing issues.</p>
<p>What courses might this replace in their schedules?</p>	<p>The class you are proposing will, in all likelihood, replace another course(s). We do, occasionally get to add more staff, but it is far more likely that the proposed course will replace a class or sections of a class that we currently offer.</p>
<p>Name of person on staff licensed to teach this course</p>	<p>CTE: Agriculture 9-12</p> <ul style="list-style-type: none"> <li>• Workplace Specialist: Agribusiness 9-12</li> <li>• Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter</li> <li>• CTE: Agriculture with high school setting</li> </ul>

**Elkhart Community Schools  
New Course Proposal for 2022-2023**

- Workplace Specialist: Agriculture Education in Agribusiness Management
  - Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter
- Any Agribusiness License 9-12
- Any Standard Agriculture license
  - Occupational Specialist I, II, or III in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter

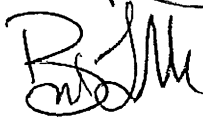
Teacher Signature



Date:

9/21/21

Department Chair



Date:

9/22/21

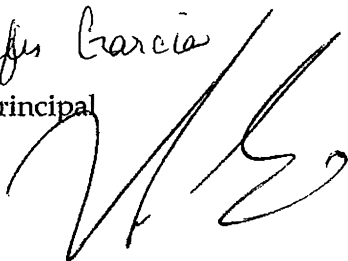
Guidance Chair

Jennifer Garcia

Date:

9/21/21

Principal or Assistant Principal



Date:

9/21/21

**Checklist and Timeline**

## Elkhart Community Schools New Course Proposal for 2022-23

Proposals for new courses submitted 3 semesters prior to implementation.

<b>State Title</b>	<b>Agriculture Precision Agriculture NLPS 7236: Capstone Course</b>
<b>Course Description</b>	The Precision Agriculture Capstone course builds upon the knowledge and skills developed in the Principles, Precision Agriculture and Crop Management by developing advanced skills that students can apply to the field. As a capstone course, students should have the opportunity to apply their knowledge and use skills through an intensive work-based learning experience. <u><a href="#">Elkhart High School Course Description Guide</a></u> <u><a href="#">Elkhart Area Career Center Program Descriptions</a></u>
<b>Grade Levels</b>	Grade 12
<b>Pathway</b>	NLPS Agriculture
<b>Length of Course</b>	Credits: 2 semester course, 2 semesters required, 1-3 credits per semester, 6 credits max
<b>Prerequisites</b>	7117: Precision Agriculture, 7113: Crop Management

### Additional Required Information:


<b>Resources</b>	All resources will be based on assets already purchased; however additional equipment needs will be met through Perkins funding. In addition, a supply budget will be put in place.
<b>Additional cost?</b>	Costs may vary depending on placements (uniforms, equipment, etc)
<b>Rationale for the course</b>	<p>This course will provide students with the opportunity to work for an organization that is specifically related to their career objectives. Provides on-the-job experience while earning credit.</p> <p>MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate ability to accept and follow directions.</li> <li>2. Demonstrate ability to work as a team member.</li> <li>3. Provide documentation for performance of assigned tasks.</li> <li>4. Prioritize work assignments.</li> <li>5. Produce quality work.</li> <li>6. Communicate effectively both orally and through writing.</li> <li>7. Manage tasks effectively.</li> <li>8. Demonstrate ability to make sound decisions and recommendations.</li> </ol>


## Elkhart Community Schools New Course Proposal for 2022-23

<p>How does this course fit into your department's and your school's total program?</p>	<p>Upon completion of this course in conjunction with a CTE Principles and/or Concentrator B course, students will be prepared for a 2-year or 4-year post-secondary institution in an Agriculture CTE field or go directly into the workforce.</p> <p>Ivy Tech Dual credit will be offered in this course to prepare for the Ivy Tech certificates in Landscape Maintenance and Plant Production. (Also courses towards the ITCC: TC Precision Agriculture Specialist: ITCC: AGRI 117, AGRI 217, AGRI 111, PAET 280, AGRI 100, AGRI 102, AGRI 117, AGRI 217 and AGRI 164. and the Ivy Tech Technical Certificate in Precision Agriculture Specialist PAET 100 and PAET 107)</p>
<p>Anticipated number of students</p>	<p>This is about sections. The more sections, the easier it is for students to schedule, but too many sections may create staffing issues.</p>
<p>What courses might this replace in their schedules?</p>	<p>The class you are proposing will, in all likelihood, replace another course(s). We do, occasionally get to add more staff, but it is far more likely that the proposed course will replace a class or sections of a class that we currently offer.</p>
<p>Name of person on staff licensed to teach this course</p>	<p>.CTE: Agriculture 9-12</p> <ul style="list-style-type: none"> <li>• Workplace Specialist: Agribusiness 9-12</li> <li>• Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter</li> <li>• CTE: Agriculture with high school setting</li> </ul> <p>Workplace Specialist: Agriculture Education in Agribusiness Management</p> <ul style="list-style-type: none"> <li>• Workplace Specialist I or II in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter</li> </ul> <p>Any Agribusiness License 9-12</p> <ul style="list-style-type: none"> <li>• Any Standard Agriculture license</li> <li>• Occupational Specialist I, II, or III in related course approved for a CTE pathway with a balance of all Agriculture relatable subject matter</li> </ul>

Elkhart Community Schools  
New Course Proposal for 2022-23

Teacher Signature  Date: 9/21/21

Department Chair  Date: 9/22/21

Guidance Chair  Date: 9/21/21

Principal or Assistant Principal  Date: 9/21/21

# Elkhart Community Schools

## New Course Proposal Form

### 2022-23

Proposals for new courses submitted 3 semesters prior to implementation.

<b>State Title</b>	<p><b>Central Service/Surgical Technician: Next Level Programs of Study</b></p> <p><b>7168: Principles of Healthcare</b>  <b>5274: Medical Terminology</b>  <b>7163: Central Service Technician Fundamentals</b>          Pathway Capstone (Course Number to be determined)</p> <p><u>State Course Titles and Descriptions.</u></p>
<b>Course Description</b>	<p><b>7168: Principles of Healthcare:</b> Principles of Healthcare content includes skills common to specific health career topics such as patient nursing care, dental care, animal care, medical laboratory, public health, and an introduction to healthcare systems. Lab experiences are organized and planned around the activities associated with the student's career objectives.</p> <p><b>5274: Medical Terminology:</b> Medical Terminology prepares students with language skills necessary for effective, independent use of health and medical reference materials. It includes the study of health and medical abbreviations, symbols, and Greek and Latin word part meanings, all taught within the context of body systems. This course builds skills in pronouncing, spelling, and defining new words encountered in verbal and written information in the healthcare industry. Students have the opportunity to acquire essential skills for accurate and logical communication, and interpretation of medical records. Emphasis is on forming a foundation of a medical vocabulary including; appropriate and accurate meaning, spelling, and pronunciation of medical terms, and abbreviations, signs, and symbols</p> <p><b>7163: Central Service Technician Fundamentals:</b> This course introduces students to the field of central service and prepares students to identify surgical instruments by category type and use. Students will learn the principles and importance of the flow of material along with the environmental control factors affecting the central service department. The student will differentiate between equipment management systems and compare out-sourcing and insourcing.</p> <p><b>Capstone:</b> Available for the 2022-2023 School Year</p> <p><a href="#"><u>Elkhart High School Course Description Guide</u></a>  <a href="#"><u>Elkhart Area Career Center Program Descriptions</u></a></p>
<b>Grade Levels</b>	<p><b>Recommended Grade Levels:</b></p> <p><b>7168: Principles of Health Care:</b> 9th, 10th, 11th  <b>5274: Medical Terminology:</b> 11th, 12th  <b>7163: Central Service Technician Fundamentals:</b> 10th, 11th, 12th</p>



Pathway	Health Sciences: Next Level Programs of Study CTE Pathway
Length of Course	Full Year (two semesters)
Prerequisites	7168: Principles of Health Care: Prerequisite/Corequisite: None 5274: Medical Terminology: Prerequisite/Corequisite: None 7163: Central Service Technician Fundamentals: 7168 Principles of Healthcare

Additional Required Information:

Resources	<p>All resources will be based on assets already purchased; however additional equipment needs will be met through Perkins funding. In addition, a supply budget will be put in place.</p> <p>Curriculum will vary depending on the CTE course listed above; however, key competencies must be met and can be found at this website: <a href="https://www.in.gov/gwc/files/NLPS%20Review%20Doc_1.21.21.pdf">https://www.in.gov/gwc/files/NLPS%20Review%20Doc_1.21.21.pdf</a></p> <p>Students may have the opportunity to work in an apprenticeship program in conjunction with this course.</p> <p>Dual credits will be offered through the CTE course in this pathway and textbooks will be assigned and provided for students based on the CTE pathway.</p>
Additional cost?	Additional costs will include but not limited to \$250.00 for certification exams, field trips, etc
Rationale for the course	This Central Service Technician Pathway course will provide students an additional avenue to pursue employment in a local health clinic/hospital setting. The Health Science Central Service Technician NLPS pathway provides a complete view of what a surgery technician would need to know to be successful in the field. This pathway also includes the postsecondary courses at Ivy Tech and Vincennes that each NLPS course has been aligned to, and the key competencies for each of those courses based on the post-secondary guidelines. This CTE pathway will apply real world learning experiences while enrolled in the Principles, CTE Concentrator A and/or Concentrator B or CTE Capstone course.
How does this course fit into your department's and your school's total program?	Upon completion of these sequences of courses, students will be prepared for a 2-year or 4-year post-secondary institution in a CTE field or go directly into the workforce.

Anticipated number of students	24 AM 24 PM
What courses might this replace in their schedules?	This course will be enveloped into the Elkhart Area Career Center Elective schedule either in the AM or the PM session
Name of person on staff licensed to teach this course	Instructors will be determined upon approval of this CTE pathway.

Teacher Signature  
TBD + New position

Date:

Department Chair  
Brenda Emeran

Date:

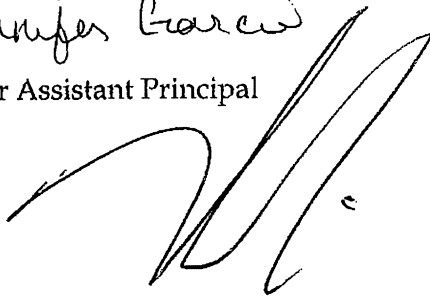
9-21-21

Guidance Chair  
Jennifer Garcia

Date:

9/21/21

Principal or Assistant Principal



Date:

9/21/21

# Elkhart Community Schools

## New Course Proposal Form

### 2021-22

Proposals for new courses submitted 3 semesters prior to implementation.

<b>State Title</b>	<p><b>7156: Technical Skills Development: Next Level Programs of Study</b></p> <p>Credits: 2 semester course, 2 semesters required, 1 credit per semester, 2 credits maximum</p> <p><u>State Course Titles and Descriptions.</u></p>
<b>Course Description</b>	<p>The Technical Skills Development course may be used to provide students with the opportunity to apply the technical knowledge and skills learned in a Concentrator A or B course through additional real world learning experiences such as lab activities, project based learning or a work-based learning experience. Students must be co-enrolled in a Concentrator A and/or B course in order to be enrolled in the Technical Skills Development course.</p> <p><u>Elkhart High School Course Description Guide</u>  <u>Elkhart Area Career Center Program Descriptions</u></p>
<b>Grade Levels</b>	None specified: See Prerequisite/Corequisite
<b>Pathway</b>	Works as a course for credit in a Next Level Programs of Study CTE Pathway
<b>Length of Course</b>	Full Year
<b>Prerequisites</b>	Prerequisite/Corequisite: Concurrently enrolled in a Next Level Programs of Student Concentrator A and/or Concentrator B course.

**Additional Required Information:**

<b>Resources</b>	<p>All resources will be based on assets already purchased; however additional equipment needs will be met through Perkins funding. In addition, a supply budget will be put in place.</p> <p>Curriculum will vary depending on the CTE course pathway.</p> <p>Students may have the opportunity to work in an apprenticeship program in conjunction with this course.</p> <p>Dual credits will be offered through the CTE course and textbooks will be assigned and provided for students based on the CTE pathway.</p>
------------------	--

Additional cost?	Additional costs will include but not limited to \$50.00 for certification exams, field trips, etc
Rationale for the course	This Technical Skills course is an additional course which will provide students who may have taken the Principles course in a CTE pathway at their home school to attend the EACC and apply real world learning experiences while enrolled in the CTE Concentrator A and/or Concentrator B or CTE Capstone course.
How does this course fit into your department's and your school's total program?	Upon completion of this course in conjunction with a CTE Concentrator A and/or Concentrator B course, students will be prepared for a 2-year or 4-year post-secondary institution in a CTE field or go directly into the workforce.
Anticipated number of students	The number of students will vary based on the CTE Next Level Programs of Study Pathways..
What courses might this replace in their schedules?	This course will be enveloped into the Elkhart Area Career Center Elective schedule either in the AM or the PM session
Name of person on staff licensed to teach this course	Instructors will vary depending on the CTE Next Level Programs of Study Pathway.

Teacher Signature

TBD

Date:

Department Chair

Brenda Emerson

Date:

9-21-21

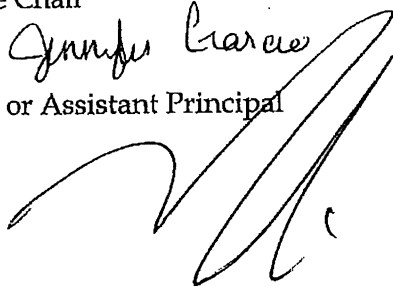
Guidance Chair

Jennifer Garcia

Date:

9/21/21

Principal or Assistant Principal



Date:

9/21/21

## **Grant Request for District Priority Audit and Review**

The administration seeks a \$55,000 grant from the Community Foundation of Elkhart County to contract with Solution Tree to conduct an audit of district priorities and progress toward increasing student achievement. As the district looks to emerge from the pandemic, we seek to affirm for our staff, families, and community that we are engaged in the right work.

### **What is the overall goal of this external audit?**

This audit would provide an opportunity for experts who know school improvement and have turned schools around to come into the district and evaluate the priorities set by Dr. Thalheimer and the Leadership Team. The audit would result in the board receiving three things:

- A written summary report of findings would be presented at a November board meeting to show we welcome external review of what we are doing to increase student achievement. This report can validate the things we are doing and also provide recommendations. Dr. Thalheimer and the team can then work with the board to determine our capacity for the next steps and where we might need outside assistance in completing those next steps. The audit can also provide input on our capacity for leadership and execution.
- An executive session after that same board meeting would specifically review Dr. Thalheimer's identification of district needs and his effectiveness in trying to address those needs over the past 2.5 years. The board has expressed a desire to better evaluate Thalheimer's goals and leadership toward district improvement; this analysis from outside would provide the board with such information.
- A public presentation would subsequently be conducted live and virtually streamed where the results of the audit are "translated" for a non-educator audience in order to inform the public about what we are doing and where our areas of continued growth need to be. This presentation and the talking points coming from it can help us communicate to our community better about the things we are doing well and how this will lead to better student outcomes.

The overall goal would be to prove to our community that the district, and Thalheimer in particular, are receptive to having educators who have effectively improved schools come in and assess where we are. This should instill confidence in the district and our ability to emerge from COVID getting back on the path for improvement we had launched in 2019.

### **What will the priority audit look at?**

The focus of the priority audit will be to look at the following things:

- How are we engaging in the right work to improve student achievement? For the past two and a half years, we have been working to improve curriculum and student learning, strengthen community partnerships, and develop leadership. These areas of emphasis have been adjusted due to COVID, but have nonetheless continued. As we move forward with these efforts and the new timelines, experts can affirm or tell us to pivot from the working plan we have.
- Given the work accomplished on providing great facilities and the School of Study model, does our emphasis on curriculum and interventions, SIOP for English learners, and social & emotional learning within the PLC framework move learning in a way true to that model? How are we improving education in our elementary and middle schools to prepare for that model?
- With the socio-economic and language diversity in the district, are these areas of emphasis the right ones to improve student learning, particularly in literacy and math?
- How would successful implementation of these elements we are working on provide a basis for a turnaround of underperforming schools and offer a way to accelerate recognition of schools performing well?

*Why should Solution Tree be the one to do this work?*

- Solution Tree experts know the schools within the district from their work at the building level in culture audits and principal training and coaching. Alex Mc Neese and Anthony Muhammed have been in our schools and presented to them on their findings of their culture audits. McNeese, Muhammed, and the Solution Tree team are best positioned to assess the alignment between building-level work and district goals and initiatives.
- McNeese and Muhammed have both improved achievement at schools they led. They can realistically help us gauge where we are, assess our biggest challenges, and then provide the next steps to help our district move forward in improving student learning.
- Solution Tree is a broadly recognized organization with true experts on educational best practices. They will be honest and critical in their assessment of us because they have a global reputation to uphold, but they will also help us recognize successes and be clear-eyed about improvement as these are important tenets of school improvement through Professional Learning Communities.



<b><u>Daly</u></b>	
<b>Address:</b>	1735 Strong Ave., 46514
<b>Site Acreage:</b>	9.6
<b>Year Constructed:</b>	1949
<b>Last Major Renovation or New Construction:</b>	2004
<b>Additions/Renovations:</b>	1952, '56, '61, '81, '88, '97, 2004
<b>Current Size:</b>	81,267
<b>No. of Classrooms:</b>	34
<b>No. of Current Students (9/17/2021)</b>	426
<b>Projected Costs</b>	<b>Estimate</b>
<b><u>Site</u></b>	
Site Circulation for parent drop off/pickup	\$250,000
Site Lighting	\$25,000
<b><u>Building Envelope</u></b>	
Window Replacement	\$50,000
Doors	\$50,000
Roofing	\$1,200,000
<b><u>Building Interior</u></b>	
<b>General Areas</b>	
Ceilings	\$500,000
Flooring	\$700,000
Wall Finishes	\$300,000
Doors	\$50,000
Casework	\$250,000
Marker Boards & Tack Boards	\$50,000
<b>Rest Rooms</b>	
Partitions	\$50,000
Room Finishes	\$30,000
New Restroom	\$125,000
<b>Kitchen</b>	\$100,000
<b>Plumbing</b>	
Building Renovation	\$100,000
Hot Water Heaters & General Repairs	\$100,000
<b>HVAC</b>	
Building Renovation	in CARES
New Temperature Controls	in CARES
Boilers	in CARES
Chillers	in CARES
Pumps & VFD's	in CARES
Air Handling Units	in CARES
Terminal Devices	in CARES
Exhaust Fans	in CARES
<b>Electric</b>	
Public Address System	\$20,000
Building Renovation	\$200,000
Lighting	\$500,000
Generator and Back-up Systems	\$150,000
Technology	\$150,000
<b>ESTIMATED CONSTRUCTION COST</b>	<b>\$4,700,000</b>



<b><u>Hawthorne</u></b>	
<b>Address:</b>	501 West Lusher, 46517
<b>Site Acreage:</b>	12.2
<b>Year Constructed:</b>	1929
<b>Last Major Renovation or New Construction:</b>	2015
<b>Additions/Renovations:</b>	1954, '65, '80, '94, 2004, 2015
<b>Current Size:</b>	92,810
<b>No. of Classrooms:</b>	38
<b>No. of Current Students (491 as of 9/17/2021)</b>	546
<b>Projected Costs</b>	<b>Estimate</b>
<b><u>Site</u></b>	
Sealcoat, Stripe & Paint Graphics Play Surface	\$10,000
Mill 1 1/2", new 1 1/2" Surface	\$150,000
Site Lighting	\$20,000
<b><u>Building Envelope</u></b>	
Roofing	\$750,000
<b><u>Building Interior</u></b>	
<b>General Areas</b>	
Movable Partitions	
Ceilings	\$600,000
Flooring	\$700,000
Wall Finishes	\$250,000
Doors	\$50,000
Casework	\$100,000
Marker Boards & Tack Boards	\$50,000
<b>Rest Rooms</b>	
Partitions	\$50,000
Room Finishes	\$50,000
<b>Gym Bleachers</b>	
	\$30,000
<b>Kitchens</b>	
	\$100,000
<b>Plumbing</b>	
Building Renovation	\$25,000
Hot Water Heaters & General Repairs	\$100,000
<b>HVAC</b>	
Building Renovation	\$300,000
New Temperature Controls	\$100,000
Chillers	\$450,000
Pumps & VFD's	\$120,000
Air Handling Units	\$100,000
<b>Electric</b>	
Public Address System	\$20,000
Building Renovation	\$75,000
Lighting	\$300,000
Generator and Back-up Systems	\$50,000
Technology	\$150,000
<b>ESTIMATED CONSTRUCTION COST</b>	<b>\$4,700,000</b>

<b>Address:</b>	1100 E. Hively, 46517
<b>Site Acreage:</b>	4.5
<b>Year Constructed:</b>	1980
<b>Last Major Renovation or New Construction:</b>	1999
<b>Additions/Renovations:</b>	1999
<b>Current Size:</b>	58,857
<b>No. of Classrooms:</b>	26
<b>No. of Current Students (399 as of 9/17/2021)</b>	393
<b>Projected Costs</b>	<b>Estimate</b>
<b><u>Site</u></b>	
Sealcoat, Stripe & Paint Graphics Play Surface	\$20,000
Sealcoat & Stripe	\$10,000
Mill 1 1/2", new 1 1/2" Surface	\$350,000
<b><u>Building Envelope</u></b>	
Window Replacement	\$350,000
Roofing	\$700,000
<b><u>Building Interior</u></b>	
<b>General Areas</b>	
Ceilings	\$400,000
Flooring	\$800,000
Wall Finishes	\$300,000
Casework	\$250,000
Marker Boards & Tack Boards	\$50,000
Lockers	\$50,000
<b>Rest Rooms</b>	
Partitions	\$50,000
Room Finishes	\$50,000
<b>Kitchens</b>	\$100,000
<b>Plumbing</b>	
Building Renovation	\$50,000
Hot Water Heaters & General Repairs	\$100,000
<b>HVAC</b>	
Building Renovation	\$300,000
New Temperature Controls	\$50,000
<b>Electric</b>	
Public Address System	\$20,000
Building Renovation	\$100,000
Lighting	\$400,000
Generator and Back-up Systems	\$50,000
Technology	\$150,000
<b>ESTIMATED CONSTRUCTION COST</b>	<b>\$4,700,000</b>

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**August 2021**

**CASH:**

Petty Cash	\$	500.00
Lunch Change Fund		2,010.00

**BANK ACCOUNTS:**

Teachers Credit Union	\$	2,969,784.78
Lake City Bank – Accounts Payable		(727,002.30)
Lake City Bank – Payroll Account		(5,544.72)
Lake City Bank – Flex Account		70,315.78
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		138,826.37
Lake City Bank – Deposit Account		32,547,886.76
Lake City Bank – Book Rental		-
Chase Bank – Book Rental		5,372.64
BMO Harris Bank (UMR insurance)		407,420.00

**INVESTMENTS:**

Certificate of Deposit	-
------------------------	---

**\$ 35,409,569.31**

# Medical Plan Experience

August 2021

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 1,011,353	\$ 867,656	\$ 143,697	\$ 5,591,750	\$ 4,390,026	\$ 1,201,724
UMR Rx	\$ 175,996	\$ 161,646	\$ 14,350	\$ 1,217,969	\$ 1,286,753	\$ (68,784)
Rx Rebate	\$ -	\$ -	\$ -	\$ (354,748)	\$ (243,116)	\$ (111,632)
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	<u>\$ 1,187,349</u>	<u>\$ 1,029,302</u>	<u>\$ 158,047</u>	<u>\$ 6,454,971</u>	<u>\$ 5,433,663</u>	<u>\$ 1,021,308</u>
Expected Claim Cost	\$ 871,134	\$ 862,043	\$ 9,091	\$ 7,008,718	\$ 6,903,868	\$ 104,850
Claims vs. Expected	\$ 316,215	\$ 167,259	\$ (553,747)	\$ (1,470,205)		
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 208,492	\$ 199,641	\$ 8,851	\$ 1,664,448	\$ 1,552,622	\$ 111,826
Total Cost (Claim + Non-claim)	\$ 1,395,841	\$ 1,228,943	\$ 8,119,419	\$ 6,986,285		
Enrollment	1,029	1,029		8,317	8,266	
Cost Per Employee Per Month (PEPMD)	\$ 1,356.50	\$ 1,194.31	\$ 976.24	\$ 845.18		15.5%
Paid Claims Per Employee			\$ 776.12	\$ 657.35		18.1%